

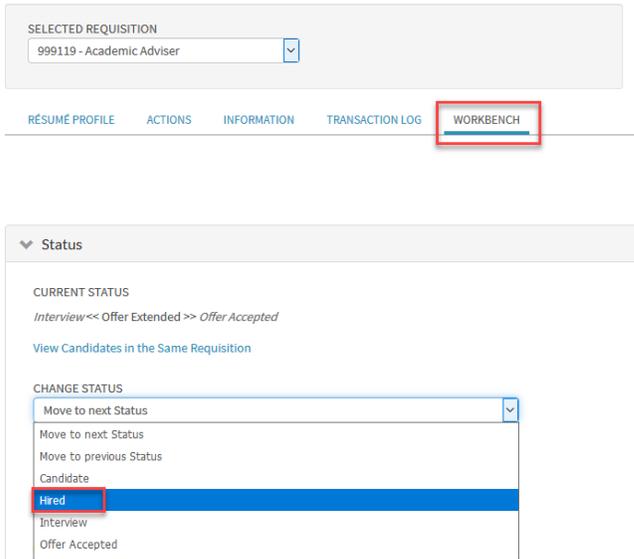
# HIRE AND ONBOARD

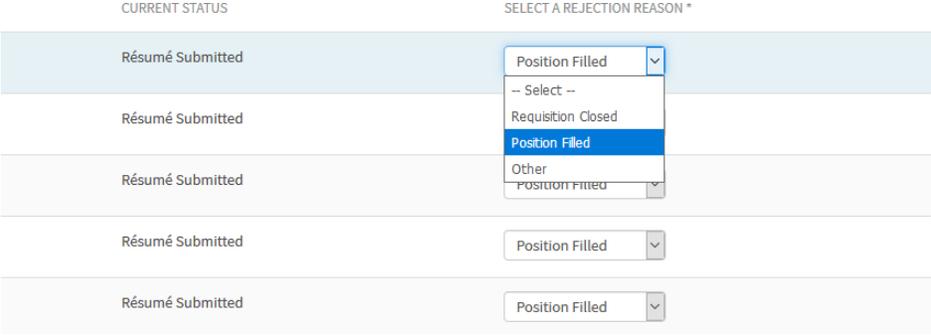
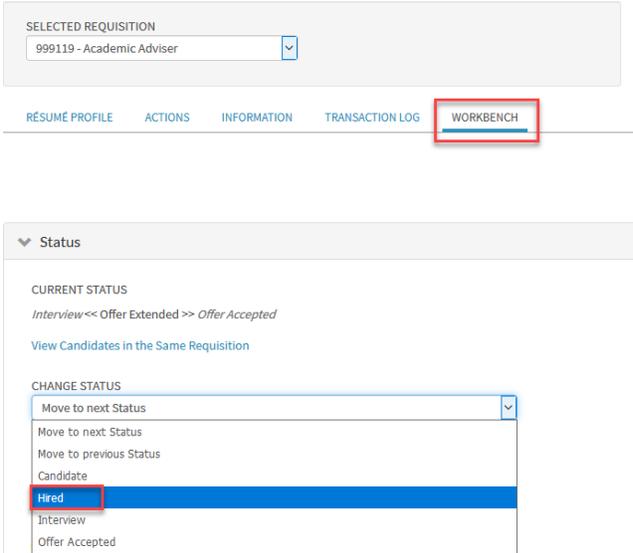
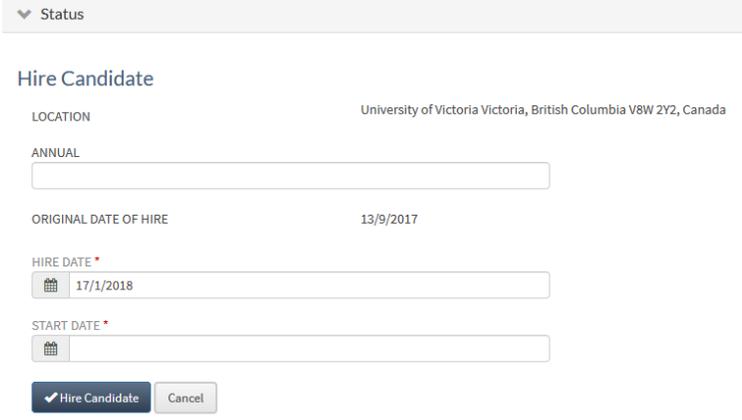
This quick guide describes the key steps in hiring and onboarding a new employee. Onboarding is a mandatory step when hiring both internal and external employees.

Setting up onboarding through the UVic Careers system triggers the creation of a new employee's NetLink ID, employee number and email account, as well as the set-up of UVic benefit and pension plan enrolments. Other resources for hiring administrators are available at <http://www.uvic.ca/hr/services/home/hiring/index.php>.

