









































# 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>.

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.																
2	Select <i>Teams</i> and choose then <i>Create a New Team</i> 	 <table border="1"><thead><tr><th>TEAM NAME</th><th># OF MEMBERS</th><th>ACTIONS</th></tr></thead><tbody><tr><td>Student Exchange Adviser</td><td>5</td><td>  </td></tr><tr><td>Psyc Dept</td><td>2</td><td>  </td></tr><tr><td>FMGT Leadership</td><td>5</td><td>  </td></tr><tr><td>HSD RC 993304</td><td>3</td><td>  </td></tr></tbody></table>	TEAM NAME	# OF MEMBERS	ACTIONS	Student Exchange Adviser	5	  	Psyc Dept	2	  	FMGT Leadership	5	  	HSD RC 993304	3	  
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3	<p>In the <i>Team Name</i> field, use the following <b>naming convention</b>: Four-letter department code followed by the position number (or job code), separated by a space – e.g. VPFO 997624</p> <p>Add a description of the team if desired.</p> <p>Choose your team members: highlight the name of each person and use the arrow to move his or her name into the right column. <b>A team must have at least two members.</b></p> <p><b>TIP:</b> you can deselect a selection by using 'ctrl' and mouse click the highlighted field</p> <p><i>Submit.</i></p>	
4	<p>Your team name will now appear in the Teams list.</p> <p><b>TIP:</b> This is where you will edit your team.</p>	

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5	<p><b>Associating a team with a requisition</b></p> <p>If you are creating a new requisition and have already created a team, choose your team from the <i>Team</i> list on the <i>Define Requisition</i> screen.</p> <p>When you finish the requisition, the hiring manager and team members will receive an email notification.</p>	<p>EMPLOYMENT SERVICES *</p> <p>Fontes, Belinda (HR Coordinator/ML 4 - University of Victoria)</p> <p>HIRING MANAGER *</p> <p>Fontes, Belinda (HR Coordinator/ML 4 - University of Victoria)</p> <p>CONTACT NAME *</p> <p>Belinda Fontes</p> <p>UVIC LOCAL *</p> <p>5490</p> <p><b>TEAM</b></p> <p>992242 - Int. Marketing Assistant  992296 Health Wellness Coordinator  992305 Undergraduate Secretary Theatre Department  992312  992317 UCAM Project Coordinator</p> <p>NUMBER OF DAYS FOR JOB TO BE POSTED ⓘ</p> <p>10</p> <p>CREATION OPTIONS *</p> <p>Create Requisition Only</p> <p># OF HIRES NEEDED ⓘ *</p> <p>1</p>																										
6	<p><b>Add/modify the team for an existing requisition:</b></p> <p>Link your team with your requisition: From the <i>Manage Requisitions</i> screen, check the box next to the applicable requisition and choose <i>Change Assigned Team</i> from the drop-down menu at the bottom.</p>	<p><b>Manage Requisitions</b></p> <p>Filter</p> <p>This list is displaying filtered results. View is filtered by:</p> <ul style="list-style-type: none"> <li>Req. # = 999119</li> </ul> <p>Clear Filter</p> <p>Navigation: &lt; &lt; 1 &gt; &gt;</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>CREATED</th> <th>MODIFIED</th> <th>POSTED</th> <th>DIVISION</th> <th>JOB CODE</th> <th>REQ. #</th> <th>JOB TITLE</th> <th>LOCATION</th> <th>VACANCIES</th> <th>IEWS</th> <th>NEW RÉSUMÉS</th> <th>CAI</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>28/8/2017</td> <td>17/1/2018</td> <td>Not Posted Yet</td> <td>Human Resources</td> <td>997340</td> <td>999119</td> <td>Academic Adviser</td> <td>University of Victoria Victoria, British Columbia V8W 2Y2, Canada</td> <td>5</td> <td>0</td> <td>1</td> <td></td> </tr> </tbody> </table> <p>-- Select an Action --</p>	<input type="checkbox"/>	CREATED	MODIFIED	POSTED	DIVISION	JOB CODE	REQ. #	JOB TITLE	LOCATION	VACANCIES	IEWS	NEW RÉSUMÉS	CAI	<input checked="" 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	5	0	1	
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7	<p>Select the desired team from the list, check the box to notify team members, and click <b>Change</b>.</p> <p>The <b>Manage Requisitions</b> screen will refresh showing the updated team name in the <b>Teams</b> column.</p>	<p>The screenshot shows a 'Filter' box at the top with the text 'This list is displaying filtered results. View is filtered by: Req. # = 999119' and a 'Clear Filter' button. Below the filter is a pagination control showing '1'. A table of requisitions is displayed with columns for 'CREATED', 'MODIFIED', 'POSTED', 'DIVISION', 'JOB CODE', 'REQ.#', 'JOB TITLE', and 'LC'. The first row is selected with a checkbox. A modal window titled 'Change Assigned Team' is open, showing a dropdown menu and a list of team options: '998615 - Program Coordinator', '998632 INED LPM term', '998712 - BIOC AO', and '998783 - Financial Officer'. There is a checkbox for 'Check box to notify user(s) this action has been taken.' and 'Change' and 'Cancel' buttons.</p>
8	<p><b>Changing team members</b></p> <p>Hiring managers can add or remove a team member from a team.</p> <p>From the  icon found in the top right corner, then the <b>Teams</b> screen select the pencil icon  to the right of the team to be revised.</p>	<p>The screenshot shows a table with columns 'TEAM NAME', '# OF MEMBERS', and 'ACT'. The rows are: 'Student Exchange Adviser' (5 members, pencil icon circled in red), 'Psyc Dept' (2 members, pencil icon), 'FMGT Leadership' (5 members, pencil icon), 'HSD RC 993394' (3 members, pencil icon), 'ACCT 997814' (1 member, pencil icon), and 'External Relations' (2 members, pencil icon).</p>

## 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.