



HireTouch Civil Service Applicant Quick Start Guide

<https://siue.hiretouch.com/applicant-login>

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1.1 Viewing Positions

To view civil service positions go to www.siu.edu/employment/

Here you will have options in the left window pane labeled “Employment Opportunities”.

Click **Civil Service**

This link will take you to a page showing all positions available.



Before attempting to apply for a civil service position, you **MUST FIRST** login to your existing Hire Touch profile, or create an account.

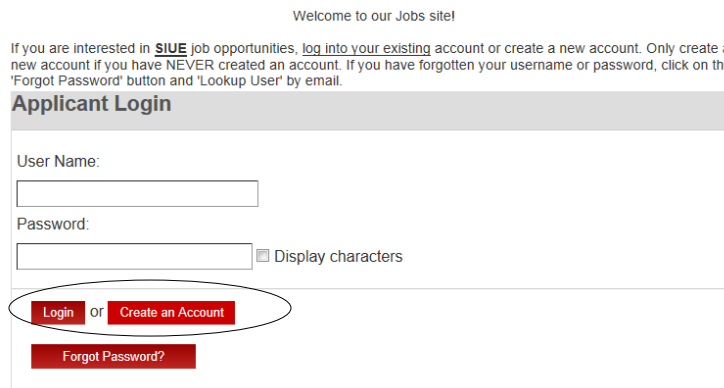
1.2 Account Creation

In order to apply for civil service job opportunities, you must create an account or login in with your existing account. Each user is permitted to have only one active account, multiple accounts will be deleted.

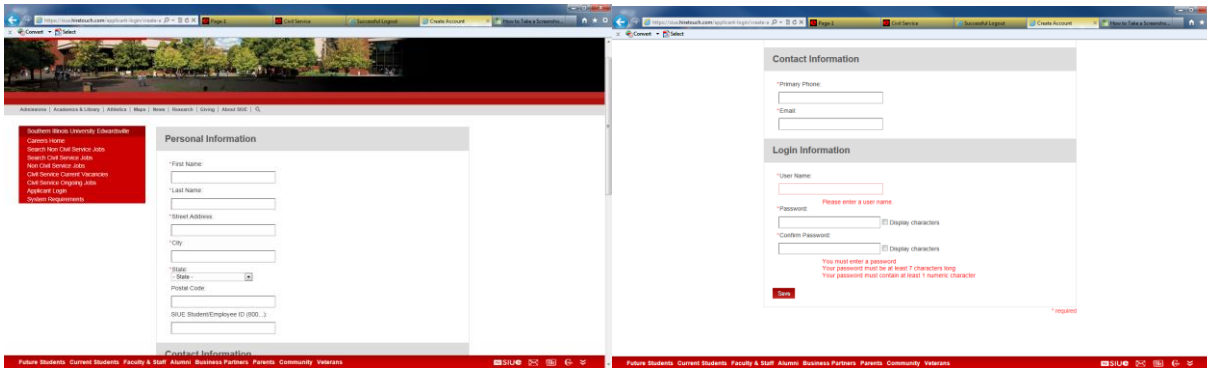
Email

To create an account using email:

You will click **“Create an account”**



Next, you will be prompted to enter personal information and to create a username and password.



Complete **all fields** marked with an (*).

Click **SAVE**.

****PLEASE TAKE NOTE OF YOUR USERNAME AND PASSWORD****

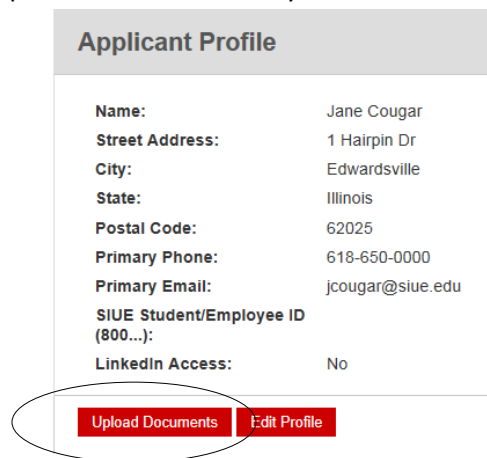
1.3 Completing your Profile

A fully submitted application includes:

1. A **completed** Civil Service application to include employment history.
2. A detailed resume (if applicable).
3. Unofficial college/university transcripts (if applicable).
4. DD214 long form (Applicants **MUST** submit this form if applying for veterans preference points).
5. License(s) or certification(s) relevant to position.

