

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

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Employee group will display which union the applicant belongs to.

For shortlisting:
Please review the [Recruitment Workbook](#) to ensure you are meeting shortlisting requirements for internal employees. This may include requirements to contact and/or interview.

CUPE 917: Article 16.03 of the [CUPE 917 Collective Agreement](#)

CUPE 951: Article 16.05 of the [CUPE 951 Collective Agreement](#).

PEA: Article 5.06 of the [PEA Collective Agreement](#)

Law Careers Officer - 992809.1

View Screened-Out View Active Candidates Historical View

Filter

Sorted By: Seniority Date

Displaying 1 - 5 of 5

STATUS	FE	NAME	VIEWED	SCORECARD	APPLIED	ATTACHMENTS	UNION	SENIORITY DATE	EMPLOYEE GROUP
<input type="checkbox"/> Résumé Submitted		Shagun Bhow	Yes	0.00	5/13/2021		Union	5/1/2021	C3
<input type="checkbox"/> Résumé Submitted		Shiva Prasad	Yes	0.00	5/13/2021		Union	10/23/2019	TT
<input type="checkbox"/> Résumé Submitted		Shirley Gannon	Yes	0.00	5/13/2021		Union	9/16/2019	TS
<input type="checkbox"/> Résumé Submitted		Scott Tross	Yes	0.00	5/13/2021		Union	10/24/2018	PS
<input type="checkbox"/> Résumé Submitted		Lillian McInnes	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

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Select the name of an applicant.

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		Belinda Fontes	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		Belinda Fontes	Yes	0.00	5/13/2021		Union	9/16/2019	TS
Résumé Submitted		Belinda Fontes	Yes	0.00	5/13/2021		Union	10/24/2018	PS
Résumé Submitted		Belinda Fontes	Yes	0.00	5/13/2021		Union	5/14/2018	PS

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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 / Resumé/CV Dashboard

Resumé/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

Expand All Panels

Applied To

Route this Résumé

Score Résumé


Résumé **View Newest Résumé**

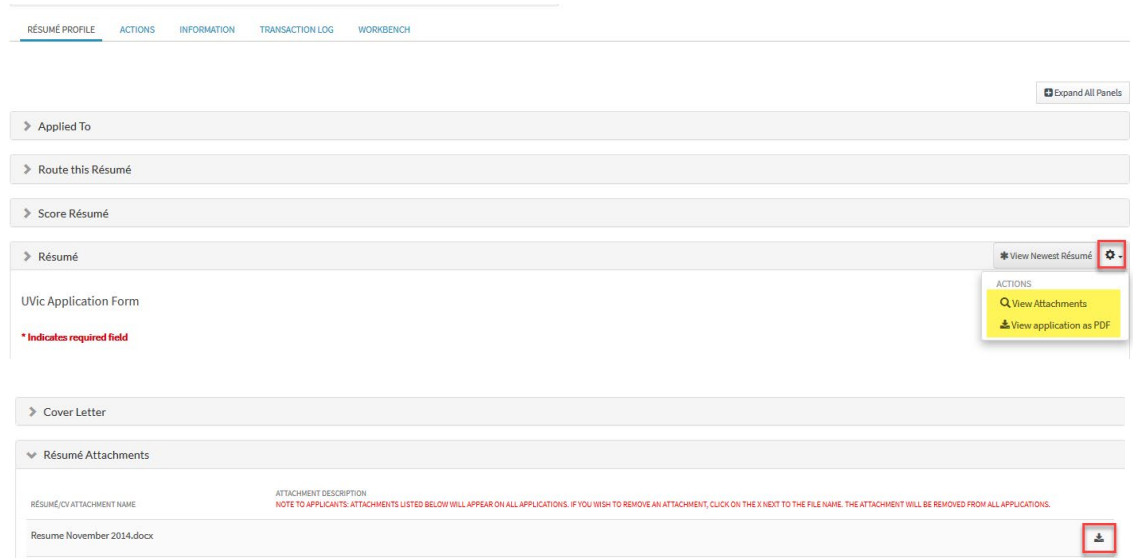
UVic Application Form

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To view the candidate's formatted résumé, go to the *Information* tab and click on the *Résumé Attachments* accordion.

NOTE: 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.

Select the download icon  on the right to view the candidate's original résumé file, as well as any other attachments.



The screenshot displays the 'Information' tab of a candidate's application profile. The navigation menu includes 'RÉSUMÉ PROFILE', 'ACTIONS', 'INFORMATION', 'TRANSACTION LOG', and 'WORKBENCH'. The 'Résumé' section is expanded, showing a 'Uvic Application Form' with a red asterisk indicating a required field. Below this, the 'Résumé Attachments' section is visible, containing a table with the following data:

RÉSUMÉ/CV ATTACHMENT NAME	ATTACHMENT DESCRIPTION
Resume November 2014.docx	NOTE TO APPLICANTS: ATTACHMENTS LISTED BELOW WILL APPEAR ON ALL APPLICATIONS. IF YOU WISH TO REMOVE AN ATTACHMENT, CLICK ON THE X NEXT TO THE FILE NAME. THE ATTACHMENT WILL BE REMOVED FROM ALL APPLICATIONS.

Additional interface elements include an 'Expand All Panels' button, a 'View Newest Résumé' button, and an 'ACTIONS' menu with options for 'View Attachments' and 'View application as PDF'. A download icon is present next to the attachment name in the table.

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.

9 **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

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

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**.