Participation in the University's group benefit plans is a condition of employment for many employee groups. A delay in enrolment will result in financial hardship for the employee (benefit premiums are payable from the date of eligibility) and prevents the employee from accessing the benefits to which they are entitled. Initiating the onboarding process and ensuring the completion of enrolment forms with the required privacy training is mandatory and the responsibility of the hiring manager.

#	INSTRUCTIONS	SCREENSHOT
1	Log in to UVic Careers.	<a href="https://uvic.mua.hrdepartment.com/">https://uvic.mua.hrdepartment.com/</a>
2	<p>From the <i>Recruiting</i> tab, select <i>Active Candidates</i>.</p> <p>Select the appropriate job and choose <i>Go</i>.</p> <p>On the <i>Active Candidates</i> screen, select the candidate's hyperlinked name.</p>	

#	INSTRUCTIONS	SCREENSHOT
3	<p>From the candidate's <i>Résumé/CV Dashboard</i>, choose the <i>Workbench</i> tab.</p> <p>Select the <i>Change Status</i> drop-down list. Choose <i>Hired</i> and add comments if applicable.</p> <p><i>Submit</i>.</p> 	 <p>The screenshot shows a web interface for a candidate's requisition. At the top, there is a 'SELECTED REQUISITION' dropdown menu with '999119 - Academic Adviser' selected. Below this are navigation tabs: 'RESUME PROFILE', 'ACTIONS', 'INFORMATION', 'TRANSACTION LOG', and 'WORKBENCH'. The 'WORKBENCH' tab is highlighted with a red box. Underneath, there is a 'Status' section with a 'CHANGE STATUS' dropdown menu. The 'Hired' option is selected and highlighted with a blue bar and a red box. Other options in the dropdown include 'Move to next Status', 'Move to next: Status', 'Move to previous Status', 'Candidate', 'Interview', and 'Offer Accepted'.</p>
4	<p>If you have not already changed the status of your other candidates, the system will ask if you wish to disposition all of your candidates.</p> <p>Select <i>OK</i>.</p> <p><b>TIP:</b> Dispositioned applicants will see that the position is filled if they log into the Career Centre. Please ensure to complete any required internal communications before this step.</p>	 <p>The screenshot shows a dialog box with the text: 'Not all candidates have been properly dispositioned. Would you like to disposition all candidates now?'. There are two buttons at the bottom: 'OK' and 'Cancel'.</p>

#	INSTRUCTIONS	SCREENSHOT
5	<p>You can disposition candidates in bulk by checking the box at the top of the list of names, and choosing a <i>Primary Rejection Reason</i> from the drop-down box below. The default reason is Position Filled.</p> <p>Choose <i>Remove</i>.</p> <p><b>NOTE:</b> This step does not trigger a notification to candidates.</p>	 <p>The screenshot shows a table with columns 'CURRENT STATUS' and 'SELECT A REJECTION REASON *'. The 'CURRENT STATUS' column contains 'Résumé Submitted' for five rows. The 'SELECT A REJECTION REASON *' column has a dropdown menu open for the first row, showing options: 'Position Filled', '-- Select --', 'Requisition Closed', 'Position Filled', 'Other', and 'POSITION FILLED'.</p>
6	<p>Once dispositioning is complete, you will return to the workbench tab for the candidate you wish to hire.</p> <p>Choose <i>Hired</i> in the Change Status drop-down menu.</p> <p><i>Submit</i>.</p>	 <p>The screenshot shows the 'WORKBENCH' tab for a candidate. The 'SELECTED REQUISITION' is '999119 - Academic Adviser'. The 'Status' section shows 'CURRENT STATUS' as 'Interview &lt;&lt; Offer Extended &gt;&gt; Offer Accepted'. The 'CHANGE STATUS' dropdown menu is open, showing options: 'Move to next Status', 'Move to next Status', 'Move to previous Status', 'Candidate', 'Hired', 'Interview', and 'Offer Accepted'. The 'Hired' option is highlighted.</p>
7	<p>Enter the salary, hire date and start date.</p> <p><i>Hire Candidate</i>.</p> <p><input type="button" value="✔ Hire Candidate"/></p> <p>Select <i>OK</i> when you receive the confirmation message.</p>	 <p>The screenshot shows the 'Hire Candidate' form. The 'LOCATION' is 'University of Victoria Victoria, British Columbia V8W 2Y2, Canada'. The 'ANNUAL' field is empty. The 'ORIGINAL DATE OF HIRE' is '13/9/2017'. The 'HIRE DATE' is '17/1/2018'. The 'START DATE' is empty. There are '✔ Hire Candidate' and 'Cancel' buttons at the bottom.</p>

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On the first Onboarding screen complete the fields. Next.

