



UVIC CAREERS CANDIDATES GUIDE

Employee onboarding guide

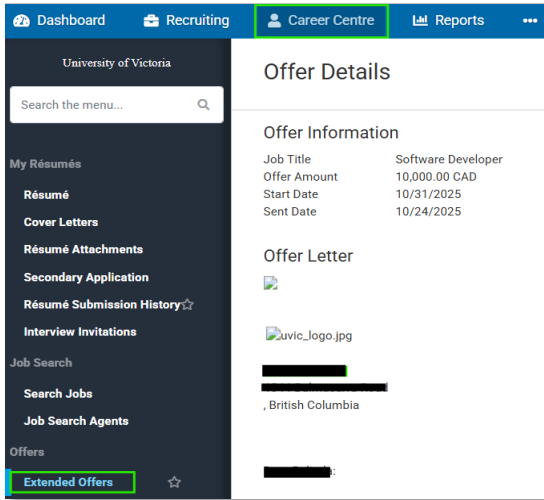
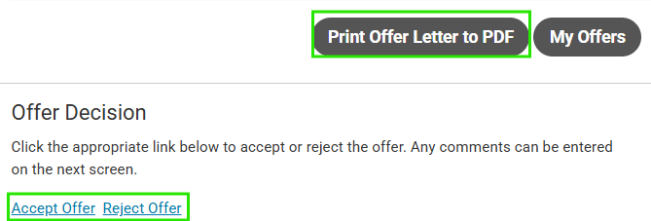
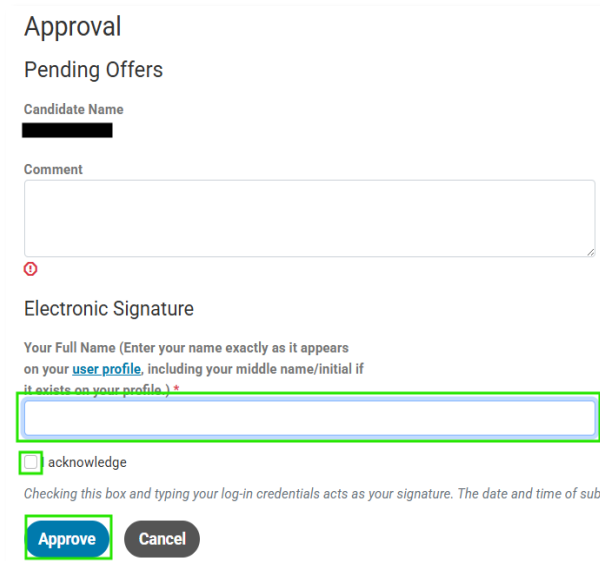
This quick guide describes what you can expect during the onboarding process once you have accepted an offer for a new position at the University of Victoria.

