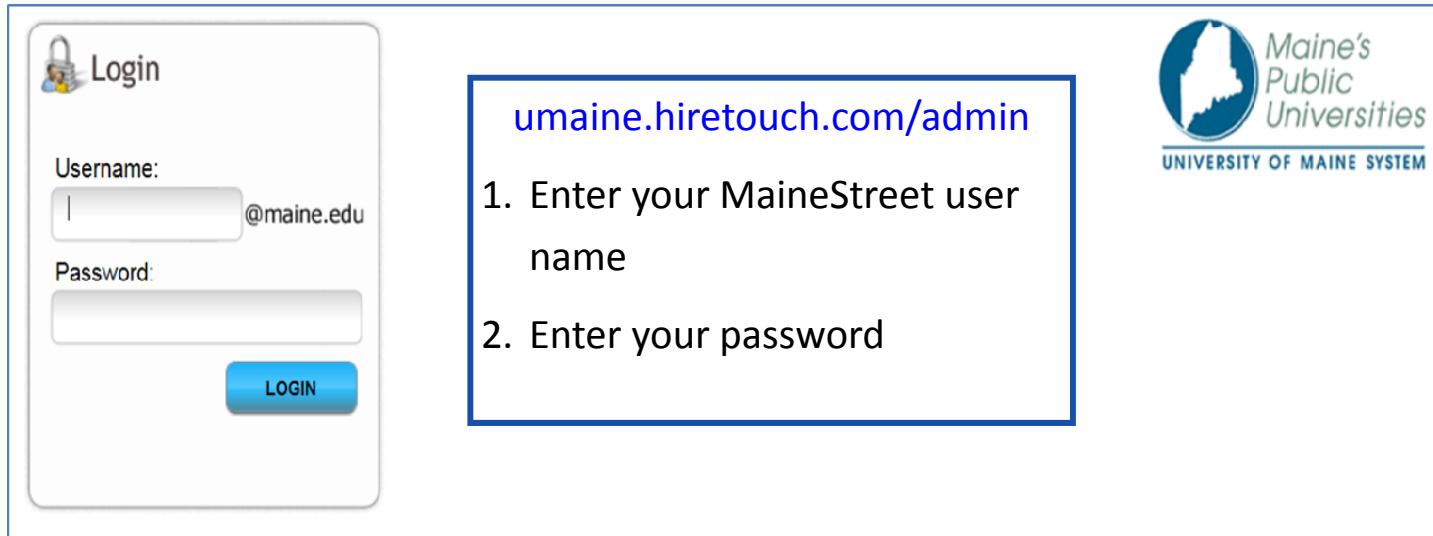



HireTouch Login Screen



 Login


Username:
@maine.edu

Password:

LOGIN

umaine.hiretouch.com/admin

1. Enter your MaineStreet user name
2. Enter your password

 *Maine's
Public
Universities*
UNIVERSITY OF MAINE SYSTEM

My Dashboard– Home Page

The screenshot shows the 'My Dashboard' home page for the University of Maine. At the top, there is a navigation bar with tabs for 'HOME', 'PROSPECTS', 'APPLICANTS', 'JOBS', 'RESOURCES', and 'SETUP'. The 'JOBS' tab is highlighted. Below the navigation bar, the dashboard is divided into several sections: 'HIRETOUCH NOTIFICATIONS', 'UNIVERSITY OF MAINE NOTIFICATIONS', 'CLIENT NOTIFICATIONS', 'SYSTEM NOTIFICATIONS', 'LOCAL WEATHER', and 'CLOCK'. A 'PERSONAL REMINDER' section is also visible. On the right side, there is a 'Display Preferences' panel with checkboxes for 'Client Notifications', 'Clock', 'Local Weather', 'Personal Reminder', 'System Notifications', 'Viewed Applicants', and 'Viewed Jobs'. The 'Display Preferences' panel is marked with a red circle '1'. The 'UNIVERSITY OF MAINE NOTIFICATIONS' section is marked with a red circle '2'. The 'Logout' link in the top right corner is marked with a red circle '3'. The University of Maine logo is in the top left corner.

The Dashboard provides updates, quick access to previously viewed applicants and jobs.