Uploading documents

Directly below the “Applicant Profile” section you will find a red box “Upload Documents”



Click on *Upload Documents*

Next you will be prompted to enter the *Document Type* from a *dropbox* (i.e. resume, cover letter)

Once application materials (resume, transcripts, D214, certificates etc.) have been uploaded to your HireTouch account those materials will be attached to every future job applied for.

1.4 Civil Service Application

To be considered for a civil service position you must complete the civil service application. These next steps will guide you through the application process. You **DO NOT** have to complete a new application when you apply for different positions.

***If you do not see this option please contact Doug, dojames@siue.edu.

You can complete the application under “*For Civil Service Employment*”

Click **HERE**.

Next there are 4 documents to complete; in order to ensure your application is finished.

1. Employment Application
2. Applicant Data Request
3. Voluntary Self-Identification
4. Voluntary Self-Identification of Protected Veteran Status

As you complete each step, there will be a confirmation record, timestamped.

Documents to Complete		
Employment Application - CS		
Name	Completed	Action
Employment Application - CS - Ongoing	09/16/15 at 3:19 PM	View Edit
Applicant Data Request - CS	In Progress	Continue
Voluntary Self-Identification of Disability - CS		
Voluntary Self-Identification of Protected Veteran Status		

Upload Documents such as CV, resume, transcripts, certificates, licenses, etc., as specified in job posting.
View jobs for which you have previously applied.

Civil Service Employment Application

This Civil Service Application should be completed accurately. Completion of this application does not indicate open positions.

There are **four parts** of the Civil Service Employment Application:

General Information (STEP 1 OF 4)

1. General Information | 2. Education History | 3. Employment History | 4. Signature and Confirmation

APPLICATION FOR CIVIL SERVICE EMPLOYMENT

Office of Human Resources
 Southern Illinois University Edwardsville
 Rendleman Hall, Room 3210, Box 1040, Edwardsville, Illinois 62026-1040
 618/650-2190
An Equal Opportunity/Affirmative Action Employer
 For current positions and further information, go to www.siu.edu/employment

1. General Information
2. Education History
3. Employment History
4. Signature and Confirmation



After completing each section please remember to hit **Save and Continue**.

General Information

Under the general information section it is imperative to complete each field accurately. All information from your Account Profile will be prefilled into the appropriate fields. To ensure accuracy double check these fields and make any corrections as needed.

Education History

If qualifying by education, copies of transcripts are required. Fill out all education history accurately, to ensure qualification for position applying for. List each school/university attended by clicking **Add**.

Click on the circle which indicates the highest grade you have completed:

Grade School 1 2 3 4 5 6 7 8

High School 1 2 3 4

College 1 2 3 4

Total college **semester** hours completed:

List your education history by clicking 'Add' and completing all questions for each record.

SCHOOL TYPE	SCHOOL NAME	CITY	STATE	DEGREE TYPE
College/University	Southern Illinois University Edwardsville	Edwardsville	Illinois	Bachelors

Add

At this time also list any License(s) or Certification(s) you may hold. And list any office technology skills you own.

List the field(s) of work for which you are licensed, registered or certified, giving date(s) and source(s) of issuance.

License(s)

LICENSE NAME	ORGANIZATION	EFFECTIVE DATE	EXPIRATION DATE
None			

[Add](#)

Certification(s)

INSTITUTION	CERTIFICATION DATE	EXPIRATION DATE
None		

[Add](#)

Office Technology Skills

List office equipment you are proficient with:

List office-related skills you possess:

List software applications in which you are proficient:

List computer languages you have programmed in:

Employment History

A complete employment history is mandatory for all Civil Service positions. This will ensure that minimum qualifications are satisfied. Please ensure that all information is accurate and concise. Start the employment list from **MOST** recent to **OLDEST**. If there are any gaps in employment include a brief explanation.

*Submitting a resume **DOES NOT** satisfy the requirement of completing the Employment History in this section.

To list employment history click **“Add”** then fill in all information pertaining to the job. After entering each job click **Save**.

Please list all employment, starting with current or last employer, by clicking the 'Add' button.

