

Instructions for Downloading and Printing Resumes in HireTouch

1. You may log in to HireTouch to view the candidate documents by going to <https://employ.uillinois.edu/>.
2. Please click on the blue box that says "University of Illinois employees click here" and log in with your Enterprise ID and password.
3. Once you are in the system, you will need to click on the link that says **University Administration**.
4. You should then see tabs at the top of the screen. Click on the tab **Jobs** to select the search in order to view the applicants for that position only.
5. Next click on the position.
6. Once you are in the specific position, you will notice the tabs under the position title. Click on the **Activity** tab.

★ Favorites | ☆ Enterprise Applications | Web Time Entry | HireTouch | ER-HR Portal

HireTouch » Job Properties: Information Technol...

HireTouch PLUS

HOME | APPLICANTS | PROSPECTS | RESOURCES

Information Technology Project Manager

Urbana - Academic Professional | Open

Properties | Applicants | Activity

[Details](#) | [Activity](#)

Properties

Job Details

Title: Information Technology Project Manager

Requisition:

Job Code:

Job Category: Academic Professional

Job Function:

- You will then see a list of search related activities on the screen. Underneath the Activity tab you should see three links saying **Document**, **Correspondence**, and **Notes**. Click on **Documents**.

The screenshot shows the HireTouch application interface. At the top, there is a navigation bar with 'HOME', 'APPLICANTS', 'JOBS', 'PROSPECTS', and 'RESOURCES'. Below this, the job title 'Information Technology Project Manager' and 'Urbana - Academic Professional - Open' are displayed. The 'Activity' tab is selected, and the 'Documents' link is highlighted with a red circle and an arrow. The 'Documents' link is part of a set of links including 'Correspondence' and 'Notes'. Below the links, there is a table of activity records. The table has columns for DATE, CATEGORY, NAME, TYPE, and USER. The records show activity from May 17, 2013, and May 16, 2013. A yellow warning banner at the top of the activity list states: '* Due to permission settings on document types, there may be more documents than are listed.'

- Now your screen will show a list of documents. At the top of the list there should be two drop down boxes. On the second drop down box where it says **Document Type**, click the arrow and select **Resume**. After you have selected **Resume**, click **Go** to the right on the box.

The screenshot shows the HireTouch application interface with the 'Documents' tab selected. The 'Documents' link is highlighted with a red circle and an arrow. Below the links, there is a table of document records. The table has columns for NAME, TYPE, COMPLETED BY, FILE, SIZE, MODIFIED, USER, and NOT. The records show various document types such as 'Applicant EEO Form', 'Cover Letter', 'EEO Form I', 'EEO Form II', 'Employment Application', 'Essay', 'Hiring Exception Form', 'Interview Questions', 'Job Posting Template', 'Justification', 'Letters of Reference', 'Organizational Chart', 'Other', 'PAPE', 'References', 'Resume', 'Retiree Rehire', 'Salary History', 'Search Waiver', 'Transcripts', and 'Waiver Spreadsheet'. A yellow warning banner at the top of the document list states: '* Due to permission settings on document types, there may be more documents than are listed.' A dropdown menu is open for 'Document Type', and 'Resume' is selected. The 'Go' button is highlighted with a red circle and an arrow.

- The list of resumes will appear. To see more resume's than what is shown, go to the bottom right of the page and you will see a box with a number in it. Use the drop down to select the number of resumes you would like to view on one page. Please note: For larger searches there may be more than one page of resumes.

Information Technology Project Manager
Urbana - Academic Professional - Open

Properties | Applicants | Activity

Documents | Correspondence | Notes

Documents

* Due to permission settings on document types, there may be more documents than are listed.

Show Active Show Archived All Documents Resume

NAME	TYPE	COMPLETED BY	FILE	SIZE	MODIFIED	USER	NOTES	TASKS
				237 KB	Mon 5/13/13 at 11:25 AM		0	0
				49 KB	Wed 5/8/13 at 6:55 PM		0	0
				69 KB	Thu 5/16/13 at 10:28 AM		0	0
				403 KB	Mon 5/13/13 at 7:28 AM		0	0
				76 KB	Tue 5/14/13 at 10:55 AM		0	0
				62 KB	Thu 5/16/13 at 10:30 AM		0	0
				117 KB	Sat 5/11/13 at 3:03 PM		0	0
				54 KB	Mon 5/13/13 at 12:26 PM		0	0
				57 KB	Fri 5/17/13 at 10:21 AM		0	0
				58 KB	Thu 5/9/13 at 9:40 AM		0	0
				18 KB	Thu 5/9/13 at 7:16 AM		0	0
				105 KB	Mon 5/13/13 at 9:32 AM		0	0

Records 1-12 of 12 First Previous Next Last Per Page 15

Download Documents Email Selected Documents

Actions: Send, Upload, Attach, Job Detail, Created, Category, Status, Location

- Select the resume's you would like to export by checking the boxes to the left of the applicant's name. If you would like to select them all, there is a box to check to the right of the word **Name**.

