

Request To Hire Basic Guidelines / Instructions:  
New Hire / Replace Academic and Administrative: Request To Fill

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.

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

0 Created by me 0 Assigned to me Guest Reviews

Search

Incomplete Forms

ID	Title/Name	Originator	Template	Updated
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No Records Found Page 1

Completed Forms

ID	Title/Name	Originator	Template	Updated
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No Records Found Page 1

Published Forms

ID	Title/Name	Originator	Template	Updated
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No Records Found Page 1

Waiting for Form Approval

ID	Title/Name	Originator	Template	Updated
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No Records Found Page 1

+ Start New Form

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.

Hirezon | EXchange

Start New Form

Department: Information Technology

Category: -Select-

Template: Human Resources

Title/Name: ?

Create Form

sysit.interviewexchange.com says

You selected the Information Technology department. Please click OK to confirm this department.

Note: Departments can not be changed after Form creation. An incorrect department may result in a denial during the Form approval process. If you do not have access to the correct department, \*Do Not Proceed\*. Contact your Administrator for access to the correct department.

OK Cancel

Select OK if department is correct.

Select Cancel if department is incorrect, then select correct department.

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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 **New Hire / Replace Academic and Administrative: Request To Fill**

**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. If there is a previous version of this job in the Job Template Library, you can choose to use the previously posted job as a template to create the new posting (you will be able to edit as necessary).
  - Click the **OR Use Job Template Library** button to see previously posted jobs in this department.
  - Review the jobs in the library. If there is a previously posted position you would like to use as a template to create a new job, choose that job by clicking on the Title.
  - Review the details of the job. If you want to use this job as a template, scroll to the bottom and click **Use this Job Template**.
  - You may now update the Title of the job if you choose to do so.
  - You may also use one of the generic templates if there isn't a job in the library by clicking on "**Admin – Example/Layout**" or "**Faculty – Example/Layout**". These will provide you with a template to use when creating new positions.
8. 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.*
9. Click **Create Form**.

The screenshot shows the 'Start New Form' page on the Hirezon Exchange system for Western Illinois University. The form includes the following fields and options:

- Department:** HUMAN RESOURCES
- Category:** Recruitment
- Template:** New Hire / Replace Academic ...
- Title/Name:** Human Resources Generalist
- Buttons:** Create Form (yellow), Clear Selection (red)

Arrows in the image point to the 'Create Form' button and the 'Human Resources Generalist' text in the Title/Name field.

10. You will be directed to the Position Requisition page.
11. Click on **Academic and Administrative Request To Fill New/Replace**.

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The screenshot shows the Hirezon Exchange interface for Western Illinois University. The user is logged in as a 'WIU Employee'. The page title is 'Human Resources Generalist'. The form ID is 274087. The main section is 'Academic and Administrative: Request To Fill New / Replace'. Under the 'Request To Fill Admin' section, the option 'Academic and Administrative Request To Fill New/Replace' is highlighted in yellow, with a black arrow pointing to it. Other sections include 'Job Details', 'Attach Job Description', and 'Offer Letter', each with a 'Choose File' button and a 'Save' button.

12. The **Academic and Administrative Request To Fill New/Replace** will now appear.
13. 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.
14. Once you have completed the Academic and Administrative Request To Fill New/Replace, click **Save & Submit**.
15. 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**.
16. Once you click **Continue**, you will be directed to the Position Requisition page again. You will now see a checkmark ✓ next to Academic and Administrative Request To Fill New/Replace.

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Human Resources Generalist

Form ID: 274087

Academic and Administrative: Request To Fill New / Replace

WIU Employee

Task Routing Actions

- \* Request To Fill Admin
- ✓ Academic and Administrative Request To Fill New/Replace
- \* Job Details
  - Human Resources Generalist
- Attach Job Description
  - Instructions:  
A Job description is required when requesting an administrative New Position or Replacement.
  - Choose File No file chosen
  - Optional File comment (description, etc.)
  - Save

17. Click on **Add Job Details** or the **Title of the position** in the Job Details area.
18. The Add Job Details page will appear.

**Note:** The position title will be pre-populated, other fields may also be pre-populated based on your system configuration (i.e., Company Description, Application Instructions etc.)
19. Complete the required areas of Job Details page based on the position description and WIU requirements.

