

Request To Hire Basic Guidelines / Instructions:
Civil Service: Request To Fill / Extra Help

1. Log in Hirezon utilizing the following link: [Login \(interviewexchange.com\)](https://interviewexchange.com)
If using SSO: <https://sso.interviewexchange.com/wiu/sso.jsp>
2. Click on the **Forms** tab.
3. Select **Start New Form** tab in the upper right.

4. In the Department drop-down, select the correct department for this position.

A pop-up window will appear asking user to ensure the department selected is accurate. If the department selected is correct, click **OK**. If the department is incorrect, click **Cancel** and update.

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Note: If the department is wrong and not fixed during this step, you cannot fix it after completing this step, you will be forced to start over.

5. In the Category dropdown, select **Recruitment**.
6. In the Template dropdown, select the appropriate form, in this case **Civil Service: Request To Fill / Extra Help**

Note: Once you select a form from the template dropdown menu, you can preview the form by clicking on the preview icon next to the form name to ensure you have chosen the correct form. This will be very helpful if you have multiple forms to choose from.

7. Type in the title of the position in the **Title/Name** field. *Do not abbreviate any portion of the position title. Type title out in full.*
8. Click **Create Form**.



Hirezon|Exchange Western Illinois University Dashboard WIU Employee Notifications (1) Help Instructions Logout

Start New Form ?

Department: HUMAN RESOURCES

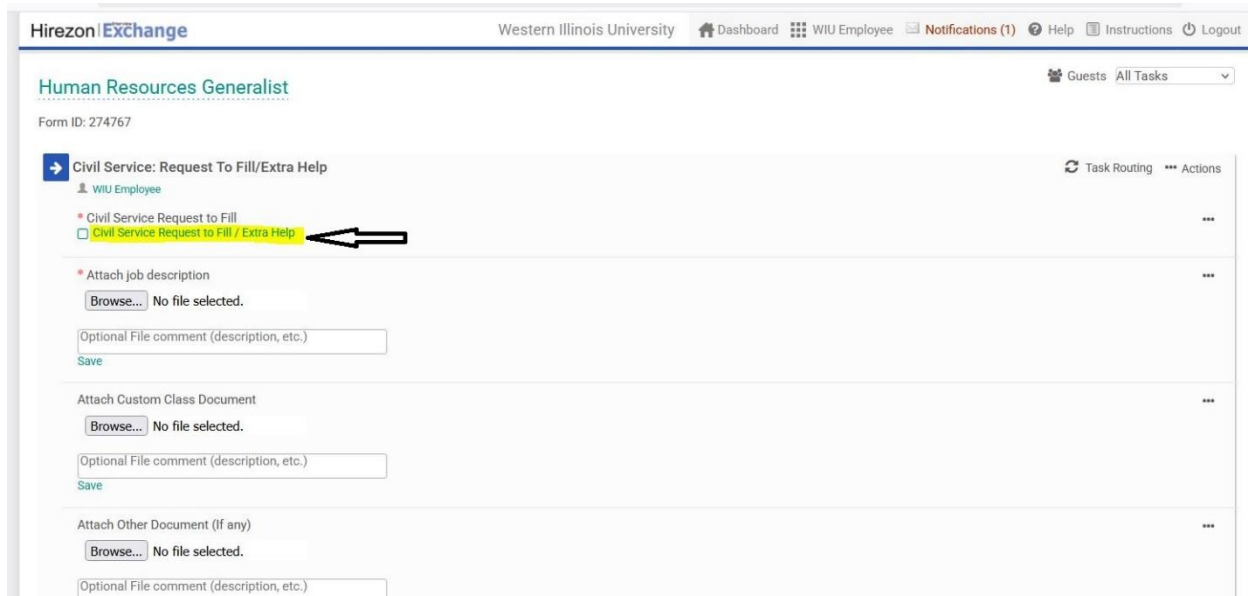
Category: Recruitment

Template: Civil Service: Request To Fill/Ex... 

Title/Name: Human Resources Generalist

Create Form

9. You will be directed to the Position Requisition page.
10. Click on **Civil Service: Request To Fill/Extra Help** form.



