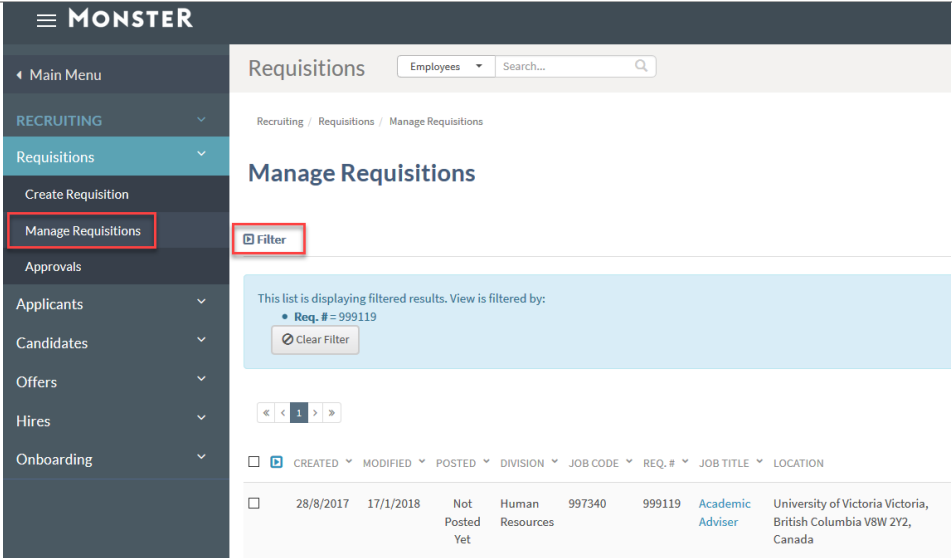
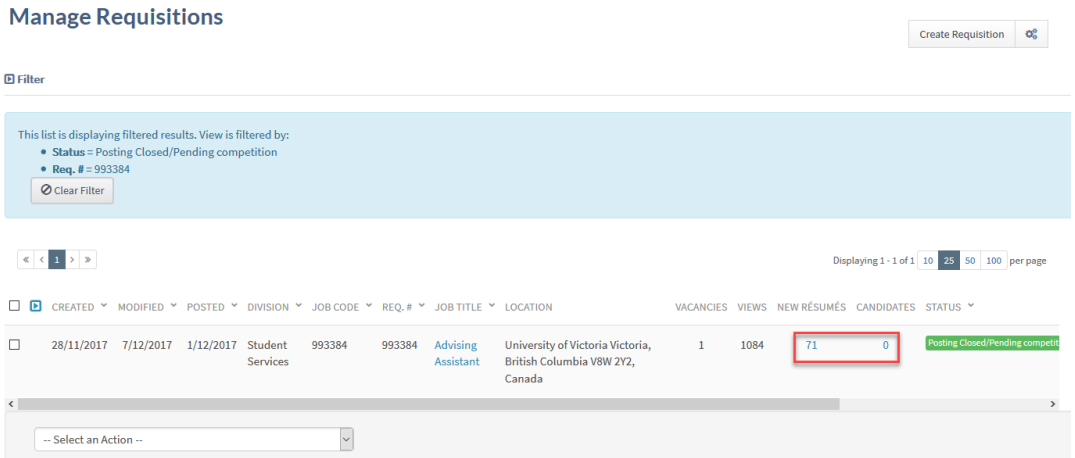


# SCREEN AND CIRCULATE APPLICATIONS

This quick guide describes the key steps in screening applications and circulating résumés to your selection committee. Other resources for hiring administrators are available at <http://www.uvic.ca/hr/services/home/hiring/index.php>.

Please do not use UVic Careers to keep notes on applicants as you review résumés. The functionality in the system will not allow committee members to share information on applicants and notes that are entered.