HOME | APPLICANTS | JOBS | PROSPECTS | RESOURCES

Information Technology Project Manager
Urbana - Academic Professional - Open

Properties | Applicants | Activity

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Documents

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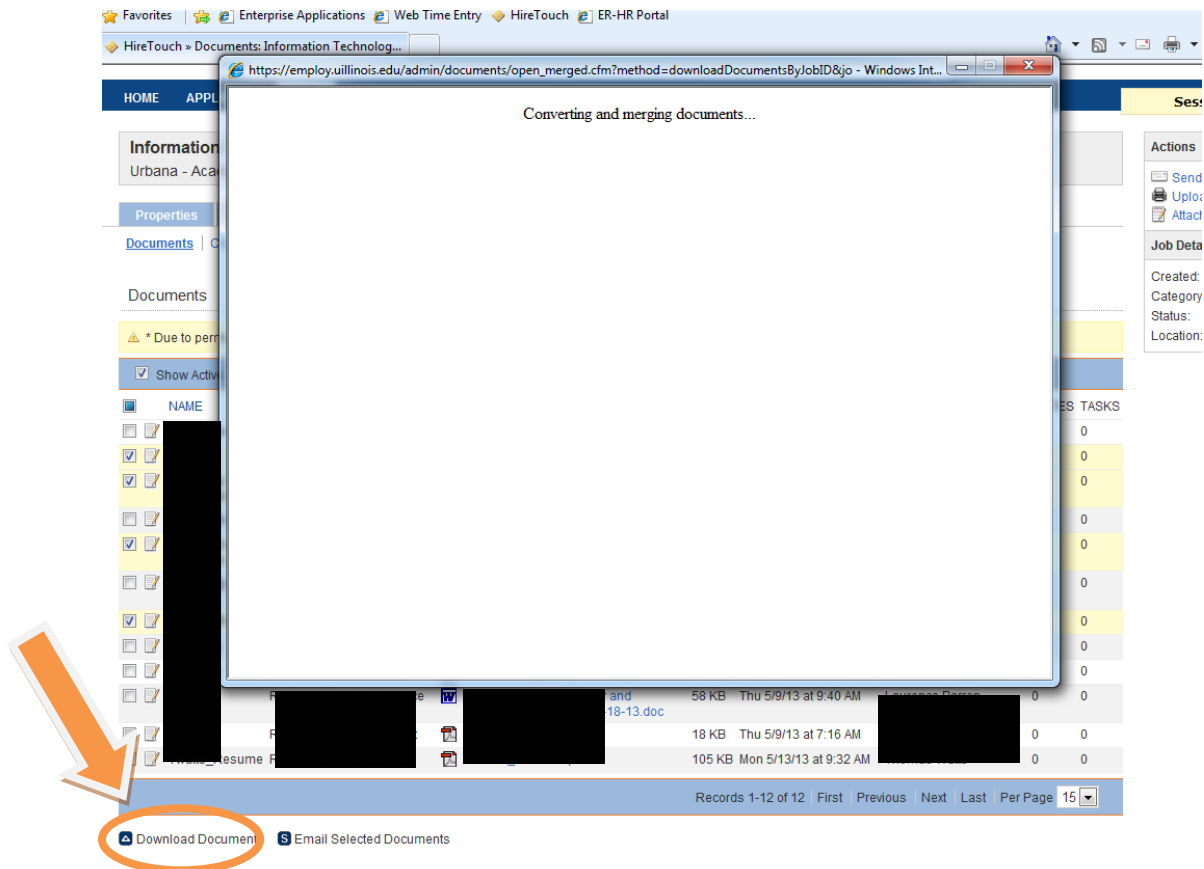
Show Active Show Archived All Documents Resume

NAME	TYPE	COMPLETED BY	FILE	SIZE	MODIFIED	USER	NOTES	TASKS
				237 KB	Mon 5/13/13 at 11:25 AM		0	0
<input checked="" type="checkbox"/>				49 KB	Wed 5/8/13 at 6:55 PM		0	0
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<input checked="" type="checkbox"/>				18 KB	Thu 5/9/13 at 7:16 AM		0	0
<input checked="" type="checkbox"/>				105 KB	Mon 5/13/13 at 9:32 AM		0	0

Records 1-12 of 12 First Previous Next Last Per Page 15

Download Documents Email Selected Documents

11. Once the desired boxes are clicked, go down to the bottom of the page and find **Download Documents**. Click on the link and the documents will begin to download. This might take a few minutes to convert and merge the documents. For quicker conversion, try to convert a smaller number of documents at once.



12. Once your resumes have been converted to a PDF, you can either print the document or save it by going up to **File** at the top left of the PDF and choosing **Print** or **Save**.