

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



Welcome to HireTouch

HireTouch

LOGIN

User Name:

Password:

SIGN IN

[Forgot Password](#)

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

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', 'CLOCK', and 'PERSONAL REMINDER'. A 'Display Preferences' sidebar is visible on the right, with checkboxes for 'Client Notifications', 'Clock', 'Local Weather', 'Personal Reminder', 'System Notifications', 'Viewed Applicants', and 'Viewed Jobs'. The 'Display Preferences' sidebar is highlighted with a red circle 1. The 'UNIVERSITY OF MAINE NOTIFICATIONS' section is highlighted with a red circle 2. The 'Logout' link in the top right corner is highlighted 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


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 'Home', 'Applicants', and 'Jobs'. The main content area shows a job listing for 'Test Do Not Apply - Associate Professor of Chemistry' with a 'Faculty (Non-Tenure) - Posted Internal' status. Below the job listing, there are tabs for 'Properties', 'Applicants', 'Activity', 'Processes', and 'Forms'. A search bar is present, and a table of applicants is shown below. The table has columns for Name, Current Employee, User Status, Education Level, Application, Residency, Cover Letter, Other, and Score. The first applicant listed is 'Jon Doe'. To the right of the table, there is an 'Actions' menu with options like 'Upload a Document' and 'Attach a Note'. The 'Actions' menu is highlighted with red circles. Below the table, there is a pagination bar showing 'Records 0-0 of 0' and 'Per Page 25'.

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 are navigation links for HireTouch, HireTouch 360, Report Writer, and CMS. The University of Maine logo is on the left, and the user's name (Kelly Hoover) and session expiration (59 min) are on the right. The main content area is divided into several sections:

- Header:** John Doe (john.doe@gmail.com), Test Position Do Not Apply - In Process. A yellow callout box with the number 1 points to the "Evaluations" tab.
- Navigation:** Demographics, Activity, Evaluations (circled in red), Addresses, Contact Information, Education, Employment.
- Demographics:** Name: John Doe, Address: 100 Main Avenue, Orono, ME 04468, Home Phone: 207-555-5555, Email: John.doe@gmail.com, Current Employee: NO, Education Level: Bachelor's.
- Correspondence:** Application Received (type: Application) Sent Wed 1/22/14 at 11:59 AM by John Doe.
- Documents:** Employment Application (type: Application) Wed 1/22/14 at 11:59 AM (circled in red with a yellow callout box 3). Resume/CV (type: Resume/CV).
- Actions:** Attach a Note, Download Documents (circled in red with a yellow callout box 2).
- 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 Acc. A yellow callout box with the number 4 points to the "View Applicants by Job" link.

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%

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 Hoover Logout

Session expires in 54 min

University of Maine

1865 THE 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.