#	INSTRUCTIONS	SCREENSHOT
Prep	Supervisors: Send requests for access to <a href="mailto:uvicareers@uvic.ca">uvicareers@uvic.ca</a>	
1	Log in to UVic Careers with your NetLink ID and password.	<a href="https://uvic.mua.hrdepartment.com/index.php">https://uvic.mua.hrdepartment.com/index.php</a>
2	On the <i>Dashboard</i> , click on the Recruiting tab, then under the Requisition heading: <b>Manage Requisition</b> .	
3	<p>The <b>Manage Requisitions</b> screen displays a list of all requisitions assigned to you.</p> <p>To view the list of new applicants for a particular position, select the hyperlinked number in the <b>New Résumés</b> column.</p>	

#	INSTRUCTIONS	SCREENSHOT																																																												
4	<p><b>Employee group</b> will display which union the applicant belongs to.</p> <p>For shortlisting: Please review the <a href="#">Recruitment Workbook</a> to ensure you are meeting shortlisting requirements for internal employees. This may include requirements to contact and/or interview.</p> <p><b>CUPE 917:</b> Article 16.03 of the <a href="#">CUPE 917 Collective Agreement</a></p> <p><b>CUPE 951:</b> Article 16.05 of the <a href="#">CUPE 951 Collective Agreement</a>.</p> <p><b>PEA:</b> Article 5.06 of the <a href="#">PEA Collective Agreement</a></p>	<div><div>Law Careers Officer - 992809.1</div><div><div>View Screened-Out</div><div>View Active Candidates</div><div>Historical View</div><div></div></div><div><div>Filter</div></div><div><div><div>&lt;&lt;1&gt;&gt;</div><div>Displaying 1 - 5 of 5</div><div>102550100</div></div><div><div>Sorted By: Seniority Date Remove Sort</div><table><tr><th><input type="checkbox"/> STATUS</th><th>FE</th><th>NAME</th><th>VIEWED</th><th>SCORECARD</th><th>APPLIED</th><th>ATTACHMENTS</th><th>UNION</th><th>SENIORITY DATE</th><th>EMPLOYEE GROUP</th></tr><tr><td><input type="checkbox"/> Resumed Submitted</td><td></td><td>Shagun Bhatia</td><td>Yes</td><td>0.00</td><td>5/13/2021</td><td></td><td>Union</td><td>5/1/2021</td><td>C3</td></tr><tr><td><input type="checkbox"/> Resumed Submitted</td><td></td><td>Shiva Prasad</td><td>Yes</td><td>0.00</td><td>5/13/2021</td><td></td><td>Union</td><td>10/23/2019</td><td>TT</td></tr><tr><td><input type="checkbox"/> Resumed Submitted</td><td></td><td>Shirley Gorman</td><td>Yes</td><td>0.00</td><td>5/13/2021</td><td></td><td>Union</td><td>9/16/2019</td><td>TS</td></tr><tr><td><input type="checkbox"/> Resumed Submitted</td><td></td><td>Scott Toner</td><td>Yes</td><td>0.00</td><td>5/13/2021</td><td></td><td>Union</td><td>10/24/2018</td><td>PS</td></tr><tr><td><input type="checkbox"/> Resumed Submitted</td><td></td><td>Lillian McDonald</td><td>Yes</td><td>0.00</td><td>5/13/2021</td><td></td><td>Union</td><td>5/14/2018</td><td>PS</td></tr></table></div></div></div>	<input type="checkbox"/> STATUS	FE	NAME	VIEWED	SCORECARD	APPLIED	ATTACHMENTS	UNION	SENIORITY DATE	EMPLOYEE GROUP	<input type="checkbox"/> Resumed Submitted		Shagun Bhatia	Yes	0.00	5/13/2021		Union	5/1/2021	C3	<input type="checkbox"/> Resumed Submitted		Shiva Prasad	Yes	0.00	5/13/2021		Union	10/23/2019	TT	<input type="checkbox"/> Resumed Submitted		Shirley Gorman	Yes	0.00	5/13/2021		Union	9/16/2019	TS	<input type="checkbox"/> Resumed Submitted		Scott Toner	Yes	0.00	5/13/2021		Union	10/24/2018	PS	<input type="checkbox"/> Resumed Submitted		Lillian McDonald	Yes	0.00	5/13/2021		Union	5/14/2018	PS
<input type="checkbox"/> STATUS	FE	NAME	VIEWED	SCORECARD	APPLIED	ATTACHMENTS	UNION	SENIORITY DATE	EMPLOYEE GROUP																																																					
<input type="checkbox"/> Resumed Submitted		Shagun Bhatia	Yes	0.00	5/13/2021		Union	5/1/2021	C3																																																					
<input type="checkbox"/> Resumed Submitted		Shiva Prasad	Yes	0.00	5/13/2021		Union	10/23/2019	TT																																																					
<input type="checkbox"/> Resumed Submitted		Shirley Gorman	Yes	0.00	5/13/2021		Union	9/16/2019	TS																																																					
<input type="checkbox"/> Resumed Submitted		Scott Toner	Yes	0.00	5/13/2021		Union	10/24/2018	PS																																																					
<input type="checkbox"/> Resumed Submitted		Lillian McDonald	Yes	0.00	5/13/2021		Union	5/14/2018	PS																																																					



