Hire Touch
Applicant Tracking

SUPPORT STAFF TRAINING
BY
LINDA BOODY
EMPLOYMENT MANAGER

If you have questions, contact boody@usm.maine.edu
1. Enter your user name (firstname.lastname)
2. Enter your password
3. Sign in
4. You should bookmark (add to favorites) this page
1. Go to the jobs tab
2. All pages have the “logout” tab in the top right hand corner (session will expire after 59 minutes of inactivity)
1. This screen shows all your positions
2. Click on position you wish to review
1. List of applicants - where they are in the process
2. Job announcement is listed under “properties”
3. Always make sure you are seeing all applicants – see page info
4. Click on the person you want to review
1. The chair reviews applicant materials for minimum qualifications
2. Update search committee status (you’ll have choices – refer to “Hiring Process” document under the Resources tab on your home page)
3. You can return to applicant list by going to “view applicants by job”
Where applicants are in the process

1. Black dots mean step is completed
2. Partially filled dots mean step is in process
3. Green dots with white arrow means not started (next step) – you should not skip any of the steps as it may cause your search to slow down when we have to go back and do the missing steps
1. You will have clicked the evaluation tab and the name of the evaluation to see this information
2. You can see who has been assigned to complete an evaluation
3. You can see if complete or not
4. You can see individual scores and the average score based on evals that have been completed
1. Ratings are sliding scale poor to excellent
   
   **If category is not applicable to an applicant, you must at least move the icon until it changes color or you will get a false high score.**

2. When evaluation is complete you may “save” if you want to be able to make changes (no score will be given), or submit – no changes will be able to be made to the form once it is “submitted” but you will see the score.
1. The committee will decide who to ask for phone interviews – if not reflected by the top scores, a narrative explaining why not should be sent through “send correspondence”

2. Click on the “score” circle (it will be completely black once there is a number under the eval score column) and a new box will open

3. To move to phone interview, choose “qualified”, if not, choose another appropriate classification, save

4. HR will receive automatic email when applicants have been designated “qualified” and will the review and approve for phone interview
1. Once HR has approved, you will receive an email with that approval
   1. You will see HR phone review is now black indicating HR has completed that step
2. You will schedule your phone interviews, then record the date and time under the green phone circle
   1. Click on green “phone” circle to open new “event” window
Once you have scheduled the phone interview, everyone is notified through an “event”.

Enter start and end time for interview (steps 3-8 are optional).

Send email to applicant and attendees (this is confirmation).

Add attachments if necessary (full job description, university information, etc.).

You can schedule a reminder to be sent.

Enter a brief description if necessary.

Add attendees.

Leave as “does not recur”.

Scroll to bottom and hit save.

All attendees will get an email and they will be able to add to calendar.
Move from phone interview

1. When phone interviews are complete - click on phone circle and new window will open
2. If you want to move forward to campus interview choose “completed”, otherwise choose another appropriate description
3. Hit save
4. An email will go to HR for approval for campus interview
Campus interview approval

1. Follow same process as for phone interview approval
1. Reference checking is done outside of HireTouch, but when complete you will record results in HireTouch
2. Click on references for process window
3. Choose ‘approved” if satisfactory, “choose “reference check unsatisfactory” if references are poor and you no longer want to consider the candidate
4. Save
1. Send correspondence (narrative of how the finalist was chosen) to HR indicating who you wish to make the offer to
2. HR will review and approve
3. Complete salary approval form – click on green arrow and you will be taken to forms page to fill out salary approval
1. Click on start
2. This opens up the salary approval form
   1. Request to hire above 1\textsuperscript{st} quartile
   2. Faculty salary approval
3. When complete, hit save and continue
1. Click on approver box
2. Always choose Linda Boody
3. Hit Save
4. Linda will automatically be notified that there is a form to approve and will assign other approvers as necessary
1. You will be notified via email that the salary request has been approved and the circle will be black.
2. You may now make a verbal offer.
3. Once you’ve received verbal acceptance we will need to do a background check before the finalist can start – email Marti Blair and she will follow up with finalist to complete consent form.
4. When background check is complete, you will be notified and at that time we will need the start date to do the appointment letter.
Step by Step List of HireTouch Applicant Tracking for Support Staff

- Go to login screen, enter your username (firstname.lastname), enter your password
- From your ‘dashboard’ (home page), go to jobs tab
- Choose job you wish to review
- Chair reviews materials (resume, cover letter, application, other docs, etc.) for minimum qualifications
  - Under “search committee” choose from list
- Once qualified, search committee will be able to view materials
- Candidates need to be evaluated/rated
  - HR will schedule evaluation (rating sheet)
- Committee meets to decide who will have a phone interview
- Choose “qualified proceed” for those who you want to phone interview and an email will be automatically set to HR requesting approval
- HR will approve and you will receive an email confirming the approval
- Schedule phone interviews then record date and time
- When phone interview is complete, choose “completed” for those you want to move forward for campus interview
- HR will receive an email requesting permission for interview and will approve and an email will be sent confirming
- Schedule campus interviews then record date and time
Step by Step List of HireTouch Applicant Tracking for Support Staff cont.

- Conduct campus interviews
- Check references
- Record reference check – approved moves it to HR for final review
- Chair will send narrative of process to HR (send correspondence)
- HR will do final review of process and send confirming email
- Submit salary approval request (request to hire above first quartile or faculty approval request)
- Once you have approval of salary, make verbal offer
- When verbal offer is accepted, notify employment services so they can do the background check
- Once background check is completed you will be notified – at that time employment services will need the start date for the finalist
- Appointment letter will be generated
- If committee members made any written notes, they will need to be collected, scanned and uploaded

For more in depth information about the search process, review the “Hiring Process” document located on the “Resources” tab on your HireTouch homepage.