1. To change your dashboard preferences, click on **“Display Preferences”** ① ③ ②
2. To view the list of jobs you have access to, click the **“Jobs”** tab
3. To logout anytime, click **“Logout”** in the upper right hand corner

Jobs Listing Page

Search Committee ▾

A B C D E F G H I J K L M N O P Q R S T

Search

- Job Title -

TITLE ▾	JOB STATUS	APPROVAL	DEPARTMENT
Accounting - JY Test	Canceled	Initiated	Natural Sciences, Forestry & Agriculture
Accounting Support Specialist CL1	Archive	Approved	School of Food and Agriculture
Accounting Support Specialist CL2 (Conf) 1	Archive	Approved	Human Resources
Administrative Specialist CL2	Archive	Initiated	Athletics
Assistant Dining Service Manager - N.A.	Archive	Approved	Auxiliary Services

Depending on how many jobs you have access to view, you will see all of them listed on this screen. To view applicants for any of the jobs, click on the position you want to review. If you can not see a particular search, please clear your history then logout and log back in.

Applicant Listing Page


The screenshot displays the Applicant Listing Page for the University of Maine. At the top, there is a navigation bar with links for HireTouch, HireTouch 360, Report Writer, and CMS. The University of Maine logo is on the left, and a welcome message for Kelly Hoover is on the right, along with a session expiration notice: "Session expires in 59 min".

The main content area features a job listing for "Test Do Not Apply - Associate Professor of Chemistry" (Faculty (Non-Tenure) - Posted Internal). Below the job title are tabs for Properties, Applicants, Activity, Processes, and Forms. A search bar for the committee is present.

A table lists applicants with columns for Name, Current Employee, User Status, Education Level, Application, Residency, Cover Letter, Other, and Score. The first applicant listed is Jon Doe, with a status of "In Process" and a Bachelor's degree. There are icons for viewing materials associated with the applicant.

On the right side, an "Actions" menu is visible, with "Upload a Document" and "Attach a Note" options circled in red. Below the actions menu, there are sections for "Processes" (Approval: Initiated 1/30/14) and "Job Details" (Created: 01/30/2014, Category: Faculty (Non-Tenure), Status: Posted Internal).

The applicants will be listed on this screen

1. To view applicant, click on the applicant's name
2. To view materials associated with the applicant click on this symbol 
3. To view the job announcement, click on **"Properties"**
4. To attach a note associated with the position, go to **Actions** on the right side of screen and click on **"Attach Note"**
5. To view **"Other"** documents, select applicant's name to go to the applicant information page

Applicant Information

The screenshot displays the Applicant Information page for John Doe. At the top, there is a navigation bar with links for HireTouch, HireTouch 360, Report Writer, and CMS. A welcome message for Kelly Hoover and a session expiration notice (59 min) are also present. The University of Maine logo is prominently displayed. Below the navigation bar, the applicant's name and email are shown, along with a link to return to applicants. The 'Evaluations' tab is highlighted with a yellow box and a red circle, labeled '1'. The 'Download Documents' button in the Actions section is also highlighted with a yellow box and a red circle, labeled '2'. In the Documents section, the 'Employment Application' document is highlighted with a yellow box and a red circle, labeled '3'. Finally, the 'View Applicants by Job' link in the Job Details section is highlighted with a yellow box and a red circle, labeled '4'. A text box at the bottom of the page provides instructions for each callout.

1. Once an evaluation has been scheduled, click on the applicant's **Evaluations** tab.
2. To view all of the applicant's documents at once, click "**Download Documents**". This will merge the documents.
3. To view applicant's application and other documents, click on the **PDF symbol**
4. Click this link to be reconnected to the applicants by job page.

Evaluation (Rating Sheet) Screen

1865 THE UNIVERSITY OF MAINE

Welcome, Kelly Hoover Logout

Session expires in 54 min

University of Maine

HOME APPLICANTS

John Doe (john.doe@gmail.com)
Test Position Do Not Apply - In Process

Return to Applicants
John Doe Prospect Record

Demographics Activity Evaluations

Evaluations

EVALUATION	EVALUATOR	POSITION	STATUS	START DATE	END DATE	DUE DATE	PERCENT COMPLETE
Test Position Do Not Apply	Your Name	N/A	Open	01/27/2014	01/27/2014	01/27/2014	0.00%

1

2

3

By clicking on the applicant's Evaluation tab, you will be connected to the evaluation rating sheet.

