Search Committee

In your browser, please type the following information:

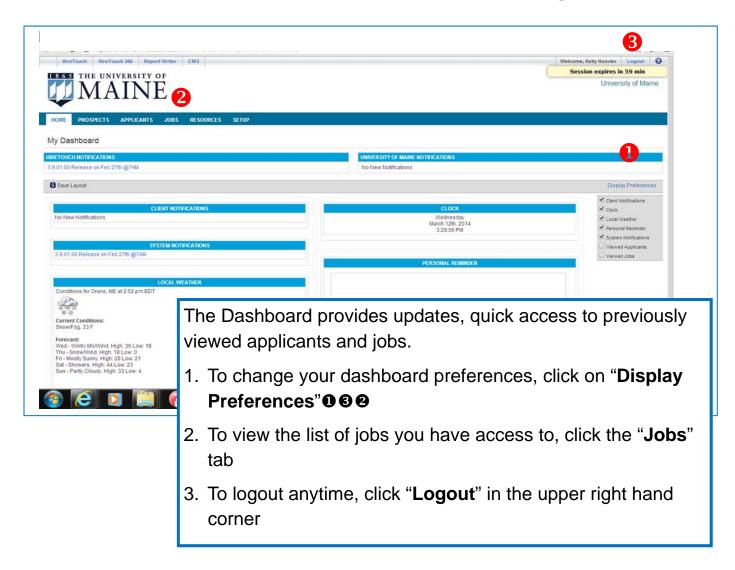
https://umaine.hiretouch.com/admin/?noSSO

You should have received an email with your user name information and password. If you have not received this information, please contact the Office of Human Resources at 581-1531/581-1579 or email jhyoung@maine.edu or kelly.hoovler@maine.edu



