Affirmative Action Quick Guides: Request to Hire

- Navigate to the job and the list of applicants.
- Check (or update) the "Interview 1" column for outcomes of the interviews.
  - NOTE: do not change the "Committee Review" column. This screen is a left-to-right flow.
  - o Qualified: Proceed for the applicants to be hired.
  - o Qualified: No Longer Considered for finalists who are not being hired at this time.
- Select Disposition Codes for all interviewees that are *not* being hired at this time. Scroll the screen to the right to see this column.
  - o Consult the Disposition Code Guide if more detailed explanations would help.
  - o Use the "notes" area in the Disposition Code pop-up box if more detail would be helpful for the record.
- Update Disposition Codes for other applicants if appropriate or necesssary.
  - o Applicants who withdrew from the process, regardless of their qualified/not qualified status.
  - o Late applicants who have been reviewed since the original Interview Request.
- Complete a Request to Hire form and submit it for signatures.
  - o Full-time monthly salary rate: What this job would earn if it was a full-time appointment.
  - o FTE Adjusted Monthly Salary Rate: What this job will actually earn at the proposed percentage of appointment. This field is a dollar value, not a percentage or decimal.
  - o Justification field: If there is a hiring goal for the position, and if there were finalists who would meet that goal, but the unit wishes to hire someone who does not meet the goal, use this box to explain why the chosen candidate was selected.

Need more detailed help than this?
Consult the Faculty or A/P Hiring Guide PDFs in HireTouch! The links are in the upper-right section of the landing page.

Questions?

SIU SOUTHERN ILLINOIS UNIVERSITY
UNIVERSITY AFFIRMATIVE
CARBONDALE **ACTION OFFICE**

Jayme Figueroa: affact@siu.edu 536-6618
Ashley Followell: ashley.followell@siu.edu 453-1196