ORGANIZATION	TITLE	START DATE	END DATE
Department of Education	Administrative Assistant	01/2015	



ORGANIZATION	TITLE	START DATE	END DATE
Department of Education	Administrative Assistant	01/2015	

Title:
 Organization Name:
 Phone Number:
 Address:
 City:
 State:
 Postal Code:
 Is this your current employer?
 Start:
 Specific Duties Performed:
 Starting Salary:
 (Annually or Hourly)
 Ending Salary:
 (Annually or Hourly)
 Supervised Staff?
 Number Supervised:
 Supervisor Name:
 Supervisor Title:
 Supervisor Phone:
 May we contact this employer?
 Full-Time (Years/Months):
 Part-Time* (Years/Months):
 *Number of part-time hours worked per week:

Military Service

Are you a veteran? If yes, please complete the fields below.

- Yes
- No

Date Entered: Today

Date Discharged: Today

Did you receive an HONORABLE discharge? Yes No

Presently in Service:

VETERAN NOTICE:

If you desire veteran points based on this service, you must furnish your report of separation or discharge (Form DD214) that can be uploaded in the next section.

HR STAFF ONLY:

Veteran Notice Date:

Initial (Veteran Points Verification):

If you are a veteran you must upload your DD214 long form.

Signature and Confirmation

At this point of the application you will have an option to upload any supporting documents to your application. To upload additional documents click **Add**.

Employment Application - CS - Ongoing

1. General Information | 2. Education History | 3. Employment History | 4. Signature and Confirmation

Document Upload

Please upload documents by clicking 'Add'.

NAME	TYPE
Resume	Resume

Add

After supporting documents are uploaded. Sign the consent form and click **Submit**. Your application is now submitted.

Pre-Employment Statement

I authorize investigation of all statements contained in this application for employment as may be necessary in the judgment of SIUE in arriving at an employment decision. This includes authorizing SIUE to investigate all references and to secure additional information about me, if related to this employment application. I further authorize SIUE to contact law enforcement agencies with regard to criminal records information and consumer reporting agencies with regard to credit and character information. I understand that such inquiries may be made during the processing of my application for employment. Further, I release from liability the Board of Trustees of Southern Illinois University governing Southern Illinois University Edwardsville, and its representatives, for seeking such information and all other persons, corporations or organizations for furnishing such information.

By submitting my digital signature on the application, I acknowledge that Southern Illinois University Edwardsville did not inquire about, and I did not provide, any information regarding conviction/arrest records that have been sealed or expunged.

I also affirm that I have not withheld any information requested and that the statements made in this application are true and correct.

Any misrepresentation or falsification of information on this application, intentional or unintentional, may result in non-hire or termination.

***I agree and consent to providing an electronic signature:**

Please enter your digital signature below exactly as you would sign the document.

***Digital Signature:**

Jane Cougar

Date: 09/21/2015 02:57:PM
User Name: polarke

* denotes Required field

The SIUE Annual Security and Fire Safety Report is available online at <http://www.siu.edu/securityreport>. The report contains campus safety and security information, crime statistics, fire safety policies, and fire statistics for the previous three calendar years. This report is published in compliance with Federal law, titled "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" and the Higher Education Opportunity Act, also known as the "Campus Fire Safety Right to Know". For those without computer access, a paper copy of the report may be obtained, with a 24-hour notice, from the Office of the Vice Chancellor for Administration, Rendleman Hall, Room 2228, 618-650-2536.

Back

Submit

If for any reason, changes need to be made to the application; you can do so by clicking edit under the action column.

Documents to Complete		
Employment Application - CS		
Name	Completed	Action
Employment Application - CS - Ongoing	09/16/15 at 3:19 PM	View Edit
Applicant Data Request - CS	In Progress	Continue
Voluntary Self-Identification of Disability - CS		
Voluntary Self-Identification of Protected Veteran Status		

Upload Documents such as CV, resume, transcripts, certificates, licenses, etc., as specified in job posting.
View jobs for which you have previously applied.

1.5 Applicant Data Request

Southern Illinois University is required by law to collect statistical information on all applicants. This data will not be used to determine applicant decisions, but will be managed by the Office of Equal Opportunity. This survey is completely voluntary, and will have no effect on employment decisions. Be sure to “agree and consent to providing a digital signature” and fill in the **Digital Signature** field, whether you participate or decline. Click **Submit**.

TO BE COMPLETED BY APPLICANT:

How did you first learn of the position for which you are applying?

