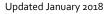
CREATE AND MANAGE TEAMS

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

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

#	INSTRUCTIONS	SCREENSHOT
1	On the <i>Dashboard</i> , click on the icon found in the top right corner, then the <i>Teams</i> under the Recruiting heading.	University of Victoria View of Co
2	Select <i>Teams</i> and choose then <i>Create</i> <i>a New Team</i> Create a New Team	Teams - will be removed one year after position is filled Image: Solution of the solution of





#	INSTRUCTIONS	SCREENSHOT
3	In the <i>Team Name</i> 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. TIP: you can deselect a selection by using 'ctrl' and mouse click the highlighted field	Teams - will be removed one year after position is filled
4	Subiriit.	TEAN NAME * * * * * OF MEMBERS ACT
	Your team name will now appear in the Teams list. TIP: This is where	Student Exchange Adviser 5 Image: Adviser Psyc Dept 2 Image: Adviser FMGT Leadership 5 Image: Adviser HSD RC 993394 3 Image: Adviser
	you will edit your team.	ACCT 997814 1 / N External Relations 2 / N



#	INSTRUCTIONS	SCREENSHOT
5	Associating a team with a	EMPLOYMENT SERVICES * Fontes, Belinda (HR Coordinator/ML 4 - University of Victoria) HIRING MANAGER *
	requisition	Fontes, Belinda (HR Coordinator/ML 4 - University of Victoria) CONTACT NAME * Belinda Fontes
	new requisition and have already created a team,	UVIC LOCAL * 5490
	choose your team from the <i>Team</i> list on the <i>Define</i> <i>Requisition</i> screen.	TEAM 992242 - Int. Marketing Assistant 992296 Health Wellness Coordinator 992305 Undergraduate Secretary Theatre Department 992312 992317 UCAM Project Coordinator
	When you finish the requisition, the hiring manager and team members will receive an email notification.	NUMBER OF DAYS FOR JOB TO BE POSTED 10 CREATION OPTIONS* Create Requisition Only # OF HIRES NEEDED • 1
6	Add/modify the team for an existing requisition: Link your team with your requisition: From the <i>Manage</i> <i>Requisitions</i> screen, check the box next to the applicable requisition and choose <i>Change</i> <i>Assigned Team</i> from the drop-down menu at the bottom.	Image Requisitions Image Requisitions Image Requisitions Image # = 999119 Image # = 999119 Image Control to the solution of the solu



#	INSTRUCTIONS	SCREENSHOT	
7	Select the desired team from the list, check the box to notify team members, and click <i>Change</i> . The <i>Manage</i> <i>Requisitions</i> screen will refresh showing the updated team name in the <i>Teams</i> column.	 □ Filter This list is displaying filtered results. View is filtered by: Req. # = 999119 ○ Clear Filte ○ CREATED > MODIFIED > POSTED > DIVISION > JOB CODE > REQ. # > JOB TITLE > LC ○ CREATED > MODIFIED > POSTED > DIVISION > JOB CODE > REQ. # > JOB TITLE > LC ○ 28/8/2017 17/1/2018 Not Human 997340 999119 Academic Ui Adviser Br C; Change Assigned Team Yet C; Change Assigned Team Yet C; Change Assigned Team Yet C; Change Assigned Team Yet C; Change Assigned Team Yet C; Change Assigned Team Yet C; Change Assigned Team Yet C; 	
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 <i>Teams</i> screen select the pencil icon $\widehat{{}}$ to the right of the team to be revised.	TEAN NAME * Student Exchange Adviser Pay: Dept FMGT Leadership HSD RC 993394 ACCT 997814 External Relations	© OF MEMBERS ACT 5 A 2 A 5 A 1 A 2 A

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 *<u>Review candidate applications</u>* guide for team members for details.