#	INSTRUCTIONS	SCREENSHOT
5	List of Employee Groups:	AC Agency Club 917 (Hourly) AH Agency Staff (Hourly) AS Agency Continuing AT Agency Term C1 CUPE 4163 - Component 1 and 2 C2 CUPE 4163- Comp 2 ELC Reg-Sess C3 Sess Lect/MPI Term & Excluded C4 CUPE 4163 Comp 2 Term (7.7h/d) C5 Sess Lecturer/MPI Continuing CH CUPE 4163 Comp 1 and 2 (hrly) DH Physicians (Hourly) EC Executive ET Exempt Temporary EX Exempt Continuing FA Faculty Regular FT Faculty Term GH Grant/Ext Funded Term (Hourly) GS Grant/Ext Funded Term LH Librarians (Hourly) LR Librarians Regular LS Librarians Term LT Limited Term - 1 Year or Less ME Management Excluded Cont /Term MH CUPE 917 Casual (Hourly) MP CUPE 917 Temp (Hourly) MR CUPE 917 Regular (Hourly) MS CUPE 917 Regular (Salaried) MT CUPE 917 Temp (Salaried) MX External Management NE New Hire ATS NH Credit/Non Credit Other (Hrly) NP Other No Pay NS Credit/Non Credit Other (Term) PH PEA (Hourly) PM Physicians PS PEA Regular PT PEA Term SC Salary Continuance SH Non-Union Casual (Hourly) SI SI Exempt Term TH CUPE 951 (Hourly) TS CUPE 951 Regular TT CUPE 951 Temporary

6

Select the name of an applicant.

**Eligibility:** Please ensure you confirm your applicant is legally entitled to work in Canada before you make an offer of employment. Remember that for continuing positions you may only hire applicants who are Canadian Citizens or have Permanent Residency.

Law Careers Officer - 992809.1

View Screened-Out

View Active Candidates

Historical View

Filter

Sorted By: Seniority Date

Remove Sort

STATUS	FE	NAME	VIEWS	SCORECARD	APPLIED	ATTACHMENTS	UNION	SENIORITY DATE	EMPLOYEE GROUP
Résumé Submitted		Shagun Arora	Yes	0.00	5/13/2021		Union	5/1/2021	C3
Résumé Submitted		Belinda Fontes	Yes	0.00	5/13/2021		Union	10/23/2019	TT
Résumé Submitted		Shagun Arora	Yes	0.00	5/13/2021		Union	9/16/2019	TS
Résumé Submitted		Shagun Arora	Yes	0.00	5/13/2021		Union	10/24/2018	PS
Résumé Submitted		Shagun Arora	Yes	0.00	5/13/2021		Union	5/14/2018	PS

7

From the applicant's *Résumé/CV Dashboard*, you can view his or her contact information, résumé and other application details.

If there is a new version of the resume, it will be under the **View Newest Resume** button

MONSTER

Dashboard

RECRUITING

CAREER CENTRE

HELP & RESOURCES

Employees

Search...

