

# UCD Online Hiring Form User Guide School/Unit- HOS/HOU

## 1. School or Unit log in



- Go to [www.ucd.ie/infohub](http://www.ucd.ie/infohub)
- Log in using your Staff Personnel Number, UCD Username or email address

Welcome to InfoHub

You must login with an Existing Account to access this page.

Use an Existing Account

Email, UCD ID or UCD Connect Username

Password

Login Forgot Password

- Click on Human Resources



- Select the Resourcing Icon

My Responsibilities

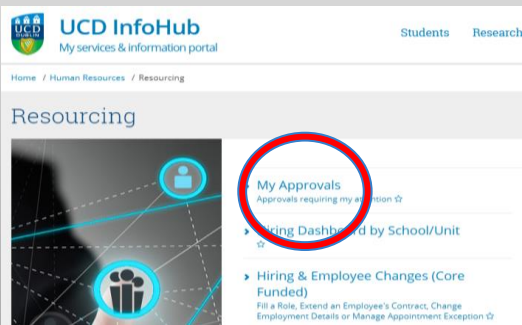


Employee Planning  
FTEs, headcounts, leaves,  
contracts, retirements &  
trends ☆



Resourcing  
Recruitment KPIs, RAFs &  
PAFs ☆

## 2. Select My Approvals



- Forms for your approval are in the left column. Click on form ID number to approve.

UCD InfoHub  
My services & information portal

Students Research Hun

Home / Human Resources / Resourcing / My Approvals

My Approvals

Case ID	Date Created	Status	Post Title	Creator	Last Update On
136933	24 Jul 2017	Submitted	With Head of School / Unit	Administrative Officer	Arin Kyne
136936	24 Jul 2017	Submitted	With Head of School / Unit	Lectivist Prof in Business Management	Adrian Woods

- Review the content of the form.



- To approve and progress the form click on the submit to the Finance Manager button. If you are unsatisfied or have a query in relation to this form click on the Return to Creator button and you can add in comments before reverting if you wish.

UCD InfoHub  
My services & information portal

Students Research

Home / Human Resources / Resourcing / My Approvals / Advertise a Role: New Post - Form ID 136933

Advertise a Role: New Post - Form ID 136933

Unit/School: Human Resources (HR)

Approval Chain

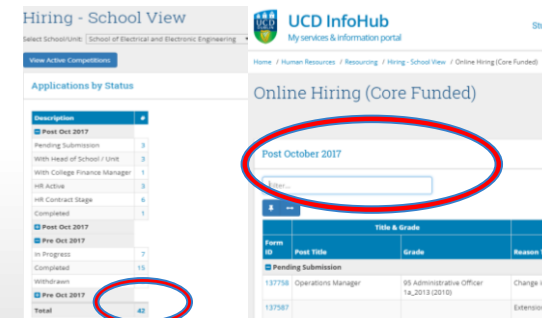
Submitted/Approved on	Status	Submitted/Approved by	Comment	Comment Visibility
24-JUL-2017 10:19:38	Submitted by Creator	Ann Kyne		

Cancel Application Return to Creator Approve & Submit to CFM

- To view forms in progress or completed forms click on the Resourcing Dashboard under the main Resourcing tab.



- To search for an in progress form click on the total button and then enter either the form ID, grade or post title into the filter field to find your form.



## 5. How to nominate a proxy approver

- In order to nominate a proxy approver please email [hrhelpdesk@ucd.ie](mailto:hrhelpdesk@ucd.ie) indicating the proposed approver, set duration and reason for the change. The Head of Resourcing will review each request on a case by case basis.

[Hiring Forms FAQs](#)  
[Resourcing Consultant](#)  
[Contact Details](#)