

EMPLOYMENT CHECKLIST

HIRETOUCH

- Visit jobs.siu.edu/applicant-login/create-account to create your HireTouch account.

Note: your SIU account is not the same as your HireTouch account.

- Sign in to your HireTouch account at any time to complete all of the hiring steps.

APPLICATION PROCESS

- Click on the job you're interested in, then scroll to the bottom of the webpage and click "Apply for position."

- Upload required documents.

Note: a resume, class schedule, and student employment referral are always required. Some jobs may require additional documents.

EMPLOYMENT EXAM

- Call 618/453-2585 or email rechire@siu.edu to schedule your employment exam.

- Pass employment exam.

ONBOARDING PAPERWORK

- Sign in to HireTouch and check your student employment referral form.

- If the form is more than 30 days old and/or for a different semester, upload a new form.

- Complete other required forms (7).

- Call 618/453-2585 or email rechire@siu.edu to schedule a time to complete your onboarding process.

- Complete onboarding.

QUESTIONS?

If you need help or have any questions regarding Rec employment, please contact:

Yvette Young

rechire@siu.edu

618-453-2585

For more detailed instructions/information, please [click here](#).