**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.
20. Click **Save Job Details**.
21. Review to ensure all the information is accurate.

**Note:** This is a preview of the job posting, so please review closely to ensure the information is exactly how you wish it to appear in the position advertisement.

  - If changes need to be made, click **Edit** and make any necessary changes.
  - Once all the information is accurate, click **Close**.
22. Once you click **Close**, you will be directed to the Job Requisition page. You will now see a checkmark ✓ next to the position title under job title.
23. If this is a new position or a replacement, please attach a copy of the job description in the Attach Job Description section.
24. If an offer letter needs to be uploaded, please attach a copy of the offer letter in the Offer Letter section.

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The screenshot shows a web form titled 'Human Resources Generalist' with a 'Form ID: 274087'. The main heading is 'Academic and Administrative: Request To Fill New / Replace'. Below this, there are two sections: 'Request To Fill Admin' and 'Job Details'. The 'Request To Fill Admin' section has a checkbox for 'Academic and Administrative Request To Fill New/Replace' which is checked. The 'Job Details' section has a checkbox for 'Human Resources Generalist' which is checked. Below these sections are two 'Attach Job Description' and 'Offer Letter' sections. Each section has a 'Choose File' button, a 'No file chosen' message, an 'Optional File comment (description, etc.)' text box, and a 'Save' button. To the right of the main heading, there are 'Task Routing' and 'Actions' links.

25. 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 Academic and Administrative Request To Fill New/Replace.

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

26. 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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The screenshot shows the 'Task Routing' window in the Hirezon Exchange system. The table lists various approver roles and their current status. The 'Hiring Supervisor' row is highlighted, and the 'Actions' column for this row is marked with a yellow box and an arrow. The 'Task Routing' button in the top right corner is also highlighted with a yellow box and an arrow. At the bottom, the 'Save Routing' button is highlighted with a yellow box and an arrow.

Approver Title	User	Status	Actions
Hiring Supervisor			[Yellow box with arrow]
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: Hiring Supervisor  
 User: [Yellow box with arrow]  
 Instructions (optional):  
 Permission for EForm(s): Academic and Administrative Request To Fill New/Replace:  
 Employer: [Dropdown menu]  
 Save Routing [Yellow box with arrow] Cancel

27. Click **Save Routing**.
  28. Repeat this process for all required approvers in the Academic and Administrative: Request To Fill New/Replace 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.
29. 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.
  30. Click **Send for Next Action** at the bottom of the page to initiate the initial approval process.
  31. One-by-one, in linear order, approvers in the Academic and Administrative: Request To Fill New/Replace 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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32. Assuming the position is approved, the position will be posted by HR, if applicable.
33. If the Academic and Administrative Request To Fill New/Replace 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 Academic and Administrative Request To Fill New/Replace, if applicable.

**Note:** If denied, once the initiator makes the necessary corrections, the Academic and Administrative Request To Fill New/Replace 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 web application. 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' pages with a 'Return to ShortList' link. On the left is a sidebar with a 'Switch Module' button and a 'Manage Jobs' section containing links for 'Post New Job', 'Requisitions', 'Job Templates', 'Matrix Templates', 'Find Candidates', and 'QuickList'. The main panel is divided into two columns: 'Contact Information' and 'Application Details'. The 'Contact Information' column lists details for James T White, including his address (421 Glendale Dr f2, Endicott, NY - 13760), phone number ((607) 232-9729), and email (jw868866@gmail.com). The 'Application Details' column shows the application date (Dec 9 2024, 4:53 AM), source (Other, Internet Posting), application number (5207920), and current folder (Inbox). It includes a list of application steps: Background Check, Assessment, Recommendation to Hire (highlighted in yellow), and Onboard. At the bottom of the 'Application Details' column, there is a 'Move to:' dropdown menu set to '- Select One -' and 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 **Academic and Administrative Request To Fill New/Replace**.
6. Complete the sections at the bottom of the **Academic and Administrative Request To Fill New/Replace form** with all the pertinent information for the position required by the WIU. Some fields will be pre-populated for your convenience.

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- Extend Offer of Employment
- Evaluation of Teaching Effectiveness (if applicable)
- 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.