Type in your user name and password, then click Sign in

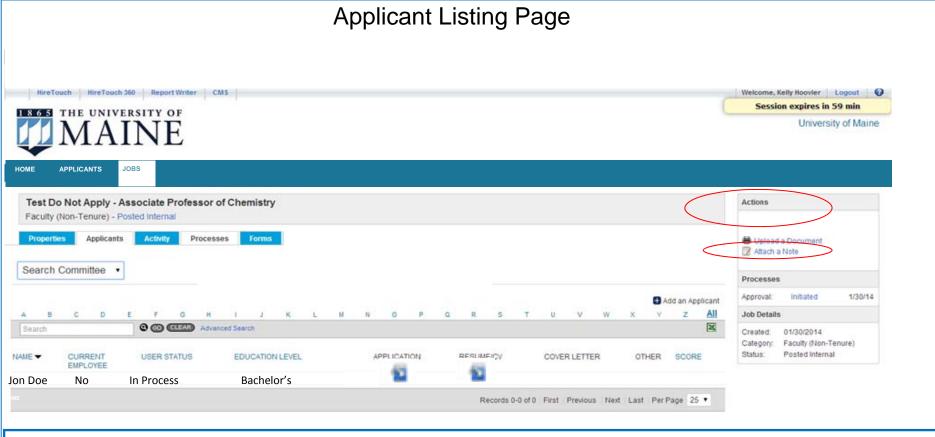
My Dashboard—Home Page



Jobs Listing Page



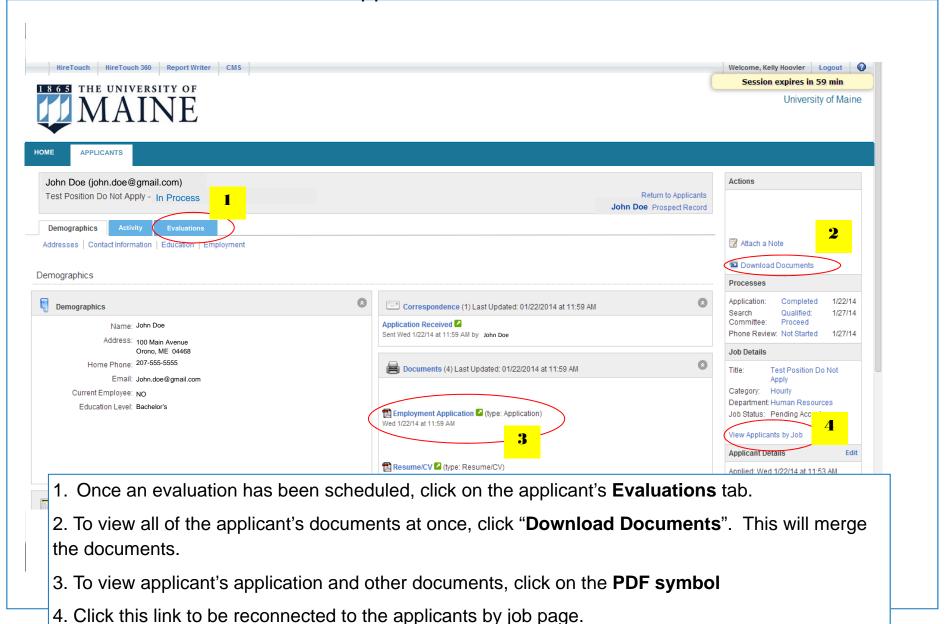
Depending on how many jobs you have access to view, you will see all of them listed on this screen. To view applicants for any of the jobs, click on the position you want to review. If you can not see a particular search, please clear your history then logout and log back in.



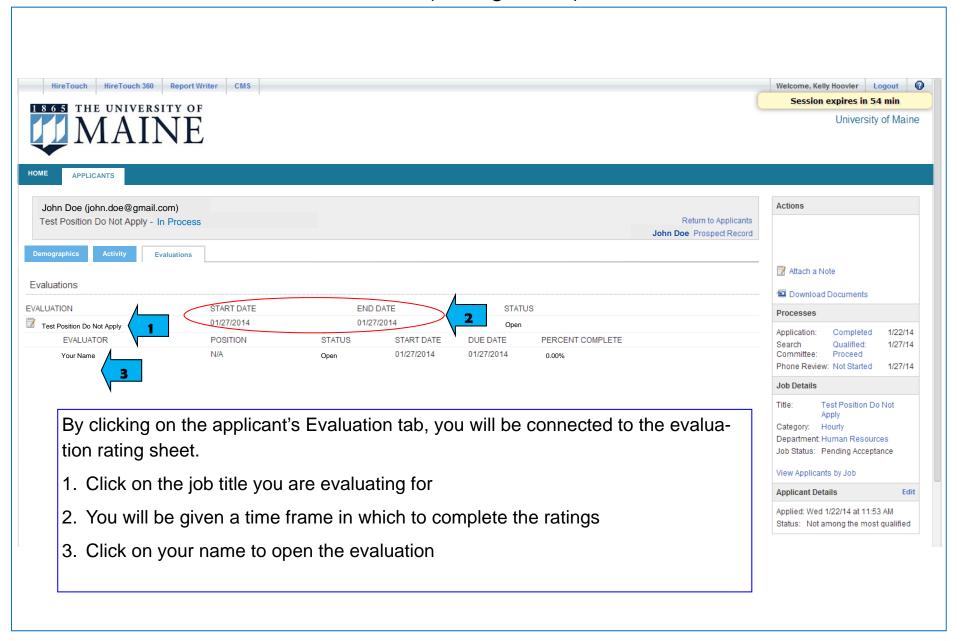
The applicants will be listed on this screen

