Please make sure to request user permissions from either John Young or Kelly Hoovler before creating the RTF.

1. Go to umaine.hiretouch.com/admin

Enter Username Enter Password

- 2. Click the Jobs Tab
- 3. Click Add Requisition

4. Find your template within the list of template options.

A. Step 1: Choose Template and Click Continue
B. Step 2: Verify Correct Template and Click Continue
C. Step 3: Review forms attached to the Requisition and Click Continue

HOME	PROSPECTS	APPLICANTS	JOBS	RESOURCES	SETUP														
*All Jo	obs	Y	2															8	
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Search		Q 60 C	LEAR	- J(	ob Title -									<b>v</b>	lob Sta	tus -	•	<ul> <li>Loca</li> </ul>	tion - 🗸
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	•			JOB ID POSIT	ION MGMT #	# Depart	MENT (	CATEGO	ORY LO	CATIO	N JOB	STATU	IS OPE	EN DATE	CLOS	ED DAT	E JOB	Approval	HIRE PR
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otep 1. onoose a remplate			
AVAILABLE JOB TEMPLATES		Preview:	
Category: - All Categories -		Position Title:	Testing- New Forms
Department: - All Departments -	~	Position Type:	Hourly
Search: Job Template Title		Division:	Financial Services
<ul> <li>Temporary Accounting Support Specialist CL 2 (Confidential)</li> </ul>	~		Human Resources
<ul> <li>Temporary Food Service Assistant (Utility Worker)</li> </ul>		Purpose:	Position serves as the point person in the School of Food and Agriculture and provides purchasing, account reconciliation and additional accounting/bookkeeping functions for SFA.
Temporary Food Service Technician CL 1 (Culinary Assocate)     Technician CL 2 (Cost)			Employee performs bookkeeping and administrative work relating to accounts receivable, accounts payable purchasing. Communicates with vendors, contractors, and customers. Processes Human Resource forms,
Temporary Food Service Technician CL 2 (Cook)			travel forms and tracks faculty E&G and MAFES base-budgeted purchasing.
Temporary Food Services Supervisor		Reports to (Title):	Director of School of Food and Agriculture
Test - Accounting Support Specialist JY	- 61	Knowledge, Skills &	Knowledge of customer service principles and experience providing exemplary customer service. Knowledge of offic
testing forms     Testing-New Forms	~	Qualifications:	procedures and equipment with demonstrated experience using computers and related software applications such as
Back      Continue			Microsoft Word and Excel. Knowledge and experience of general budgeting, accounting and bookkeeping principles Knowledge and experience with procurement. Experience working independently, exercising sound judgment, handli multiple tasks effectively and prioritizing work. The ideal candidate will also have a demonstrated ability to work collaboratively and learn quickly in a fast paced, team-oriented environment as well as a willingness to adapt positive change. Experience or familiarily with MaineSteet or other financial systems preferred. Appropriate background checks will be required.
		Other Information:	
		Work Schedule:	M-F 8am to 4:30pm
4		Salary Band/Wage Band and Hourly Rate:	12.20
		Shift Differenetial:	
		Length of	Fiscal Year (12 Months)

Add a Requisition						
Choose Template Posi	tion Title Requisition Forms					
Step 2. Please verify co	rrect Template is selected	Step 3. Attach Forms to the Requisition Forms have been pre-selected Do Not Make Changes. Click "Continue" below to move to the next page				
Job Details > Testing- New Fo	rms	Applicant Related Form Packages				
Position Title:	Testing- New Forms	Name				
		Background Consent				
Additional Information		Employment Application				
Additional Information		Job Offer Form				
		✓ Onboarding Package				
Back to Template	ue B	Job Related Form Packages				
		Name				
		Position Forms				
		Back to Settings Continue				

### 5. Under Action, click Start

					Forms ad	ded succe	ssfully					
Show Job Forms												
Form Name	Auto Generated Number	Due Date	Status	Completed	Completion Date	Recertify	Recertified By	Recertified On	Action	Approval	Document History	H Add/Remove Fo
Position Forms										A		
Request to Fill Form	1								Start			Remove