Recruiting / Candidates / Active Candidates / Résumé/CV Dashboard

Résumé/CV Dashboard

Belinda Fontes (Internal)

Edit

Print

Download

Total Talent Profile

bfontes@uvic.ca

UVIC Careers Page

SELECTED REQUISITION

999119 - Academic Adviser

RÉSUMÉ PROFILE

ACTIONS

INFORMATION

TRANSACTION LOG

WORKBENCH

RÉSUMÉ PROFILE

ACTIONS

INFORMATION

TRANSACTION LOG

WORKBENCH

Applied To


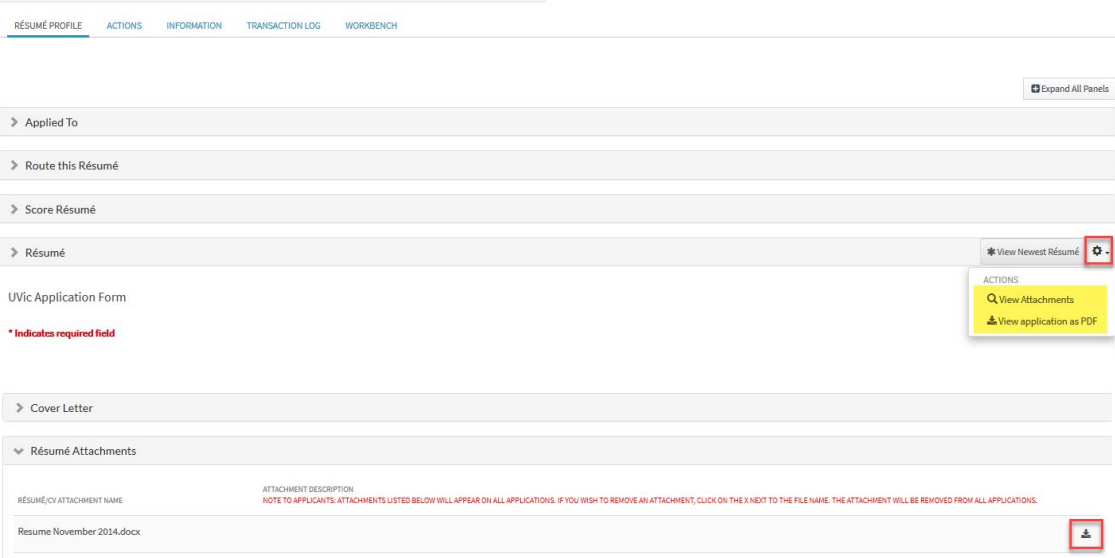
Route this Résumé

Score Résumé

Résumé

View Newest Résumé

UVic Application Form

#	INSTRUCTIONS	SCREENSHOT
8	<p>To view the candidate's formatted résumé, go to the <i>Information</i> tab and click on the <i>Résumé Attachments</i> accordion.</p> <p><b>NOTE:</b> UVic Careers is designed for a central HR set-up and allows Hiring Managers and members of a Hiring Committee access to an applicant's full application. You may see cover letters and versions of résumés the applicant has submitted for other competitions. Please treat this information as confidential and only review for assessment the version submitted for your competition.</p> <p>Select the download icon  on the right to view the candidate's original résumé file, as well as any other attachments.</p>	

9

To view the candidate's formatted cover letter, choose the **Information** tab, then Cover Letter.

**TIP:** Some applicants may include their cover letter with their formatted resume.

**NOTE:** Please do not use UVic Careers to keep notes on applicants as you review résumés. The functionality in the system will not allow committee members to share information on applicants and notes that are entered.

Belinda Fontes (Internal)

Edit Print Download Total Talent Profile

✉ bfontes@uvic.ca ☎ [REDACTED]

🚩 UVIC Careers Page

SELECTED REQUISITION  
999119 - Academic Adviser

RÉSUMÉ PROFILE ACTIONS **INFORMATION** TRANSACTION LOG WORKBENCH

- Social Profiles
- Diversity Data
- Pool Questionnaire
- Interview Results
- References
- Cover Letter**
- Résumé Attachments
- Correspondences

10

To mark the applicant as a candidate for further consideration, select the **Workbench** tab, choose **Change Status** and select **Candidate** from the drop-down list. You can add comments in the **Comments** field if you wish.

