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](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.

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<th>INSTRUCTIONS</th>
<th>SCREENSHOT</th>
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<tbody>
<tr>
<td>1</td>
<td>Log in to UVic Careers.</td>
<td><img src="https://uvic.mua.hrdepartment.com/" alt="Login to UVic Careers" /></td>
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<td>2</td>
<td>From the Recruiting tab, select Active Candidates. Select the appropriate job and choose Go. On the Active Candidates screen, select the candidate’s hyperlinked name.</td>
<td><img src="https://uvic.mua.hrdepartment.com/" alt="Active Candidates" /></td>
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<td>3</td>
<td>From the candidate’s Résumé/CV Dashboard, choose the <strong>Workbench</strong> tab. Select the <strong>Change Status</strong> drop-down list. Choose <strong>Hired</strong> and add comments if applicable. <strong>Submit</strong>. <img src="image1.png" alt="Screenshot" /></td>
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<td>4</td>
<td>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. Select <strong>OK</strong>. <strong>TIP</strong>: 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. <img src="image2.png" alt="Screenshot" /></td>
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| 5 | You can disposition candidates in bulk by checking the box at the top of the list of names, and choosing a **Primary Rejection Reason** from the drop-down box below. The default reason is Position Filled. Choose **Remove**.  
**NOTE:** This step does not trigger a notification to candidates. |
| 6 | Once dispositioning is complete, you will return to the workbench tab for the candidate you wish to hire. Choose **Hired** in the Change Status drop-down menu.  
**Submit.** |
Enter the salary, hire date and start date.

**Hire Candidate.**

Select **OK** when you receive the confirmation message.

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On the first **Onboarding** screen complete the fields.

**Next.**
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.

**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**
Select the appropriate onboarding letter: Onboarding welcome email to new employee, or Onboarding email to internal employee (for a current UVic employee).

Choose the pencil icon to make changes or personalize the letter.

The Benefits, Budget, Payroll and appropriate union offices will receive automatic notifications about your new employee. Do not change these letters.

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 Communicating with applicants guide.
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| Review all of your onboarding selections.  
Edit information as required using the pencil icons.  
When you are satisfied that the content is correct, choose **Initiate Onboarding** at the bottom of the screen. | ![Screenshot of New Hire Information](image) |
| 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. | ![Screenshot of Documents Selected](image) |
### INSTRUCTIONS

| 13 | You can return to the new employee's Résumé/CV Dashboard at any time by choosing the Recruiting tab, then Onboarding Queue. |

| 14 | 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 Résumé/CV Dashboard. Under Tasks, choose Onboarding Details. |
From the Onboarding Details screen, you can complete onboarding documents on behalf of a new employee (if required), or route or print completed onboarding forms.

Choose the View icon under the Actions heading on the right to view a document.

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.

To track a new employee's onboarding progress, use the Onboarding Status progress bar, available from the Recruiting tab, then Onboarding Queue.

A list of all new employees in the onboarding stage will appear, including the Onboarding Status bar.
Submit a Recommendation for Appointment form to the Payroll Office.

To download the appropriate forms visit the Accounting Services website: www.uvic.ca/vpfo/accounting/forms/recommendation-appointments.php.

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.
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*.

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.