**Onboarding** Initiate the Onboarding Process for: Belinda Fontes

<b>Step 1</b> Initiate Process	Step 2 Select Documents	Step 3 Select Letter	Step 4 Select New Hire Notification	Step 5 Review
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REQ. #  
999119

JOB TITLE  
Academic Adviser

LOCATION  
Victoria, BC V8W 2Y2

ORIGINAL DATE OF HIRE  
13/9/2017

HIRE DATE \*

START DATE \*

**Review/Update New Hire Contact Information**

FIRST NAME \*

MIDDLE INITIAL

Required onboarding documents will be automatically listed at the top of the *Select Documents* screen according to employee group and position type. You do not need to take any action with required documents – the new employee will automatically receive these forms.

**NOTE:** If your new hire will be in a supervisory role – select Supervisor Workplace Bullying and Harassment Training

CUPE 917/ CUPE 951/ Exempt Support Staff: Choose *Next*. Do not include any documents from the *Other documents* section.

PEA/ME: Check the 'Include' box to include pension enrolment and beneficiary forms for either part-time or full-time employment as appropriate.

*Next*.

Step 1  
Initiate Process
Step 2  
Select Documents
Step 3  
Select Letter
Step 4  
Select New Hire Notification
Step 5  
Review

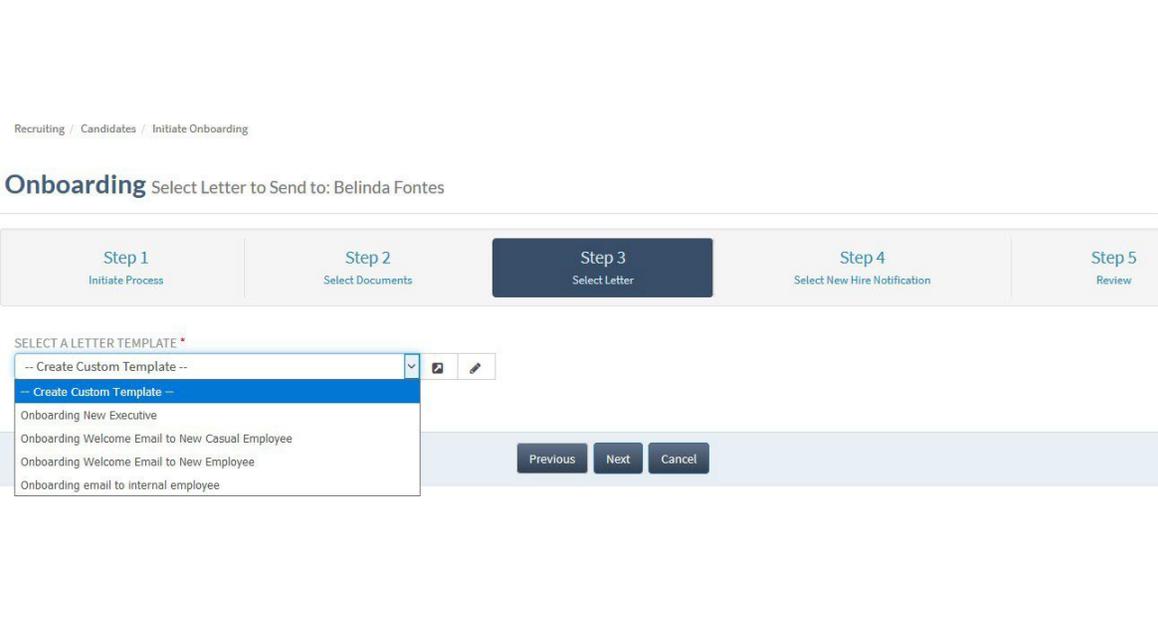
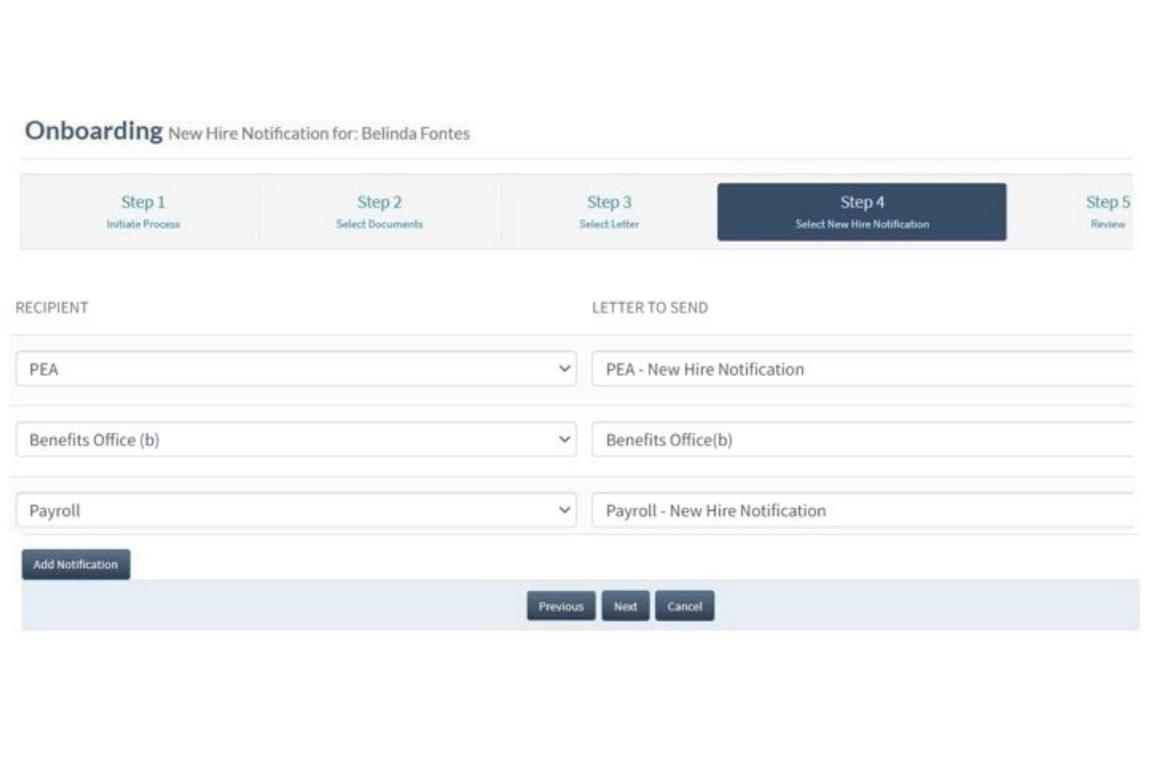
For New Hire Other Documents - REGULAR CONTINUING PEA AND ME HIRES ONLY: Check 'Include' box for either 1(a) and 1(b) full-time pension documents. Do not select any other documents below. ALL OTHER EMPLOYEE GROUPS AND TERM EMPLOYEES: Do not select any documents below. For employees hires into a supervisory role - please select 'Supervisor Awareness and Prevention Training'.