Select **Submit**.

Belinda Fontes (Internal)

Edit Print Download Total Talent Profile

✉ bfontes@uvic.ca ☎ [REDACTED]

🚩 UVIC Careers Page

SELECTED REQUISITION  
999119 - Academic Adviser

RÉSUMÉ PROFILE ACTIONS INFORMATION **TRANSACTION LOG** **WORKBENCH**

▼ Status

CURRENT STATUS  
Offer Accepted << Hired

View Candidates in the Same Requisition

**CHANGE STATUS**

- Move to previous Status
- Move to previous Status
- Candidate**
- Hired
- Interview
- Offer Accepted
- Offer Declined
- Offer Extended

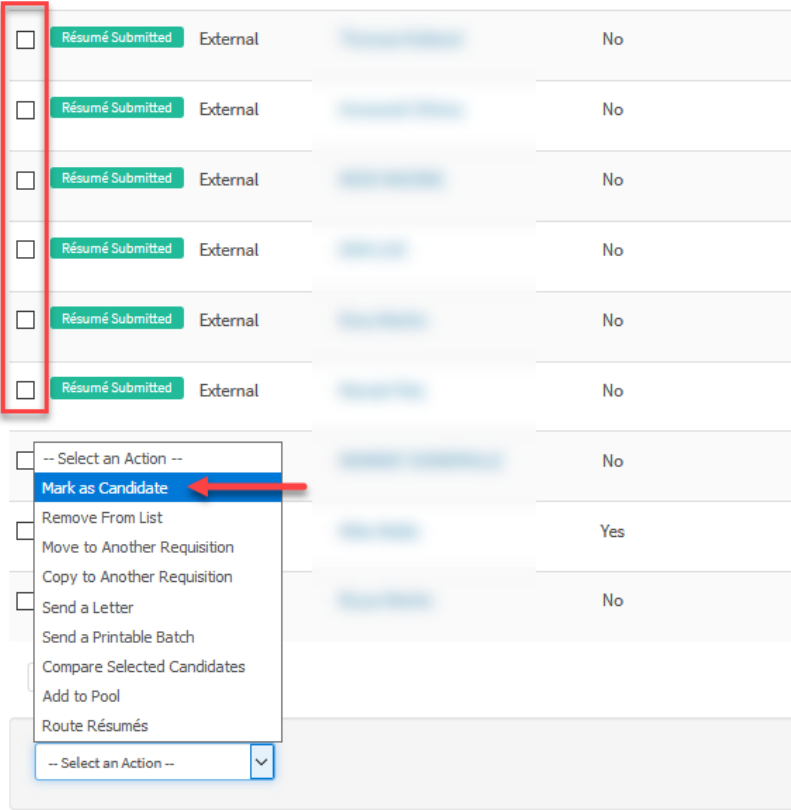
11

To review another application, select the **Recruiting** tab, then **New Résumé Submissions**.

**TIP:** You can Mark as Candidate in bulk from the **New Résumé Submissions** screen. Select the check boxes to the left of each candidate name, and choose Mark as Candidate from the Select an Action drop-down list at the bottom of the screen.

On the Manage Requisitions screen, the applicants you marked as candidates will move to the Candidates column. Their names will no longer appear in the New Résumés.

**TIP:** If you would like to pre-screen your applicant list for your hiring team have them view applications from the Manage requisition - Candidates column.



There are two paths to your list of candidates:

1. **Manage Requisitions** screen select the hyperlinked number in the **New Résumés** column of your requisition.

