To begin using HireTouch, create your Account, including Profile information. You will also need to complete the Civil Service Extra Help application package.

|  |  |
| --- | --- |
| Hire Touch Account & Profile  Create Account   * Open browser * Navigate to <https://siue.hiretouch.com> * SIUE Hire Touch log in page will open * Click * (If you have already created an account, simply click the Login button) | SIUE Hire Touch Log In Page  C:\Users\dojames\AppData\Local\Temp\SNAGHTML458128d.PNG |
| * Profile page opens * Complete information * Items with a red asterisk are required * SIUE University ID (800#) is required for current or past employees and students * Create your own User Name – Verify that name is available before proceeding (message appears indicating if the User Name is available or not) * Create your own Password – Confirm that passwords match before proceeding (message appears if passwords do not match) * Make sure to record your user name and password so you can retrieve it when needed * Click | Profile Page |
| * Open the Extra Help application package   **Employment Application**   * Complete fields required (marked by a red \*) in both sections   + General / Education   + Employment History / Signature and Confirmation * Some of the information will be prepopulated from your Profile. * Be sure to select   at the bottom of the page   **Employment History**   * Add your complete employment history, including any military service * Select the button for each organization you have been employed by | C:\Users\dojames\AppData\Local\Temp\SNAGHTML460e40e.PNG  C:\Users\dojames\AppData\Local\Temp\SNAGHTML469f2ae.PNG  C:\Users\dojames\AppData\Local\Temp\SNAGHTML46df1c4.PNG  C:\Users\dojames\AppData\Local\Temp\SNAGHTML47384a1.PNG |

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| --- | --- |
| * Select the  button for any employers added. * Check the box to agree to a digital signature * Type name as your signature * Be sure to select   at the bottom of the page | C:\Users\dojames\AppData\Local\Temp\SNAGHTML4761d37.PNG  C:\Users\dojames\AppData\Local\Temp\SNAGHTML47a96c9.PNG |
|  |  |
| **Authorization for Release of Information**  Complete form including any required fields   * Select the ‘Add’ button to add any other names used. * Select the ‘Add’ button to add any addresses associated with you for the last **ten years**. * Select the  button for any names and addresses added. * Continue answering remaining questions * Provide Digital Signature * Click the  button at the bottom of the page.   **EMPLOYEE & GRADUATE ASSISTANT DATA COLLECTION & DATA CHANGE FORM**  Complete the form including required fields.   * Provide Digital Signature * Click | C:\Users\dojames\AppData\Local\Temp\SNAGHTML480321e.PNG  C:\Users\dojames\AppData\Local\Temp\SNAGHTML48381e3.PNG  C:\Users\dojames\AppData\Local\Temp\SNAGHTML485d6b6.PNG  C:\Users\dojames\AppData\Local\Temp\SNAGHTML49e9ad0.PNG  C:\Users\dojames\AppData\Local\Temp\SNAGHTML49ff7fc.PNG |

Additional Resources

Phone Numbers

* Human Resources: 650-2190

Web Sites

* Human Resources Employment: <http://www.siue.edu/employment>
* Human Resources: <http://www.siue.edu/human-resources>

Email Addresses

* Civil Service Testing Staff: [civilserviceapplications@siue.edu](mailto:civilserviceapplications@siue.edu)