NAME	TYPE	REQUIRE E-SIGNATURE	INCLUDE	DUE DATE
Direct Deposit	Documents		Required By Workflow	Select
Dental Care	Documents		Required By Workflow	Select
Extended Health	Documents		Required By Workflow	Select
Long Term Disability	Documents		Required By Workflow	Select
Medical Services Plan	Documents		Required By Workflow	Select
PEA/ME Disclaimer	Documents		Required By Workflow	Select
Basic Group Life	Documents		Required By Workflow	Select
REG ME BENEFITS INFORMATION: READ FIRST	Documents	✓	Required By Workflow	Select
Health and Safety Orientation	Dynamic Form		Required By Workflow	Select
Employee Workplace Bullying and Harassment Training	Dynamic Form		Required By Workflow	Select
Privacy Training	Dynamic Form		Required By Workflow	Select
UVic Employee Information Form	Dynamic Form		Required By Workflow	Select
1(a) PEA/ME full-time Pension Enrolment	Documents		<input type="checkbox"/>	Select
1(b) PEA/ME full-time Pension Beneficiary	Documents		<input type="checkbox"/>	Select
2(a) PEA/ME part-time Pension Enrolment	Documents		<input type="checkbox"/>	Select
2(b) PEA/ME part-time Pension Beneficiary	Documents		<input type="checkbox"/>	Select
917-951-Exempt Disclaimer	Documents		<input type="checkbox"/>	Select
CUPE 917 Dues	Documents		<input type="checkbox"/>	Select
CUPE 951 Dues	Documents		<input type="checkbox"/>	Select
PEA Dues	Documents		<input type="checkbox"/>	Select
PEA Membership	Documents		<input type="checkbox"/>	Select
Pension Beneficiary Staff	Documents		<input type="checkbox"/>	Select
Pension Staff	Documents		<input type="checkbox"/>	Select
REG 917-951-E-BENEFITS INFORMATION: READ FIRST	Documents	✓	<input type="checkbox"/>	Select
REG PEA BENEFITS INFORMATION: READ FIRST	Documents	✓	<input type="checkbox"/>	Select
TERM 917-951-E BENEFITS INFORMATION: READ FIRST	Documents	✓	<input type="checkbox"/>	Select
TERM ME BENEFITS INFORMATION: READ FIRST	Documents	✓	<input type="checkbox"/>	Select
TERM PEA BENEFITS INFORMATION: READ FIRST	Documents	✓	<input type="checkbox"/>	Select
Supervisor Workplace Bullying and Harassment Training	Dynamic Form		<input type="checkbox"/>	Select

Previous
Next
Cancel

v15.0.0.1

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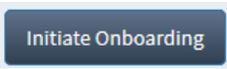
#	INSTRUCTIONS	SCREENSHOT
10	<p>Select the appropriate onboarding letter: Onboarding welcome email to new employee, or Onboarding email to internal employee (for a current UVic employee).</p> <p>Choose the  to make changes or personalize the letter.</p>	
11	<p>The Benefits, Budget and appropriate union offices will receive automatic notifications about your new employee. <b>Do not change these letters.</b></p> <p>CUPE 917, CUPE 951 and PEA positions: You must also notify all applicants internal to the competition of the successful candidate. To do so, see the <i>Communicating with applicants</i> guide.</p>	

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Review all of your onboarding selections.