SIUE Internal Posting
 SIUE Website
 Professional Journal (Specify below)
 Newspaper (Specify below)
 Other (Specify below)

Please specify:

Survey data for statistical purposes only:

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form:

A citizen or national of the United States:
 A Lawful Permanent Resident:
 An alien authorized to work until:

If not a U.S. citizen, do you have a permanent resident visa? Yes No

GENDER (Please choose one):

Female
 Male
 I do not wish to disclose

Are you Hispanic or Latino? (A Person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race):

Hispanic of any race
 Non-Hispanic/Latino
 I do not wish to disclose

RACE (If you are not Hispanic or Latino, please select the appropriate race category):

White, not of Hispanic Origin
 African American, not of Hispanic Origin
 Hispanic - person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race
 Asian or Pacific Islander - person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands
 American Indian or Alaskan Native - person having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition

I wish to be identified as a member of the following group(s) protected by AA/EO Law.

40-70 years: Yes No

*I agree and consent to providing a digital signature:

Please enter your name below exactly as you would sign the document.

*Digital Signature:

Date: 09/21/2015 03:11:PM
User Name: pclarke

[Submit](#)

1.6 Voluntary Self-Identification of Disability

To ensure compliance with the Equal Employment Opportunity Commission, it is our responsibility to ask all applicants and current employees, if they have any disabilities. This is voluntary information and has no impact on employment decisions for applicants or current employees. When finished, click **Continue**.

- *Please check one of the boxes:**
- Yes, I Have A Disability (or previously had a disability)
 - No, I Don't Have A Disability
 - I Don't Wish To Answer

Jane Cougar
Your Name

September 21, 2015
Today's Date



If you list that you have a disability, on the next screen, there will be a text box where you can fill in any accommodations that may be needed to:

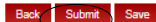
- Complete the job application,
- Interview process,
- Accommodations to perform job duties.

When finished click **Submit**.

Reasonable Accommodation Notice
Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

⁵Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.



1.7 Voluntary Self-Identification of Protected Veteran Status

If you are a Protected Veteran, please fill out the following form. If you belong to any of the categories, it will **not** have an effect on employment decisions. List your discharge date, and select the veteran category in which you associate. Ensure that **you agree and consent to providing an electronic signature by checking the box and enter your digital signature.** When finished click **Submit**.

Date of Discharge (MM/DD/YYYY): Today

*Select:

- Disabled Veteran
- Active Wartime or Campaign Badge Veteran
- Protected Veteran, but I choose not to self-identify classification
- Not a Protected Veteran
- Not a Veteran

Reasonable Accommodation Notice

If you are a disabled veteran, it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability. If you wish to request an accommodation, please contact the Office of Equal Opportunity, Access and Title IX Coordination.

Submission of this information is voluntary, and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

Please refer to this organization's affirmative action program for more information.

*I agree and consent to providing an electronic signature:

Please enter your digital signature below exactly as you would sign the document.

*Digital Signature: Jane Cougar
Date: 09/21/2015 03:37:PM
User Name: polarke

1.8 FAQ

I recently changed my phone number, how do I update my profile?

Whenever you change any relevant information (i.e. address, name, email, phone number) be sure to update your profile as well. This is important so that recruiters will be able to contact you. To update your profile, navigate back to the homepage (Applicant Profile). There you will find a box that says “Edit Profile”. In this section you will have the opportunity to update your entire profile.

How do I view positions for which I applied?

To view positions for which you have previously applied, navigate back to your homepage (Applicant Profile). There you will find a link that says “Positions For Which You Have Applied”. Here you will be able to view listing and details of positions to which you applied.

Is there a way to narrow down the job search to positions relevant to me?

Yes, if you would like to narrow the job search down you can do so by navigating to the task pane on the left hand side of the screen. There you will find a link “Search Civil Service Jobs”. This will take you to a screen with filters, to narrow down the job search.

How do I view open positions on HireTouch?

In order to view positions on HireTouch, you will need to select “Civil Service Current Vacancies” in the left hand task pane. This link will redirect you to all open Civil Service Positions. To view the details of a job, click on the job title highlighted in red.

1.9 Contact Us

If you need further assistance please do not hesitate to contact the Human Resource office at (618) 650-2190, Monday through Friday 8:00 a.m. to 4:30 p.m.