Hirezon|Exchange Western Illinois University Dashboard WIU Employee Notifications (1) Help Instructions Logout

Human Resources Generalist

Form ID: 274767

Guests All Tasks

Civil Service: Request To Fill/Extra Help

WIU Employee

* Civil Service Request to Fill

* Civil Service Request to Fill / Extra Help

* Attach job description

Browse... No file selected.

Optional File comment (description, etc.)

Save

Attach Custom Class Document

Browse... No file selected.

Optional File comment (description, etc.)

Save

Attach Other Document (If any)

Browse... No file selected.

Optional File comment (description, etc.)

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11. The **Civil Service: Request To Fill/Extra Help form** will now appear.
12. Complete the form with all required and pertinent information for the position required by WIU.

Note: All fields with a * are required. You will not be able to submit this form for approval without all the required fields being completed.
13. Once you have completed the Civil Service: Request To Fill/Extra Help form, click **Save & Submit**.
14. Review to ensure all the information is accurate.
 - If changes need to be made, click **Edit** and make any necessary changes.
 - Once all the information is accurate, click **Continue**.
15. Once you click **Continue**, you will be directed to the Requisition page again. You will now see a checkmark ✓ next to Civil Service: Request To Fill/Extra Help form.

The screenshot displays the Hirezon Exchange web application interface. At the top, the header includes the logo, the text 'Western Illinois University', and navigation links for Dashboard, WIU Employee, Notifications (1), Help, Instructions, and Logout. Below the header, the page title is 'Human Resources Generalist' with a sub-header 'Form ID: 274767'. The main content area shows a list of tasks. The first task is 'Civil Service: Request To Fill/Extra Help', which is highlighted with a yellow background and a green checkmark. A black arrow points to this task. Below this task, there are two sections for attaching documents: 'Attach job description' and 'Attach Custom Class Document'. Each section has a 'Browse...' button, a 'No file selected.' status, and an 'Optional File comment (description, etc.)' text box. At the bottom of each section is a 'Save' button. The right side of the interface shows 'Task Routing' and 'Actions' links.

16. Attach a copy of the job description in the Attach Job Description section.
17. You may attach a Custom Class Document, if applicable in the Attach Custom Class Document area.

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The screenshot shows the 'Civil Service: Request To Fill/Extra Help' form in the Hirezon Exchange system. The form is titled 'Human Resources Generalist' and has a form ID of 274767. It includes sections for attaching a job description, a custom class document, and other documents. Each section has a 'Browse...' button, a 'No file selected.' message, and an 'Optional File comment (description, etc.)' field. There are also 'Save' buttons for each section. At the bottom, there is a 'Discussions' section with a 'Start New Discussion' link.

18. You may upload any supporting documents for your request by clicking on Choose File in the Attach Other Document section.

Your Position Request is now ready to be sent for appropriate approval. This is accomplished by clicking on **Task Routing** to the right of Civil Service: Request To Fill/Extra Help form.

Note: Some approvers may be pre-populated in the approval routing for convenience. All positions must be fully approved before the position is posted.

19. Click on the pencil icon to the right of Hiring Supervisor under **Actions**. After clicking the pencil icon enter the Hiring Supervisor's name in the **User** field. (start typing last name of the and their name should appear. If the desired approver does not appear, reach out to your HR representative for assistance.

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Task Routing

| Approver Title | User | Status | Actions |
|---------------------|--|---------------|---------|
| Hiring Supervisor | | | |
| Dean/Director | | | |
| Vice President | | | |
| HR Compensation | Jade Wherry | Not Initiated | |
| HR Employment | Amelia Hartnett | Not Initiated | |
| | Tamara Irwin | Not Initiated | |
| Sponsored Projects | | | |
| | Instructions: For grant funded positions only | | |
| Foundation Accounts | | | |
| | Instructions: For 538740 or 538730 accounts only | | |
| Budget Office | Renee Georges | Not Initiated | |
| | Dana VanBebber | Not Initiated | |
| | Bonnie J Elder | Not Initiated | |
| HR Examination | Tamara Irwin | Not Initiated | |
| HR Employment | Amelia Hartnett | Not Initiated | |
| | Tamara Irwin | Not Initiated | |

Note: Task is enabled for routing users to be optional.