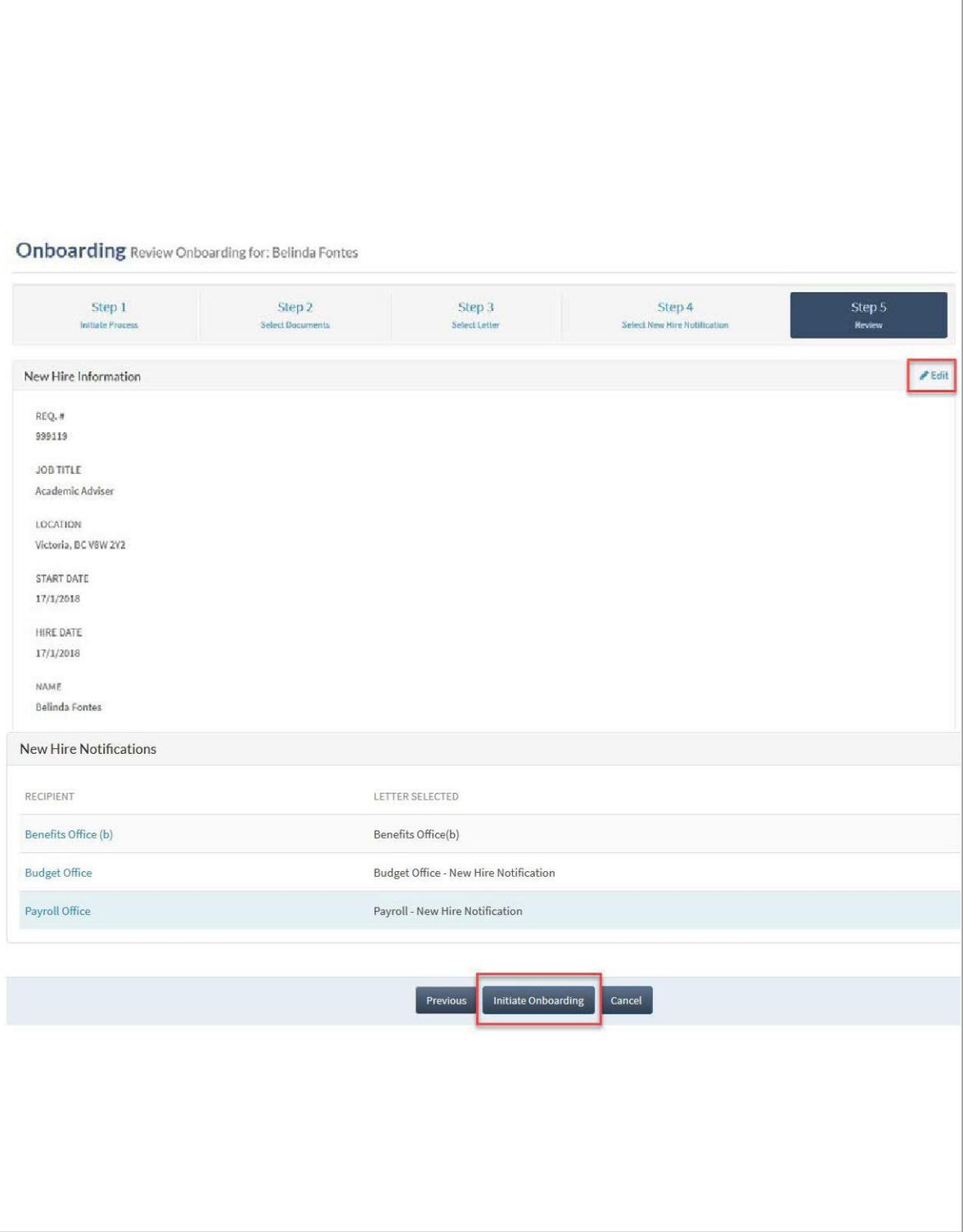
Edit information as required using the pencil icon .

When you are satisfied that the content is correct, choose *Initiate Onboarding* at the bottom of the screen.



The new employee will receive a request to log in and complete his or her onboarding documents. Completion of onboarding is mandatory for all employees hired to new positions, including current UVic employees.

**TIP:** To complete onboarding documents, your new hire needs to log in with the credentials used to apply for the position.



