

Upload a Document

User Groups: All user groups

Purpose: Upload supporting documentation you would like attached to the job search

Click **JOBS** tab

BGSU Welcome, BGSU Committee Logout
Session expires in 59 min

HOME **JOBS** APPLICANTS RESOURCES

My Dashboard

HIRE TOUCH NOTIFICATIONS
No New Notifications

BOWLING GREEN STATE UNIVERSITY NOTIFICATIONS
GO LIVE Test Content

Display Preferences

CLIENT NOTIFICATIONS
GO LIVE

SYSTEM NOTIFICATIONS
No New Notifications

CLOCK
Thursday
December 12th, 2013
2:28:04 PM

VIEWED JOBS

Date	Time	Job ID	Title
Dec 11	4:52 PM	3782	Communications Manager
Dec 11	2:21 PM	3788	Communications Manager
Dec 11	1:26 PM	3780	Business Analyst

LOCAL WEATHER
Conditions for Lakeville, MN at 12:46 pm CST

Current Conditions:
Fair, 16 F

Forecast:
Thu - Partly Cloudy. High: 16 Low: 4
Fri - Cloudy. High: 11 Low: 3
Sat - Cloudy. High: 13 Low: -2
Sun - Partly Cloudy. High: 12 Low: 6
Mon - Partly Cloudy. High: 27 Low: 21

Click on 'Job Title'

HomeTouch Report Writer CMS Welcome, Lori Smith Admin Logout
Session expires in 59 min
Bowling Green State University

HOME PROSPECTS **JOBS** APPLICANTS RESOURCES SETUP

*All Jobs

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Search [GO] [CLEAR] Job Status Location [GO] [CLEAR]

APPROVALS

TITLE	REQUISITION	STATUS	LOCATION	POSTING	OFFER
Assistant Director of Strength and Conditioning	3846	Posted	BGSU Main Campus	●	●
Marketing Communications Specialist - ITS	3845	Recruitment Request Pending	BGSU Main Campus	●	●

- Bulk Actions - Records 1-2 of 2 First Previous Next Last Per Page 25

Font Size: A A A

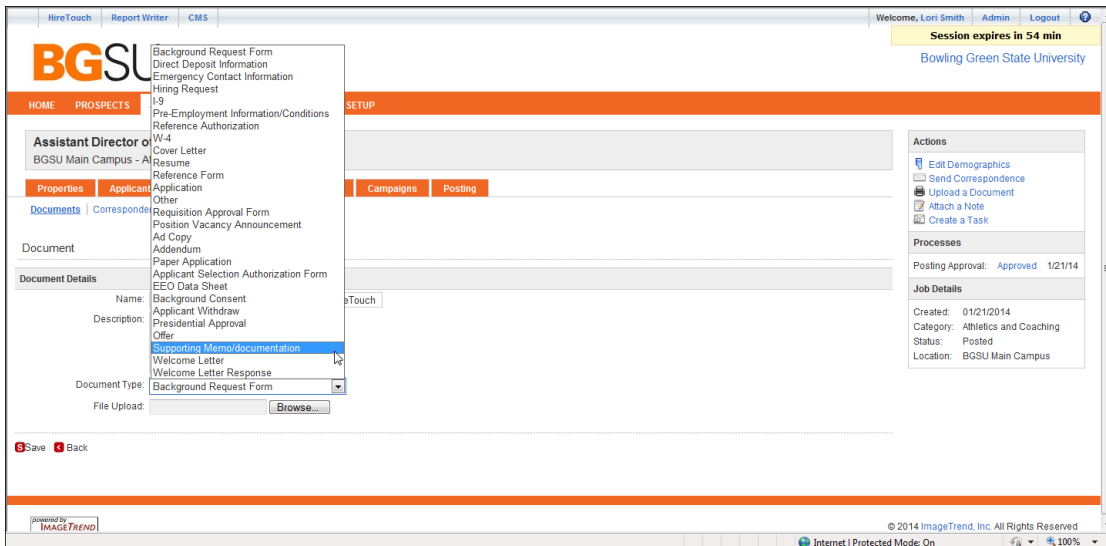
Click 'Upload a Document'

The screenshot shows the HireTouch interface for a job titled "Assistant Director of Strength and Conditioning" at BGSU Main Campus. The page includes a navigation menu with options like HOME, PROSPECTS, JOBS, APPLICANTS, RESOURCES, and SETUP. Below the job title, there are tabs for Properties, Applicants, Activity, Processes, Forms, Campaigns, and Posting. A search bar is present with filters for Date Applied, User Status, and Application. A sidebar on the right contains an "Actions" menu with options: Edit Demographics, Send Correspondence, Upload a Document (highlighted with a mouse cursor), Attach a Note, and Create a Task. Below the actions menu, there are sections for "Processes" (Posting Approval: Approved 1/21/14) and "Job Details" (Created: 01/21/2014, Category: Athletics and Coaching, Status: Posted, Location: BGSU Main Campus).

