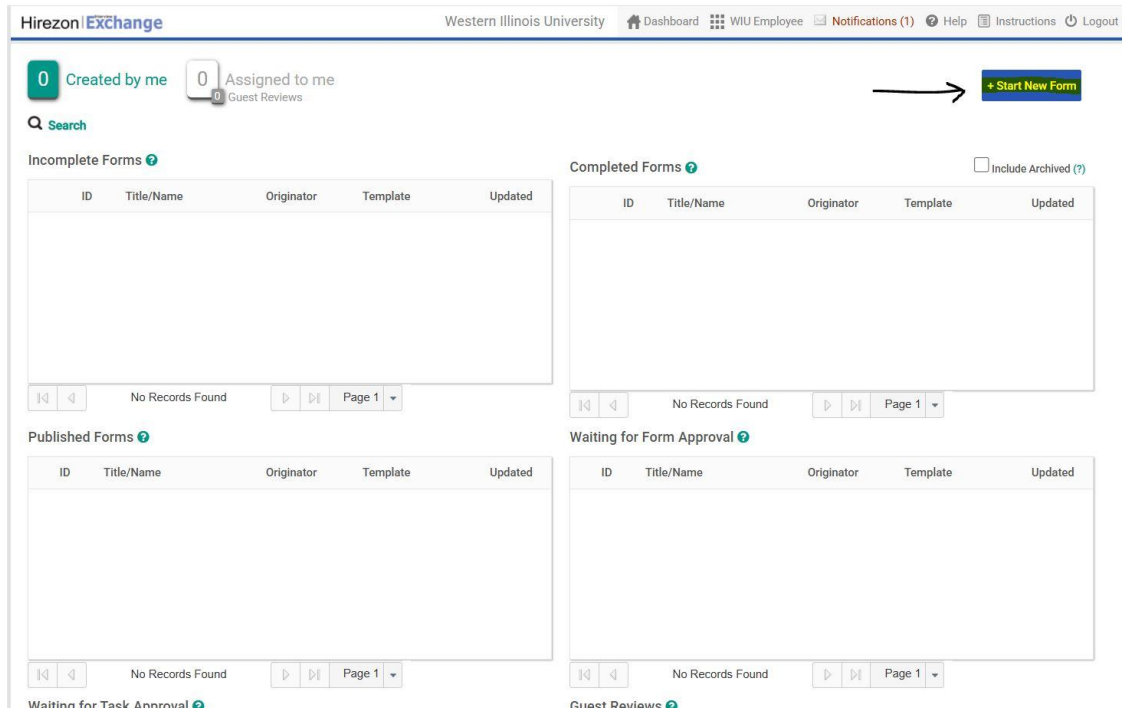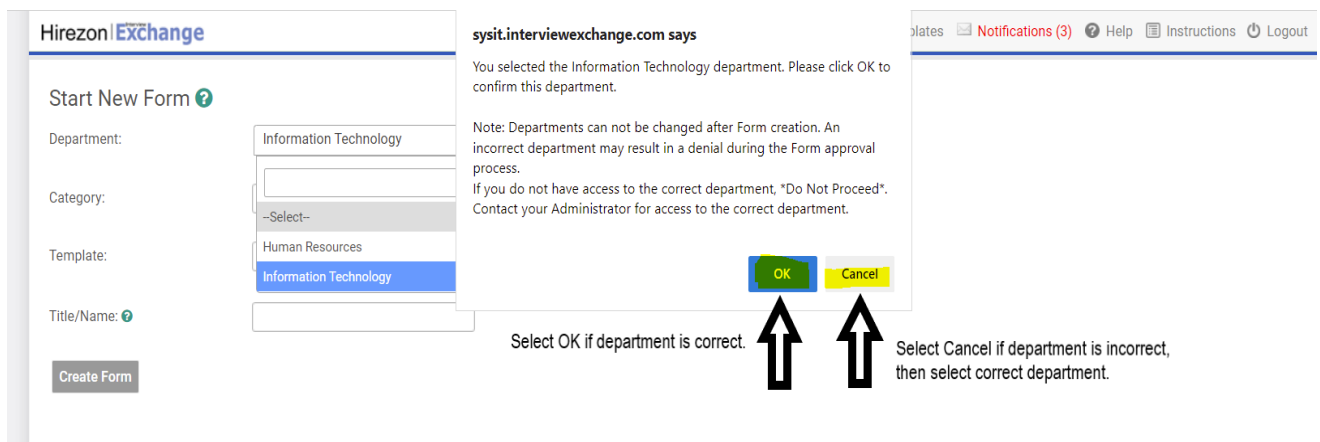Request To Hire Basic Guidelines / Instructions:
ReHire / Promotion / Waiver Academic and Administrative: Request To Fill

1.   Log in Hirezon utilizing the following link: Login (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 in accurate. If the department selected is correct, click **OK**. If the department is incorrect, click **Cancel** and update.

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 **Rehire / Promotion / Waiver 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. Type in the Title/Name of the position (or employee name) using WIU naming standards in the **Title/Name** field. *If you add title, <u>do not abbreviate</u> any portion of the position title. Type title out in full.*

8. Click **Create Form**.

9. You will be directed to the Requisition page.

10. Click on **ReHire / Promotion / Waiver Academic and Administrative: Request To Fill**.

11.   The **ReHire / Promotion / Waiver Academic and Administrative: Request To Fill** 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 ReHire / Promotion / Waiver Academic and Administrative: Request To Fill, 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 ReHire / Promotion / Waiver Academic and Administrative: Request To Fill.

16.   If this request is a promotion or Waiver of search, please attach a copy of the job description in the Attach Job Description section.

17.   If this request is a Rehire or Waiver, please attach a copy of the offer letter in the Attach Rehire/Waiver Offer Letter section.

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

Your Request is now ready to be sent for appropriate approval. This is accomplished by clicking on **Task Routing** to the right of ReHire / Promotion / Waiver Academic and Administrative: Request To Fill.

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.

20.   Click **Save Routing**.

21.   Repeat this process for all required approvers in the Academic and Administrative: Request To Fill Rehire / Promotion / Waiver 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.   Click **Send for Next Action** at the bottom of the page to initiate the initial approval process.

23.   One-by-one, in linear order, approvers in the Academic and Administrative: Request To Fill Rehire / Promotion / Waiver 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.

24.   If the ReHire / Promotion / Waiver Academic and Administrative: Request To Fill 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 ReHire / Promotion / Waiver Academic and Administrative: Request To Fill, if applicable.

Note: If denied, once the initiator makes the necessary corrections, the ReHire / Promotion / Waiver Academic and Administrative: Request To Fill must go through the entire approval process from the beginning. All denial and change information will be stored for audit purposes.