Login using Single Sign-On

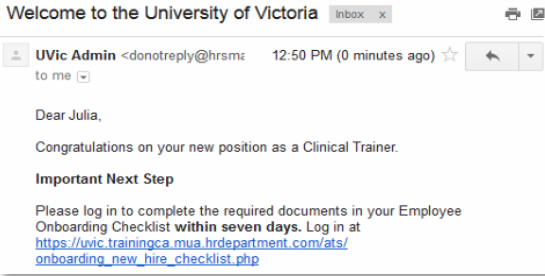
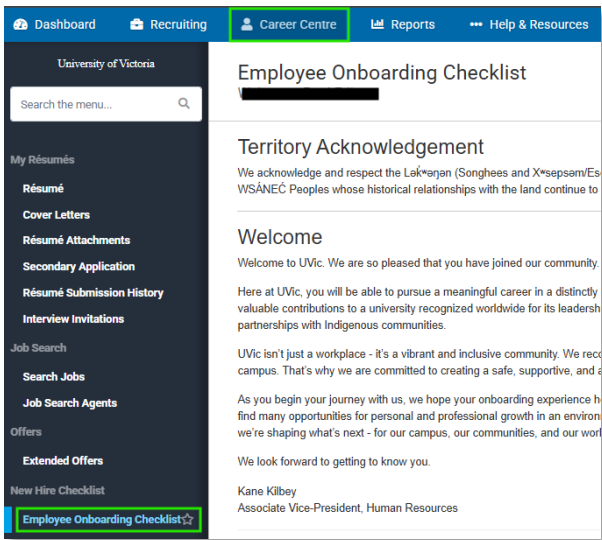
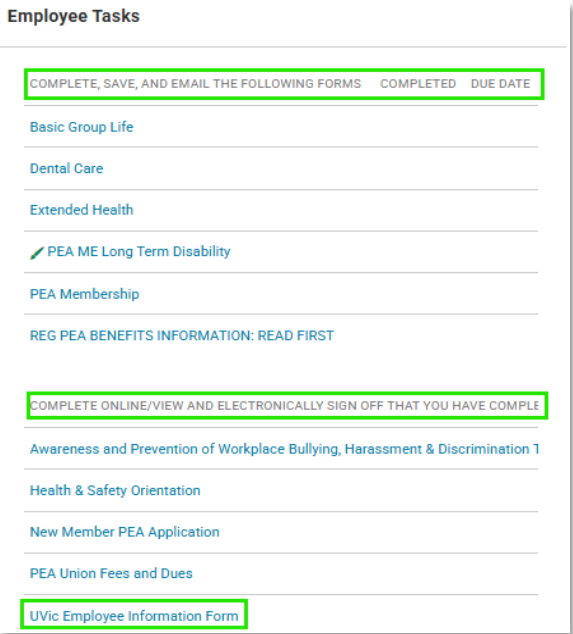
Instructions	Screenshot example
Navigate to uvic.mua.hrdepartment.com Internal candidates: log in to UVic Careers using your NetlinkID and password. External candidates: log in to UVic Careers using the email address and password created during the application process	The top screenshot shows the Deltek Talent Management login page. It has a header 'Deltek' and 'Deltek Talent Management'. Below, it says 'For Non-UVic Employee email - Log In Below:' followed by email and password input fields and a 'Log In' button. A green box highlights a section on the right that says 'For University of Victoria - Login with the Single-Sign On option below:' with a 'Single Sign-On Login' button. An arrow points from the 'Log In Below' text to this section. The bottom screenshot shows a 'Sign in to UVic' button, followed by 'Non UVic Employee Login' and a note: 'If you are not currently a UVic employee, but you have already created a UVic Careers account, log in using your email address.' Below this is a form with 'User email' and 'Password' fields, both highlighted by a green box. At the bottom of the form are a 'Log In' button and a 'Forgot your password?' link.

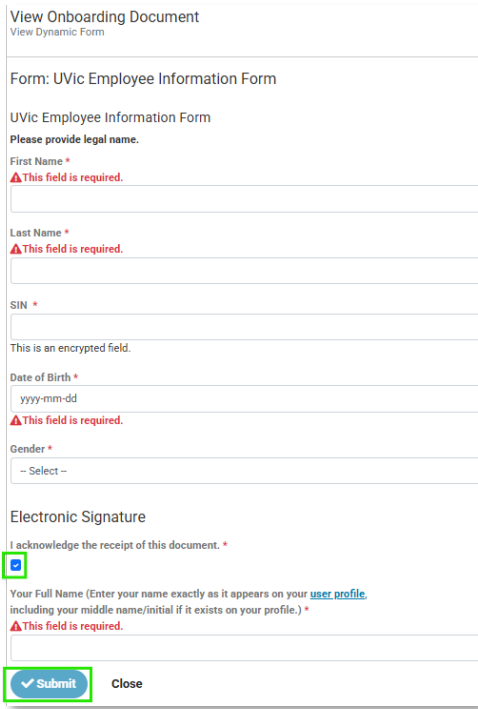
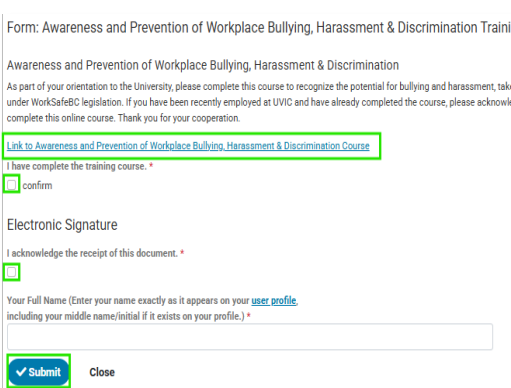
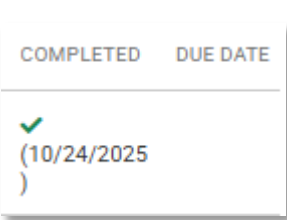
Step 1: Accept the offer

Note: the UVic Careers site layout may vary slightly between internal and external applicants, but the steps to accept your offer are the same.