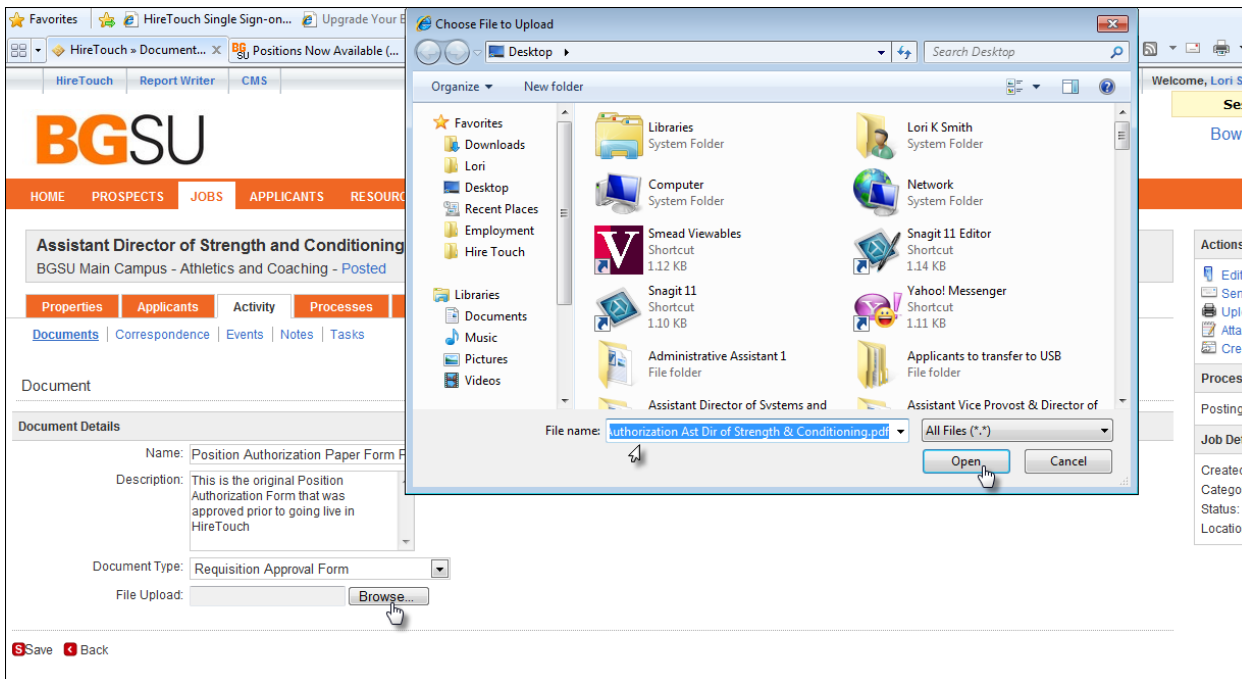
Type 'Name' of document (i.e. Rationale Memo, Supporting Memo for Hire)
Complete any notes describing document in the 'Description' field (optional)

The screenshot shows the "Document Details" form in the HireTouch system. The "Name" field contains "Position Authorization Paper Form PRE HireTouch". The "Description" field is a large text area. The "Document Type" dropdown menu is set to "Background Request Form". There is a "File Upload" section with a "Browse..." button. At the bottom left, there are "Save" and "Back" buttons.

Selected 'Document Type' from drop down menu



Select **Browse...** to find the document on your computer to upload
Click 'Open'



HireTouch Report Writer CMS

BGSU

HOME PROSPECTS **JOBS** APPLICANTS RESOURCES SETUP

Assistant Director of Strength and Conditioning

BGSU Main Campus - Athletics and Coaching - Posted

Properties Applicants **Activity** Processes Forms Campaigns Posting

[Documents](#) | [Correspondence](#) | [Events](#) | [Notes](#) | [Tasks](#)

Document


Document Details

Name: Position Authorization Paper Form PRE HireTouch

Description: This is the original Position Authorization Form that was approved prior to going live in HireTouch

Document Type: Requisition Approval Form

File Upload: C:\Users\lsmith\Desktop

 Save

This brings you to the page verifying the document was uploaded.

HireTouch Report Writer CMS Welcome, Lori Smith | Admin | Logout

Session expires in 59 min
Bowling Green State University

BGSU

HOME PROSPECTS **JOBS** APPLICANTS RESOURCES SETUP

Assistant Director of Strength and Conditioning

BGSU Main Campus - Athletics and Coaching - Posted

Properties Applicants **Activity** Processes Forms Campaigns Posting

[Documents](#) | [Correspondence](#) | [Events](#) | [Notes](#) | [Tasks](#)

Document added successfully


Document


Document Details

Name: Position Authorization Paper Form PRE HireTouch

Description: This is the original Position Authorization Form that was approved prior to going live in HireTouch

Type: Requisition Approval Form

File:  Position Authorization Ast Dir of Strength & Conditioning.pdf

File Size: 117 KB 


CREATED

Date: Tuesday, January 21, 2014
Time: 2:22 PM
User: Lori Smith






MODIFIED

Date: Tuesday, January 21, 2014
Time: 2:22 PM
User: Lori Smith

0 NOTES SO FAR

 Lori Smith said...

Actions

-  Edit Demographics
-  Send Correspondence
-  Upload a Document
-  Attach a Note
-  Create a Task

Processes

Posting Approval: **Approved** 1/21/14

Job Details

Created: 01/21/2014
Category: Athletics and Coaching
Status: Posted
Location: BGSU Main Campus