**Onboarding** Review Onboarding for: Belinda Fontes

Step 1 Initiate Process | Step 2 Select Documents | Step 3 Select Letter | Step 4 Select New Hire Notification | Step 5 Review

**New Hire Information** Edit

REQ.#  
999119

JOB TITLE  
Academic Adviser

LOCATION  
Victoria, BC V8W 2Y2

START DATE  
17/1/2018

HIRE DATE  
17/1/2018

NAME  
Belinda Fontes

**New Hire Notifications**

RECIPIENT	LETTER SELECTED
Benefits Office (b)	Benefits Office(b)
Budget Office	Budget Office - New Hire Notification
Payroll Office	Payroll - New Hire Notification

Previous **Initiate Onboarding** Cancel

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You can return to the new employee's *Résumé/CV Dashboard* at any time by choosing the *Recruiting* tab, then *Onboarding Queue*

The screenshot shows the Monster Onboarding interface. On the left is a navigation menu with 'Onboarding' selected. The main content area is titled 'Active Onboarding' and shows a table of onboarding tasks. The table has columns for FE, NEW HIRE, JOB CODE, REQ. #, JOB TITLE, HM, DATE INITIATED, ONBOARDING STATUS, # OF DOCUMENTS, and COMPLETED DG. One row is visible for Belinda Fontes, with a progress bar and a 'Go' button.

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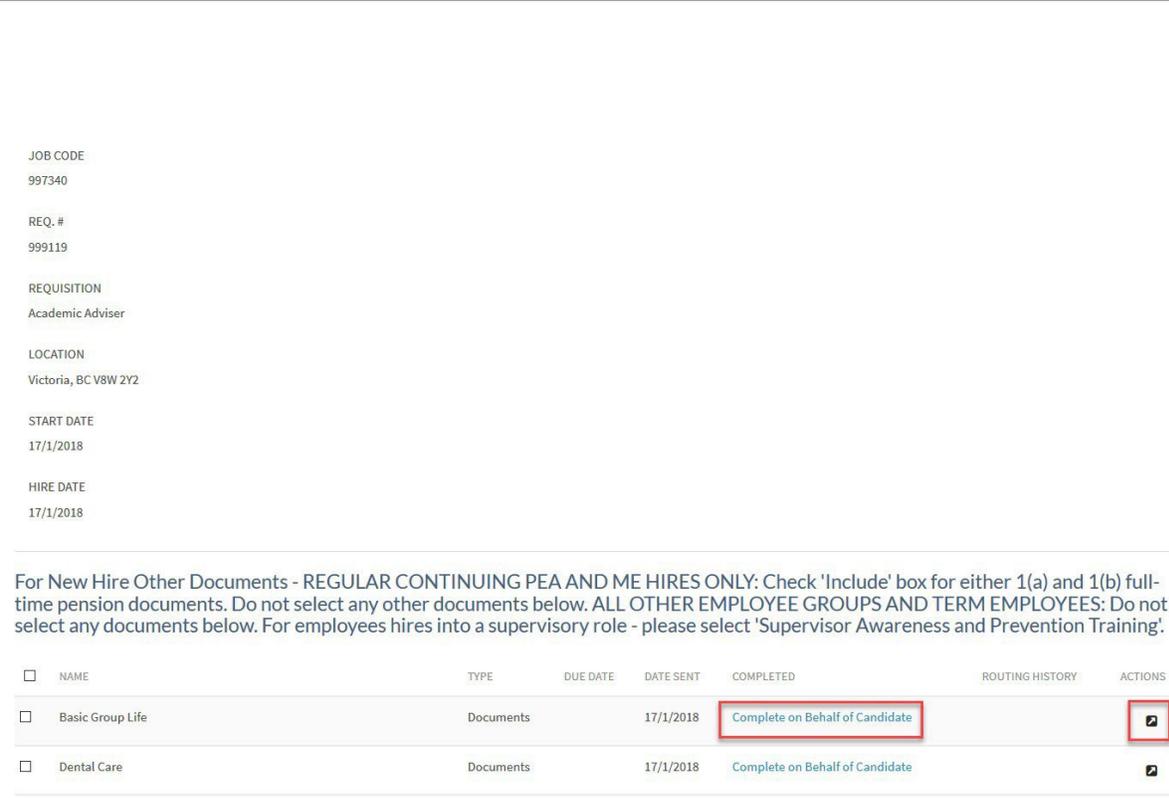
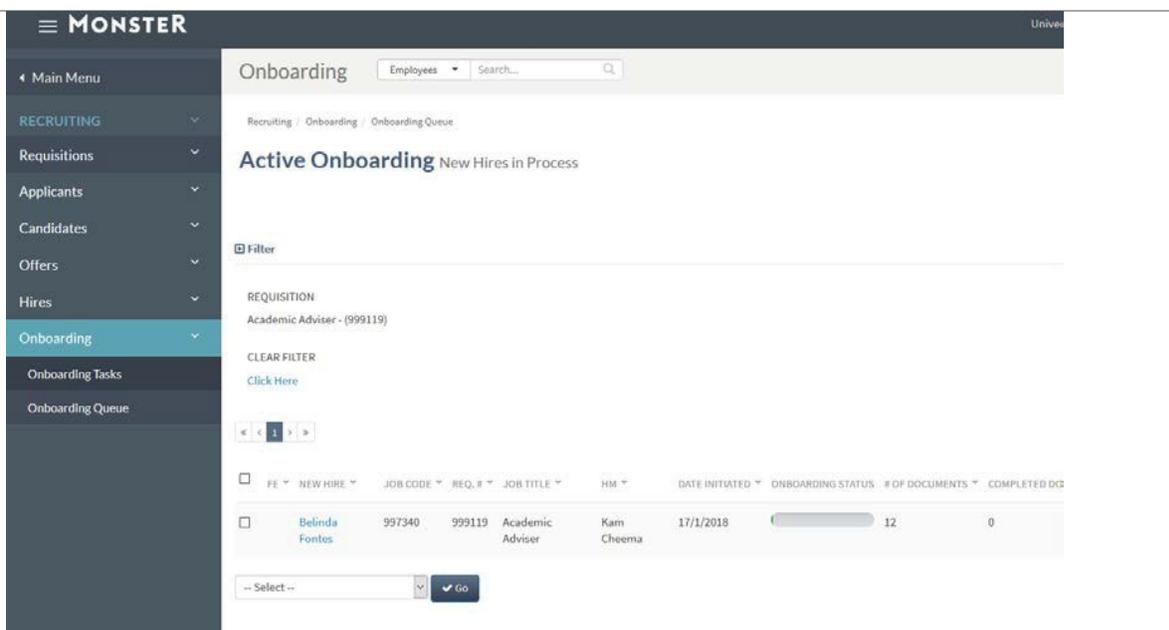
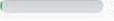
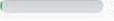
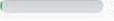
To view or modify onboarding details, select the onboarding details icon.