OR

2. **Recruiting** tab, **Applicants**, then **New Résumé Submissions**. Select your competition

**Manage Requisitions**

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

- HM = Fontes, Belinda

Clear Filter

CREATED	MODIFIED	POSTED	DIVISION	JOB CODE	REQ.#	JOB TITLE	LOCATION	VACANCIES	VIEWS	NEW RÉSUMÉS	CANDIDATES	STATUS	TEAM	RECRUITER	HM
28/11/2017	18/1/2018	1/12/2017	Student Services	993384	993384	Advising Assistant	University of Victoria Victoria, British Columbia V8W 2Y2, Canada	1	1084	71	0	Posting Closed-Pending competition	ADVA	Fontes, Belinda	Fontes, Belinda

-- Select an Action --

OR

**New Résumé Submissions** Screened-In

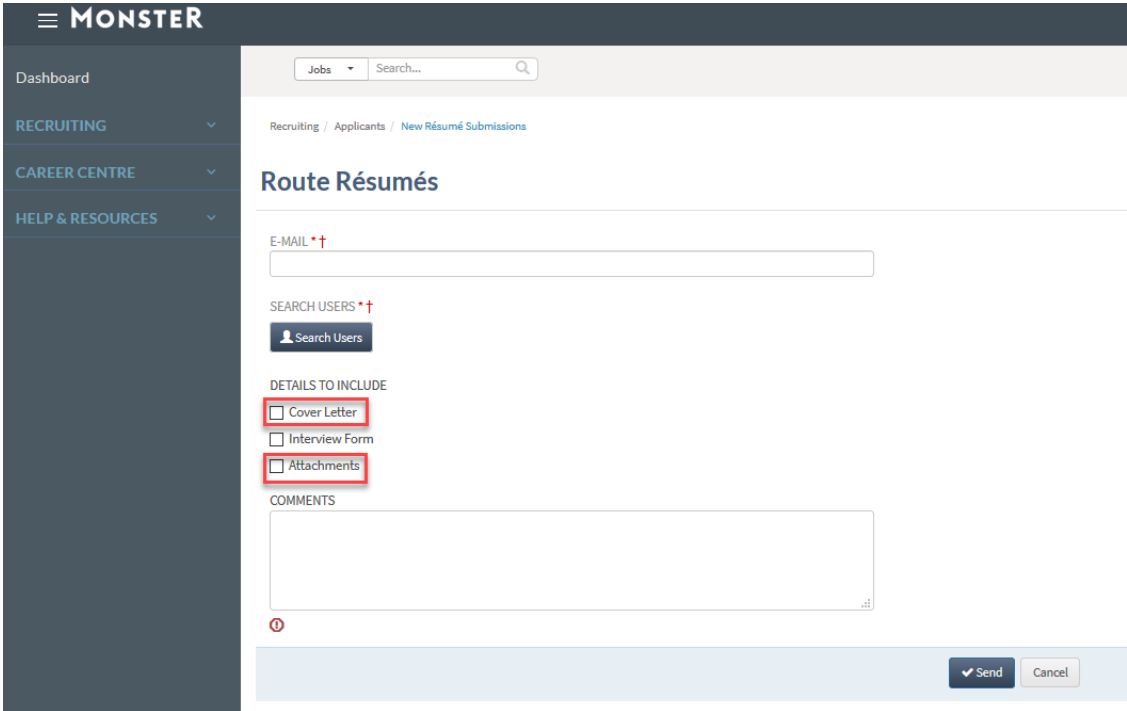
SELECT JOB \*

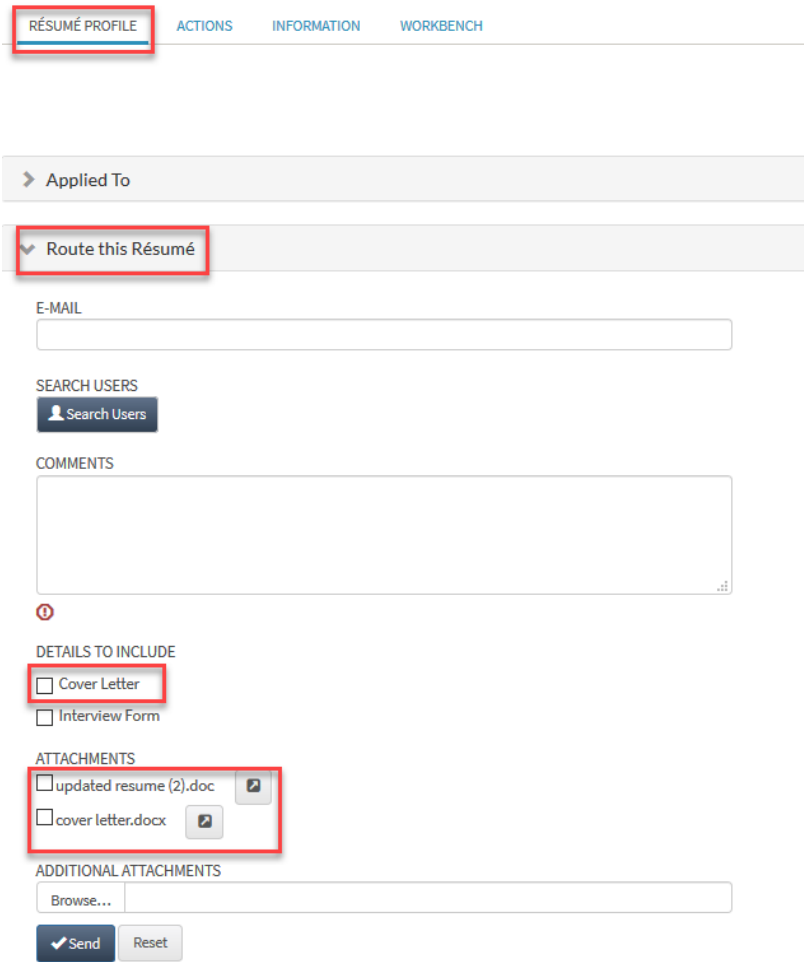
Advising Assistant (993384)

Go



#	INSTRUCTIONS	SCREENSHOT
13	<p>Your team members can log in to UVic Careers to review Candidates in your competition.</p> <p>Alternatively, you can select up to 25 applications to circulate to your selection committee via email using the following process.</p> <p><b>NOTE:</b> The recipient will receive a plain text file with all resumes in a single file. If the applicant <b>attached the cover letter separately</b>, they will not be emailed if you do not select these (see step 12).</p> <p>Set your page to display 25 per page. This is the maximum number the system can distribute at one time.</p> <p>Select the checkbox at the top of the checkbox column to select all.</p> <p>At the bottom of the page choose <b>Route Resumés/CVs</b> and click the <b>Go</b> button.</p>	<p>The screenshot shows a table of candidates with columns for selection status, source, name, gender, and score. A red box highlights the 'Route Resumés' button at the bottom of the page. Below the table, there is a dropdown menu with options: -- Select an Action --, Mark as Candidate, Remove From List, Send a Letter, Send a Printable Batch, Compare Selected Candidates, and Route Resumés. The 'Route Resumés' option is highlighted with a red box.</p>