- 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

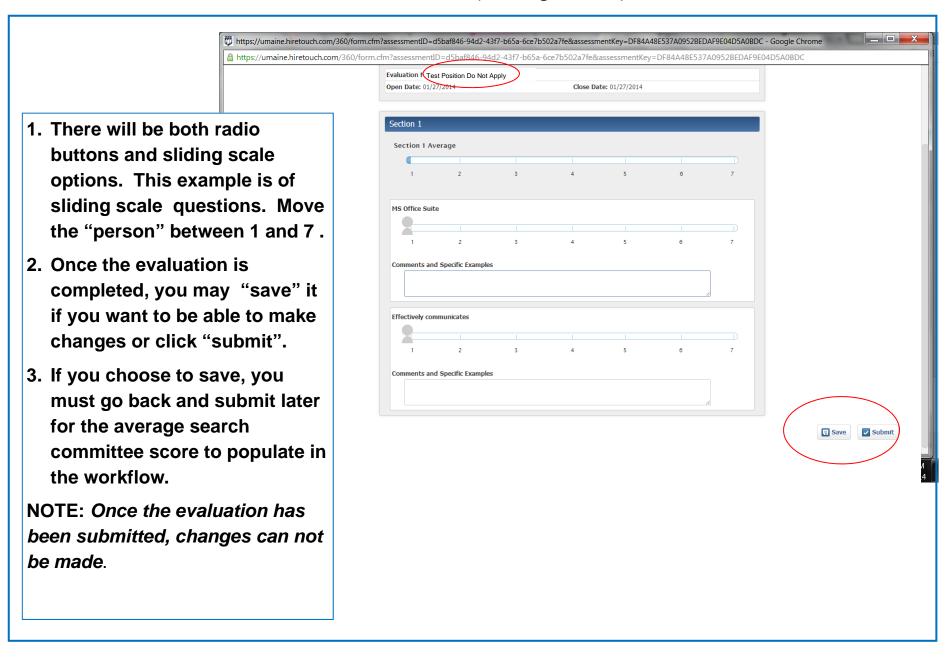
Applicant Information



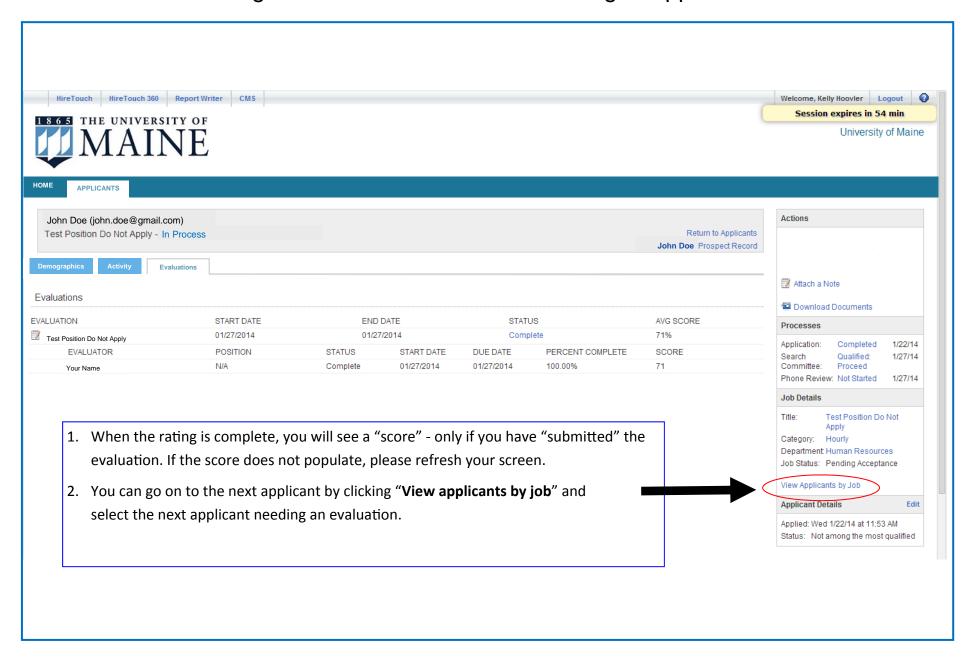
Evaluation (Rating Sheet) Screen



Evaluation (Rating Sheet)



Viewing Evaluation Score and Returning to Applicants



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.