Alternatively, select the candidate's hyperlinked name and choose the *Workbench* tab of the *Resumé/CV Dashboard*. Under *Tasks*, choose *Onboarding Details*.

The screenshot shows the onboarding details page for Belinda Fontes. It includes a table of tasks with columns for TASK, TRIGGERED BY, and DATE TAKEN. The tasks listed are 'Extend an Offer', 'Route to Hiring Manager', and 'Onboarding Details'. A red box highlights the 'Onboarding Details' task.

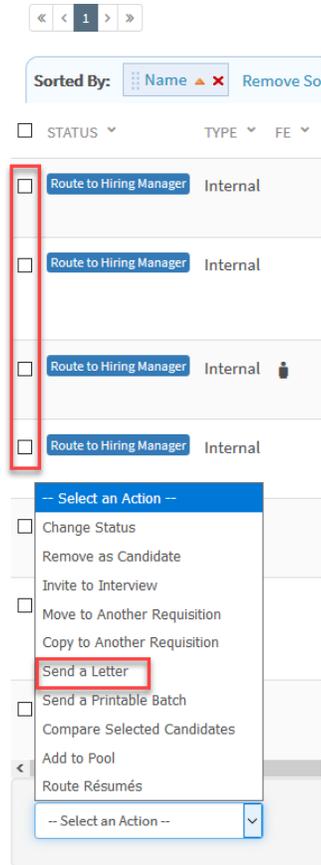
TASK	TRIGGERED BY	DATE TAKEN
<a href="#">Extend an Offer</a>	Offer Extended	28/8/2017
<a href="#">Route to Hiring Manager</a>	Candidate	17/1/2018
<a href="#">Onboarding Details</a>	Hired	17/1/2018