6. In *Job Details*, fill in the information that wasn't pulled from the job template.

Position Category:       Hourly         Position #:       Image: Comparison of the second of th	
Department:       Human Reso         *Division:       Financial Se         # of Months if not 12:       Fiscal Year (         Length of Appointment:       Fiscal Year (         Salary Band/Wage Band and Hourly Rate:       12.20         Job ID:       18649         Discipline codes (Faculty):       0         Position Type       Ongoing         Dynamic Group (If Applicable):	
Division:       Financial Se         # of Months if not 12:	
# of Montha if not 12:       Financial see         Length of Appointment:       Fiscal Year (1         Salary Band/Wage Band and Hourly Rate:       12.20         Job ID:       18649         Discipline codes (Faculty):       0         Position Type       Ongoing         Dynamic Group (If Applicable):       1         Fixed Length Start Date:       1         Supervisors Name:       -         Reason for Request:       - Select -         If this is a replacement please answer the following:       -         Reason for leaving:       - Select -         Date leaving/left:       -	Irces
Length of Appointment:       Fiscal Year (*         Salary Band/Wage Band and Hourly Rate:       12.20         Job ID:       128649         Discipline codes (Faculty):       0         Position Type       Ongoing         Dynamic Group (if Applicable):       0         Fixed Length Start Date:       0         Supervisors Name:       0         Reason for Request:       - Select -         If this is a replacement please answer the following:       - Select -         Date leaving/left:       - Select -	vices
Salary Band/Wage Band and Hourly Rate:     12.20       Job ID:     18649       Discipline codes (Faculty):     0       Position Type     Ongoing       Dynamic Group (If Applicable):     0       Fixed Length Start Date:     0       Supervisors Name:     0       Reason for Request:     - Select -       If this is a replacement please answer the following:     - Select -       Date leaving/left:     - Select -	
Dynamic Group (If Applicable): Fixed Length Start Date Fixed Length End Date Supervisors Name: Reason for Request: If this is a replacement please answer the following: Reason for leaving: Object: Date leaving/left:	2 Months)
Fixed Length Start Date: Fixed Length End Date Fixed Length End Date Supervisors Name: Reason for Request: - Select - If this is a replacement please answer the following: Reason for leaving: - Solect - Date leaving/left:	V
Fixed Length End Date	
Supervisors Name: Reason for Request: If this is a replacement please answer the following: Reason for leaving: Date leaving/left:	Today
Reason for Request:     - Select -       If this is a replacement please answer the following:     -       Reason for leaving:     - Solect -       Date leaving/left:     -	Today
If this is a replacement please answer the following: Reason for leaving: Date leaving/left:	
Reason for leaving: - Select - Date leaving/left:	~
Date leaving/left:	
Demonstration and the second sec	Today
Person being replaced:	
Please briefly discuss the nature of this position as it relates to meeting your ongoing departmental needs and indicate if any additional financial obligations will be created if this position is approved:	↓

\* The Position Number should not blank. If the position number is not available prior to approval, the HRP will request a new position number from Payroll **before** approving the RTF. Please keep in mind that there may be a delay from when the request is made until the position number is created.

### 7. Click Save and Continue

# Requisition-Creating the RTF

icon.

8. You will be directed to *Job Search Details*, the second part of the RTF. In this section, please make sure to identify the Chair, Hiring Officer, Support Staff and Search Committee Members by clicking

1. Job Details   2. Job Search Details   3. Compensation and Funding	
Position Title:	Testing- New Forms
Position Management Number:	
Home Campus:	
Department:	Human Resources
Search Committee Chair:	🐣 😐
Hiring Officer:	🐣 •
2nd Search Committee Chair (If needed):	🚨 o
Support Staff:	
	8
Work Year:	Fiscal Year (12 Months)

#### 9. Click Save and Continue

- 10. In the Compensation & Funding section, please fill out the Hiring Range, FTE Salary (if applicable) and the Distribution. Make sure to enter your name as the "requisitioner" and date.
- 11. Click Save and Continue

Position Title:				Testion	E.					
Decision Manager				Testing- I	New Forms					
	gement Number:									
Home Campus: Department:				Human R						
	04-04-0			Human R	esources					
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# of Months if n Length of Appo				Final Ma	ar (12 Months)					
	age Band and Hourly Rate:			12.20	ar (12 Months)					
	age Band and Houny Rate: Provide in \$xxx,xxx format):			12.20						
	rovide in sxxx,xxx tormaly.									
FTE Salary This amount is faculty).:	only needed if the position	is less than full time or f	full year (excluding							
			PAYROLL EAR	NINGS DIST	RIBUTION					
Distribution										
Distribution		En el Deste	Association ID							
Distribution	Start Date	End Date	Accounting ID	Dept	Account	Class	Fund Code	Program	Project	Distribution %
Distribution	Today	Today	Accounting to	Dept	Account	Class	Fund Code	Program	Project	Distribution %
			Accounting to	Dept	Account	Class	Fund Code	Program	Project	Distribution %

# Creating the RTF-Adding Approvers

**1**. Once you have completed the third step of the RTF (Compensation & Funding) and click **Save & Continue**, you will be directed to the **Approver** screen.



**4**. Click on the drop down box next to each title and select the appropriate name. Click **Save**.

Title	Name	Approver: Scheidt, David
Human Resources	Approver:	Approver: Ines, Caryn
Manager of Compensation	Approver:	Approver: Lawrence, Nicole
Director	Approver:	
Dean	Approver:	Approver: Storman, Devon 🔻
Vice President	Approver:	Approver: Young, John 🔻

## Approving the RTF

- 1. The HRP will receive an email stating that the position needs approval.
- 2. Click on the **Jobs** tab
- 3. Click on **Forms** tab
- 4. Click Approvals

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6. This screen will record who approved, rejected and the date that it occurred.

testing forms	APPLICANTS JOBS RESOURCES SETUP				Actions
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Properties Applica	ats Activity Processes Forms Cam	paigns Posting			Send Correspondence
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