1. Click on the job title you are evaluating for
2. You will be given a time frame in which to complete the ratings
3. Click on your name to open the evaluation

Actions

- Attach a Note
- Download Documents

Processes

Application: Completed 1/22/14
Search: Qualified: 1/27/14
Committee: Proceed
Phone Review: Not Started 1/27/14

Job Details

Title: Test Position Do Not Apply
Category: Hourly
Department: Human Resources
Job Status: Pending Acceptance

View Applicants by Job

Applicant Details Edit

Applied: Wed 1/22/14 at 11:53 AM
Status: Not among the most qualified

Evaluation (Rating Sheet)

1. There will be both radio buttons and sliding scale options. This example is of sliding scale questions. Move the “person” between 1 and 7 .
2. Once the evaluation is completed, you may “save” it if you want to be able to make changes or click “submit”.
3. If you choose to save, you must go back and submit later for the average search committee score to populate in the workflow.

NOTE: Once the evaluation has been submitted, changes can not be made.

https://umaine.hiretouch.com/360/form.cfm?assessmentID=d5baf846-94d2-43f7-b65a-6ce7b502a7fe&assessmentKey=DF84A48E537A0952BEDAF9E04D5A0BDC - Google Chrome

https://umaine.hiretouch.com/360/form.cfm?assessmentID=d5baf846-94d2-43f7-b65a-6ce7b502a7fe&assessmentKey=DF84A48E537A0952BEDAF9E04D5A0BDC

Evaluation 1 Test Position Do Not Apply
Open Date: 01/27/2014 Close Date: 01/27/2014

Section 1

Section 1 Average

1 2 3 4 5 6 7

MS Office Suite

1 2 3 4 5 6 7

Comments and Specific Examples

Effectively communicates

1 2 3 4 5 6 7

Comments and Specific Examples

Save Submit

Viewing Evaluation Score and Returning to Applicants

HireTouch HireTouch 360 Report Writer CMS Welcome, Kelly Hoovler Logout [Session expires in 54 min](#)

1865 THE UNIVERSITY OF MAINE University of Maine

HOME APPLICANTS

John Doe (john.doe@gmail.com)
Test Position Do Not Apply - In Process [Return to Applicants](#)
[John Doe Prospect Record](#)

Demographics Activity Evaluations

Evaluations

EVALUATION	START DATE	END DATE	STATUS	AVG SCORE
Test Position Do Not Apply	01/27/2014	01/27/2014	Complete	71%

EVALUATOR	POSITION	STATUS	START DATE	DUE DATE	PERCENT COMPLETE	SCORE
Your Name	N/A	Complete	01/27/2014	01/27/2014	100.00%	71

Actions

- Attach a Note
- Download Documents

Processes

Application: [Completed](#) 1/22/14
Search: [Qualified](#) 1/27/14
Committee: [Proceed](#)
Phone Review: [Not Started](#) 1/27/14

Job Details

Title: [Test Position Do Not Apply](#)
Category: [Hourly](#)
Department: [Human Resources](#)
Job Status: [Pending Acceptance](#)

[View Applicants by Job](#)

Applicant Details [Edit](#)

Applied: Wed 1/22/14 at 11:53 AM
Status: [Not among the most qualified](#)

1. When the rating is complete, you will see a "score" - only if you have "submitted" the evaluation. If the score does not populate, please refresh your screen.
2. You can go on to the next applicant by clicking "**View applicants by job**" and select the next applicant needing an evaluation.

Step by Step List of
HireTouch Instructions for Search Committee

1. **Clear browser cookies**– <http://www.aboutcookies.org/default.aspx?page=2>
2. Make sure “pop-up blocker” is turned off or you won’t be able to open the rating sheet
3. Go to login screen– **umaine.hiretouch.com/admin**
 - Enter your MaineStreet username*
 - Enter your MaineStreet password*
 - Sign in*
4. From your Dashboard, click on “**Jobs**” tab
5. Click on the **job** you want to review
6. To **view applicants** for the job, click on one of the available applicants
7. **Review materials** (Resume, cover letter, application, other documents, etc.)
8. Click on **Evaluation** tab screen
9. Click on **evaluation name**, click on **your name** to open the evaluation
10. Complete the evaluation, click **submit** which will calculate a score.
11. To complete another applicant’s evaluation, go to “**View applicants by job**” and repeat the process.