#	INSTRUCTIONS	SCREENSHOT																								
15	<p>From the <i>Onboarding Details</i> screen, you can complete onboarding documents on behalf of a new employee (if required), or route or print completed onboarding forms.</p> <p>Choose the View icon  under the Actions heading on the right to view a document.</p> <p>On certain forms you will be prompted to enter your full name as an electronic signature if you complete the forms on behalf of an employee.</p>	 <p>JOB CODE 997340</p> <p>REQ. # 999119</p> <p>REQUISITION Academic Adviser</p> <p>LOCATION Victoria, BC V8W 2Y2</p> <p>START DATE 17/1/2018</p> <p>HIRE DATE 17/1/2018</p> <p>For New Hire Other Documents - REGULAR CONTINUING PEA AND ME HIRES ONLY: Check 'Include' box for either 1(a) and 1(b) full-time pension documents. Do not select any other documents below. ALL OTHER EMPLOYEE GROUPS AND TERM EMPLOYEES: Do not select any documents below. For employees hires into a supervisory role - please select 'Supervisor Awareness and Prevention Training'.</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>NAME</th> <th>TYPE</th> <th>DUE DATE</th> <th>DATE SENT</th> <th>COMPLETED</th> <th>ROUTING HISTORY</th> <th>ACTIONS</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Basic Group Life</td> <td>Documents</td> <td></td> <td>17/1/2018</td> <td>Complete on Behalf of Candidate</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Dental Care</td> <td>Documents</td> <td></td> <td>17/1/2018</td> <td>Complete on Behalf of Candidate</td> <td></td> <td></td> </tr> </tbody> </table>	<input type="checkbox"/>	NAME	TYPE	DUE DATE	DATE SENT	COMPLETED	ROUTING HISTORY	ACTIONS	<input type="checkbox"/>	Basic Group Life	Documents		17/1/2018	Complete on Behalf of Candidate			<input type="checkbox"/>	Dental Care	Documents		17/1/2018	Complete on Behalf of Candidate		
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<input type="checkbox"/>	Dental Care	Documents		17/1/2018	Complete on Behalf of Candidate																					
16	<p>To track a new employee's onboarding progress, use the <i>Onboarding Status</i> progress bar, available from the <i>Recruiting</i> tab, then <i>Onboarding Queue</i>.</p> <p>A list of all new employees in the onboarding stage will appear, including the <i>Onboarding Status</i> bar.</p>	 <p><b>MONSTER</b> University of Victoria</p> <p>Onboarding Employees Search</p> <p>Recruiting / Onboarding / Onboarding Queue</p> <p><b>Active Onboarding</b> New Hires in Process</p> <p>Filter</p> <p>REQUISITION Academic Adviser - (999119)</p> <p>CLEAR FILTER Click Here</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>FE</th> <th>NEW HIRE</th> <th>JOB CODE</th> <th>REQ. #</th> <th>JOB TITLE</th> <th>HM</th> <th>DATE INITIATED</th> <th>ONBOARDING STATUS</th> <th># OF DOCUMENTS</th> <th>COMPLETED DOCS</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>997340</td> <td>999119</td> <td>Academic Adviser</td> <td>Kam Cheema</td> <td>17/1/2018</td> <td></td> <td>12</td> <td>0</td> </tr> </tbody> </table>	<input type="checkbox"/>	FE	NEW HIRE	JOB CODE	REQ. #	JOB TITLE	HM	DATE INITIATED	ONBOARDING STATUS	# OF DOCUMENTS	COMPLETED DOCS	<input type="checkbox"/>			997340	999119	Academic Adviser	Kam Cheema	17/1/2018		12	0		
<input type="checkbox"/>	FE	NEW HIRE	JOB CODE	REQ. #	JOB TITLE	HM	DATE INITIATED	ONBOARDING STATUS	# OF DOCUMENTS	COMPLETED DOCS																
<input type="checkbox"/>			997340	999119	Academic Adviser	Kam Cheema	17/1/2018		12	0																
17	<p>Submit a Recommendation for Appointment form to the <a href="#">Payroll Office</a>.</p> <p>To download the appropriate forms visit the Accounting Services website: <a href="http://www.uvic.ca/vpfo/accounting/forms/recommendation-appointments.php">www.uvic.ca/vpfo/accounting/forms/recommendation-appointments.php</a>.</p>																									

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Notify unsuccessful candidates that the position is now filled.

See the *Communicating with applicants* guide for details regarding notifying internal UVic employees (as per collective agreement requirements) and other applicants.



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To view resumes' of applicants after you have hired:

Find the competition. Click on the "0" under *New Résumés* or under *Candidates*.

Click on *Historical View*

[Historical View](#)

## Manage Requisitions

[Create Requisition](#)

[Filter](#)

This list is displaying filtered results. View is filtered by:

• Req. # = 999119

[Clear Filter](#)

Navigation icons

Displaying 1 - 1 of 1 10 25 50 100 p

CREATED MODIFIED POSTED DIVISION JOB CODE REQ. # JOB TITLE LOCATION VACANCIES VIEWS NEW RÉSUMÉS CANDIDATES STATUS TEAM

<input type="checkbox"/>	28/8/2017	17/1/2018	Not Posted Yet	Human Resources	997340	999119	Academic Adviser	University of Victoria Victoria, British Columbia V8W 2Y2, Canada	0	0	0	0	Filled
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-- Select an Action --

## Active Candidates

Academic Adviser - 999119

[View New Résumés](#) [Historical View](#)  

[Filter](#)

There are no candidates for this specific view. Please try one of the other view options.

**WHEN VIEWING SCREENED OUT:** If the Workflow has been set to put the individuals who screen out into a declined status, those individuals are displayed in the "Historical View" option.

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The status of the closed requisition will change to *Filled*. Applicants who log in to their Career Centre will also see that the position has been filled.