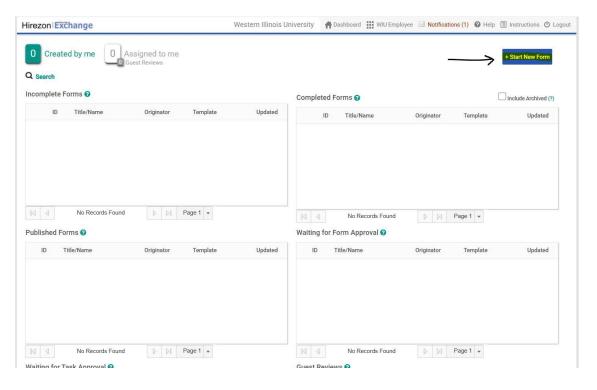
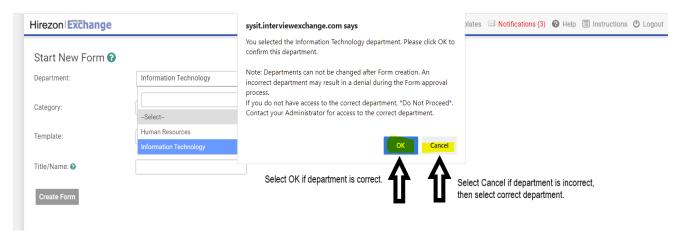
- 1. Log in Hirezon utilizing the following link: <u>Login (interviewexchange.com)</u> If using SSO: <a href="https://sso.interviewexchange.com/wiu/sso.jsp">https://sso.interviewexchange.com/wiu/sso.jsp</a>
- 2. Click on the **Forms** tab.
- 3. Select **Start New Form** tab in the upper right.



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 in accurate. If the department selected is correct, click **OK**. If the department is incorrect, click **Cancel** and update.



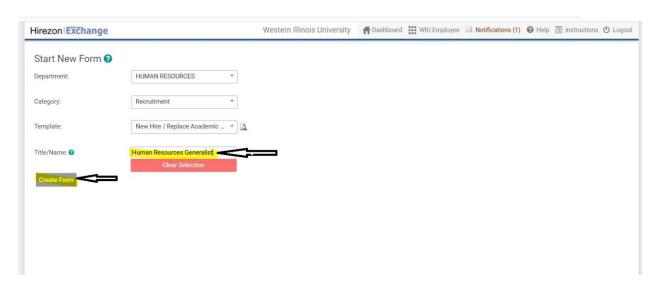
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**Note:** If the department is wrong and not fixed during this step, you cannot fix it after completing this step, you will be forced to start over.

- 5. In the Category dropdown, select **Recruitment**.
- 6. In the Template dropdown, select the appropriate form, in this case **New Hire / Replace Academic and Administrative: Request To Fill**

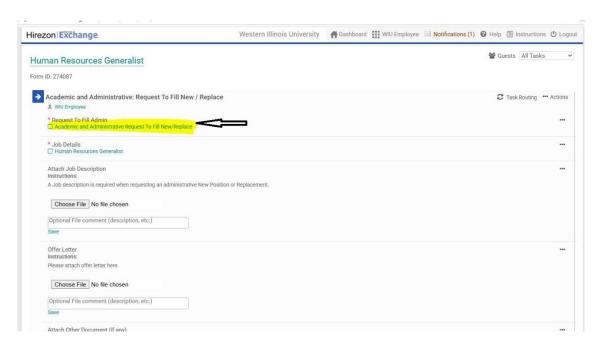
**Note:** Once you select a form from the template dropdown menu, you can preview the form by clicking on the preview icon next to the form name to ensure you have chosen the correct form. This will be very helpful if you have multiple forms to choose from.

- 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. <u>Do not abbreviate</u> any portion of the position title. Type title out in full.
- 9. Click Create Form.



- 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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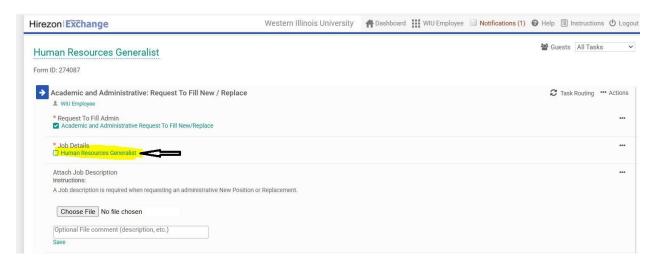


- 12. The Academic and Administrative Request To Fill New/Replace will now appear.
- 13. Complete the form with all required and pertinent information for the position required by WIU.

**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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- 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.

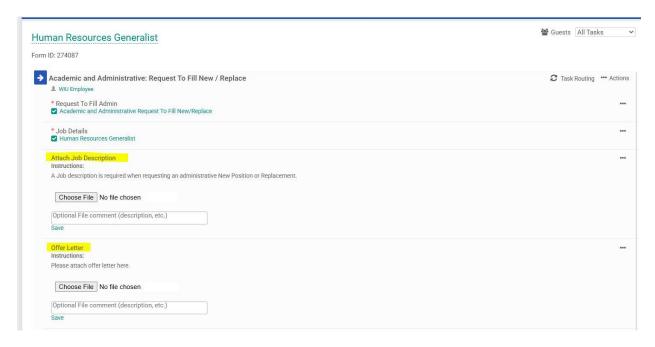
**Note:** All fields with a \* are required. You will not be able to submit this form for approval without all the required fields being completed.

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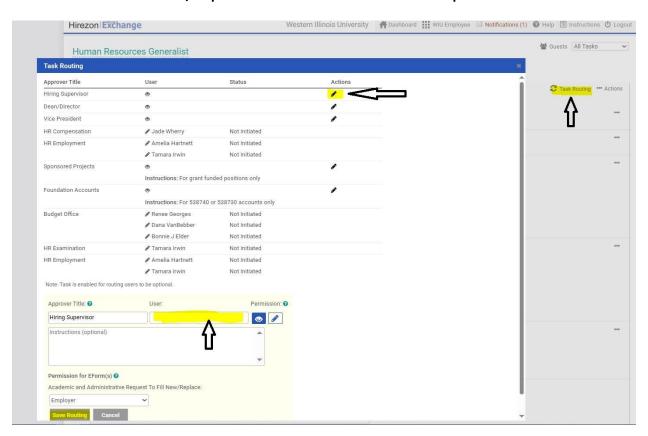
25. You may upload any supporting documents for your request by clicking on Choose File in the Attach Other Document section.

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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#### 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.

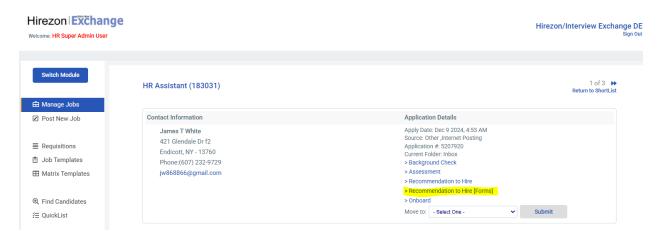
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- 32. Assuming the position is approved, the position will be posted by HR, if applicable.
- 33. If the Academic and Administrative Request To Fill New/Replace is denied for some reason during the approval process, the initiator (originator) of the 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].**



- 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.

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