#	INSTRUCTIONS	SCREENSHOT
14	<p>On the <b>Route Résumés/CVs</b> screen enter the email addresses of your selection committee members in the <b>Email</b> field, separated by commas.</p> <p>Check the boxes next to Cover Letter and Attachments in order to include applicants' cover letters and embedded links to their formatted resumes.</p> <p>Enter comments in the <b>Comments</b> field if desired.</p> <p><b>Send.</b></p> <p>If you have more than 25 resumes to circulate, move to page 2 and repeat these steps.</p>	

#	INSTRUCTIONS	SCREENSHOT
15	<p>If you wish to email each candidate's resume package individually, use the <b><i>Route this Résumé</i></b> area of the Résumé/CV Dashboard. Enter the recipients' email addresses separated by commas, and check the boxes to include the cover letter and resume attachment.</p> <p><b>TIP:</b> There is no cumulative scoring function in the UVic Careers system. The <b><i>Score Résumé/CV</i></b> option, available on the candidate's <b><i>Résumé/CV Dashboard</i></b>, will accept only one set of scores/notes.</p>	
16	<p><b>NOTE:</b> The Information and Privacy Commissioner has provided guidelines on how public bodies may collect references in order to be in compliance with the Freedom of Information and Protection of Privacy Act ("FIPPA"). In general, as a public body UVic is obligated to deal with personal information in an open and accountable manner. For reference checks, this means collecting past work performance with the knowledge and consent of the applicant.</p>	