Create and manage teams

This quick guide describes key steps in creating and managing teams. Other resources are available at [http://www.uvic.ca/hr/services/home/hiring/index.php](http://www.uvic.ca/hr/services/home/hiring/index.php).

Hiring managers can set up teams in the UVic Careers system to allow members of the selection committee to view requisitions and applications.

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<th>INSTRUCTIONS</th>
<th>SCREENSHOT</th>
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<td>1</td>
<td>On the <a href="http://www.uvic.ca/hr/services/home/hiring/index.php">Dashboard</a>, click on the icon found in the top right corner, then the <strong>Teams</strong> under the Recruiting heading.</td>
<td><img src="image1.png" alt="Dashboard Screenshot" /></td>
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<tr>
<td>2</td>
<td>Select <strong>Teams</strong> and choose then <strong>Create a New Team</strong></td>
<td><img src="image2.png" alt="Teams Screenshot" /></td>
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</table>
3. In the **Team Name** field, use the following **naming convention**: Four-letter department code followed by the position number (or job code), separated by a space – e.g. VPFO 997624.

Add a description of the team if desired.

Choose your team members: highlight the name of each person and use the arrow to move his or her name into the right column. **A team must have at least two members.**

Submit.

4. Your team name will now appear in the Teams list.

**TIP:** This is where you will edit your team.
### INSTRUCTIONS

**Associating a team with a requisition**

If you are creating a new requisition and have already created a team, choose your team from the **Team** list on the *Define Requisition* screen.

When you finish the requisition, the hiring manager and team members will receive an email notification.

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**Add/modify the team for an existing requisition:**

Link your team with your requisition: From the *Manage Requisitions* screen, check the box next to the applicable requisition and choose **Change Assigned Team** from the drop-down menu at the bottom.
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<td>7</td>
<td>Select the desired team from the list, check the box to notify team members, and click <strong>Change</strong>. The <strong>Manage Requisitions</strong> screen will refresh showing the updated team name in the <strong>Teams</strong> column.</td>
<td></td>
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| 8 | **Changing team members**  
Hiring managers can add or remove a team member from a team.  
From the ☰ icon found in the top right corner, then the **Teams** screen select the pencil icon 🆕 to the right of the team to be revised. |

**Team member view/permissions**

When a team member logs in to UVic Careers, he or she will only have access to the team’s requisitions, from the **Manage Requisitions** screen.

Team members can view the status of each requisition. They can also click on the hyperlink in the **Candidates** columns to view applicant information.

Alternatively, access applicant information from the **Recruiting** tab. Choose the applicable requisition on the **Active Candidates** or **New Submissions**

See the [Review candidate applications](#) guide for team members for details.