Approver Title: User: Permission:

Instructions (optional):

Permission for EForm(s):

Academic and Administrative Request To Fill New/Replace:

Save Routing **Cancel**

20. Click **Save Routing**.
 21. Repeat this process for all required approvers in the Civil Service: Request To Fill/Extra Help form section.
- Note:**
- a. Sponsored Projects approvers are for grant funded positions only. If this is not a grant funded position, leave blank.
 - b. Foundation approvers are for 538740 and 538730 accounts only. If this position is not associated with these accounts, leave blank.
22. You must now add approvers for the Extend Offer Of Employment section by repeating the steps above in the Extend Offer Of Employment section. These approvers are needed once the search process is complete, and you would like to inform the approvers of your final candidate selection.
 23. Click **Send for Next Action** at the bottom of the page to initiate the initial approval process.
 24. One-by-one, in linear order, approvers in the A Civil Service: Request To Fill/Extra Help section routing will receive an email to approve.

Note: You can view the status of the approval process at any time by clicking on Task Routing. As each user approves, the request will move to the next approver until all have reviewed and approved.

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25. Assuming the position is approved, the position will be posted by HR, if applicable.
26. If the Civil Service: Request To Fill/Extra Help form is denied for some reason during the approval process, the initiator (originator) of the form will receive a system notification. The individual that denied should include the reason for the denial so the initiator (originator) can update the position accordingly and resubmit the Civil Service: Request To Fill/Extra Help form, if applicable.

Note: If denied, once the initiator makes the necessary corrections, the Civil Service: Request To Fill/Extra Help form must go through the entire approval process from the beginning. All denial and change information will be stored for audit purposes.

Hiring Manager Instructions Conclusion of Search

1. Following the completion of the search, the hiring manager will be able to initiate a Recommendation To Hire for the appropriate candidate.
2. From the candidate page in the ATS, click on the link **Recommendation to Hire [Forms]**.

The screenshot displays the Hirezon Interview Exchange DE interface. At the top, it says 'Welcome: HR Super Admin User' and 'Hirezon/Interview Exchange DE Sign Out'. The main content area is titled 'HR Assistant (183031)' and shows '1 of 3' with a 'Return to ShortList' link. The interface is divided into two columns: 'Contact Information' and 'Application Details'. The 'Contact Information' column lists: James T White, 421 Glendale Dr f2, Endicott, NY - 13760, Phone: (607) 232-9729, and email: jw868866@gmail.com. The 'Application Details' column lists: Apply Date: Dec 9 2024, 4:53 AM, Source: Other, Internet Posting, Application #: 5207920, Current Folder: Inbox, > Background Check, > Assessment, > Recommendation to Hire, > Recommendation to Hire [Forms] (highlighted in yellow), > Onboard, and Move to: - Select One - with a Submit button.

3. Another pop-up window will appear. Click **Please click here to complete this form for {Name of Candidate}**.
4. You will be seamlessly taken to the Forms module. The candidate's name, address, phone number, and email address will be pre-populated in the candidate information section.
5. Under the Extend Offer Of Employment section, click **Civil Service: Request To Fill/Extra Help form**.
6. Complete the sections at the bottom of the **Civil Service: Request To Fill/Extra Help form** with all the pertinent information for the position required by the WIU. Some fields will be pre-populated for your convenience.
 - Extend Offer of Employment

Request To Hire Basic Guidelines / Instructions:

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- Summary of Interview Selection Process
- Hiring Administrator

Note: All fields with a * are required. You will not be able to submit this form for approval without all the required fields being completed.

7. Once you have completed the form, click **Save and Submit**.

Note: Please review the completed form closely to ensure the candidate and job recommendation information is accurate.

- If changes need to be made, click **Edit** and make any necessary changes.
- Once all the information is accurate, click **Close**.

8. Click **Send for Next Action** at the bottom of the page. This will initiate the approval process for the recommendation to hire.

9. One-by-one, in linear order, approvers in the task routing will receive an email to approve.

Note: You can view the status of the approval process at any time by clicking on Task Routing. As each user approves, the request will move to the next approver until all have reviewed and approved.