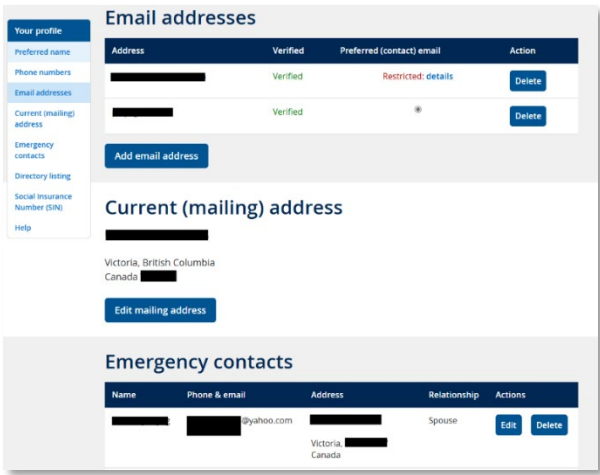
Step	Instructions	Screenshot example
1.1	From your Dashboard, select Career Centre, then click Extended Offer. If you're an internal employee, you'll see previous offers from your past roles on your profile. If you're external or new, only your current offer will be visible.	
1.2	On the Offer Details page, choose Accept or Reject under Offer Decision. You may also select Print Offer Letter to PDF to save a copy for your records.	
1.3	After selecting Accept, enter your full name as your electronic signature, check the I acknowledge box, and click Approve to confirm. Your hiring manager will receive a notification that you have accepted the offer. Follow up with them to ensure the hiring process is completed.	

Step 2: Complete the onboarding checklist

Step	Instructions	Screenshot example
2.1	Once your hiring manager receives your accepted offer letter, they will initiate onboarding. You will receive an email with instructions – click on the link or login to UVic Careers again to complete your onboarding documents.	
2.2	In UVic Careers, go to the Career Centre and select “Employee Onboarding Checklist”. A welcome message and helpful resources (such as Discover UVic) will appear. You can explore these resources anytime.	
2.3	Your checklist will display a list of required employee tasks unique to your position. Current UVic employees: Download, complete, and email benefit and pension forms if your employee group or appointment type has changed. New employees: Download, complete, and email all forms to the Benefits Office as soon as possible. Some tasks may include training videos or additional forms. See the next steps for details.	

Step	Instructions	Screenshot example
2.4	Complete the UVic Employee Information Form to set up or update your payroll information and obtain an employee number, if you do not have one yet. Your Social Insurance Number and date of birth are required. Check the acknowledgement box and type your name as shown in your profile, then click Submit. To keep a copy, select Download Document. When finished, click Go to Next Document in Checklist.	
2.5	For required training, such as Awareness and Prevention of Workplace Bullying, Harassment, and Discrimination, click the hyperlink to view the training video. After completing the training, check the acknowledgement boxes, type your full name, and select Submit.	
2.6	As you complete each task, a check mark will appear in the Completed column of your onboarding checklist. Your hiring manager can monitor your progress and confirm when all tasks are finished.	
2.7	Additional role-specific onboarding will occur with your manager once you begin your job.	

Step 3: Update your profile on UVic website

Step	Instructions	Screenshot example
3.0	Log in to the UVic website to review and update your personal profile. Ensure your preferred email address is set to your UVic email. You can also update your mailing address, phone numbers, and emergency contacts.	 The screenshot displays the 'Your profile' page on the UVic website. On the left is a navigation menu with links: 'Your profile' (active), 'Preferred name', 'Phone numbers', 'Email addresses', 'Current (mailing) address', 'Emergency contacts', 'Directory listing', 'Social Insurance Number (SIN)', and 'Help'. The main content area is divided into three sections. The 'Email addresses' section has a table with columns: 'Address', 'Verified', 'Preferred (contact) email', and 'Action'. It lists two email addresses, both marked as 'Verified'. The first is a restricted email with a 'details' link and a 'Delete' button. The second is a standard email with a 'Delete' button. Below the table is an 'Add email address' button. The 'Current (mailing) address' section shows a redacted address with location details 'Victoria, British Columbia' and 'Canada', and an 'Edit mailing address' button. The 'Emergency contacts' section has a table with columns: 'Name', 'Phone & email', 'Address', 'Relationship', and 'Actions'. It lists one contact, a spouse, with a redacted name, phone, and address, and 'Edit' and 'Delete' buttons.