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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**

▼ Status

CURRENT STATUS
Offer Accepted << Hired

View Candidates in the Same Requisition

CHANGE STATUS

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

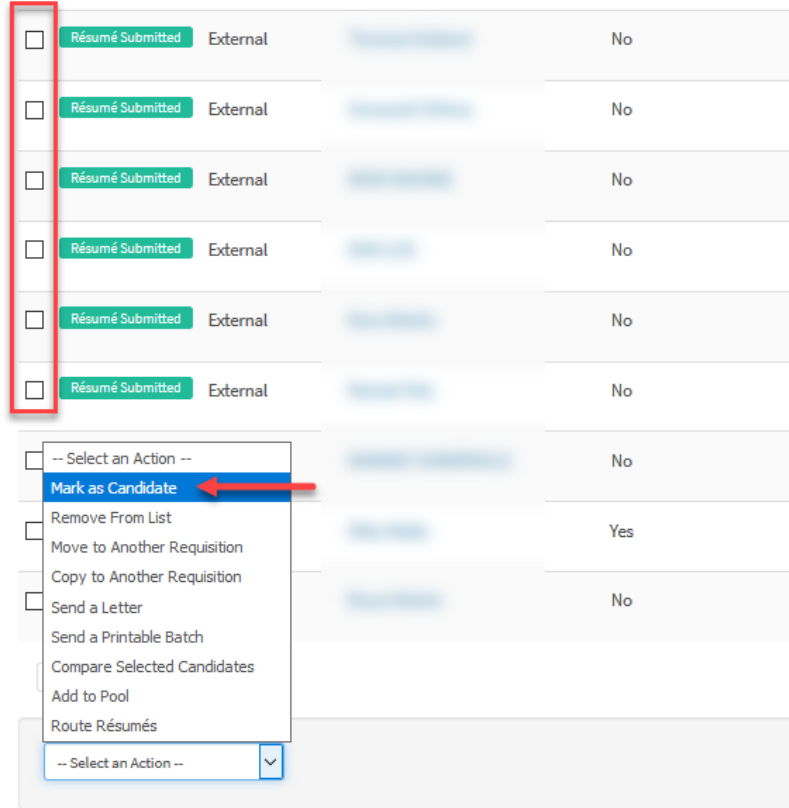
To review another application, select the **Recruiting** tab, then **New Résumé Submissions**.

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.

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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

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MONSTER

Requisitions Employees Search...

Recruiting / Requisitions / Manage Requisitions

Manage Requisitions

Filter

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

- HM = Fontes, Belinda

Clear Filter

Create Requisition

Filter

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

- HM = Fontes, Belinda

Clear Filter

Displaying 1 - 1 of 1 10 25 50 100 per page

CREATED	MODIFIED	POSTED	DIVISION	JOB CODE	REQ.#	JOB TITLE	LOCATION	VACANCIES	VEWS	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

MONSTER

Applicants Jobs Search...

Recruiting / Applicants / New Résumé Submissions

New Résumé Submissions Screened-In

SELECT JOB *

Advising Assistant (993384)

Go

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Your team members can log in to UVic Careers to review Candidates in your competition.

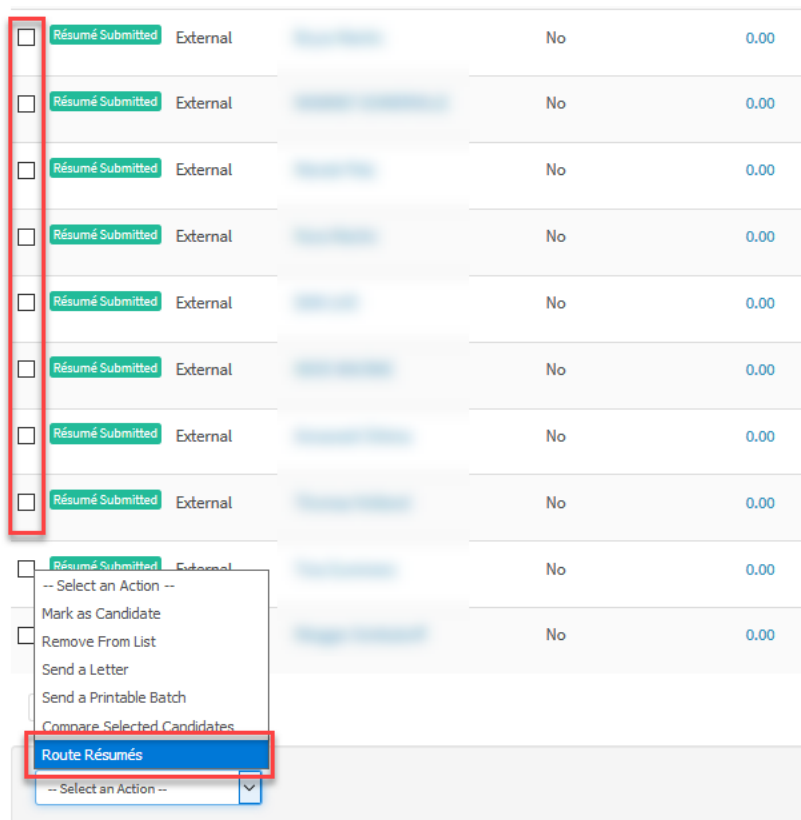
Alternatively, you can select up to 25 applications to circulate to your selection committee via email using the following process.

NOTE: The recipient will receive a plain text file with all resumes in a single file. If the applicant **attached the cover letter separately**, they will not be emailed if you do not select these (see step 12).

Set your page to display 25 per page. This is the maximum number the system can distribute at one time.

Select the checkbox at the top of the checkbox column to select all.

At the bottom of the page choose **Route Resumés/CVs** and click the **Go** button.



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On the *Route Résumés/CVs* screen enter the email addresses of your selection committee members in the *Email* field, separated by commas.

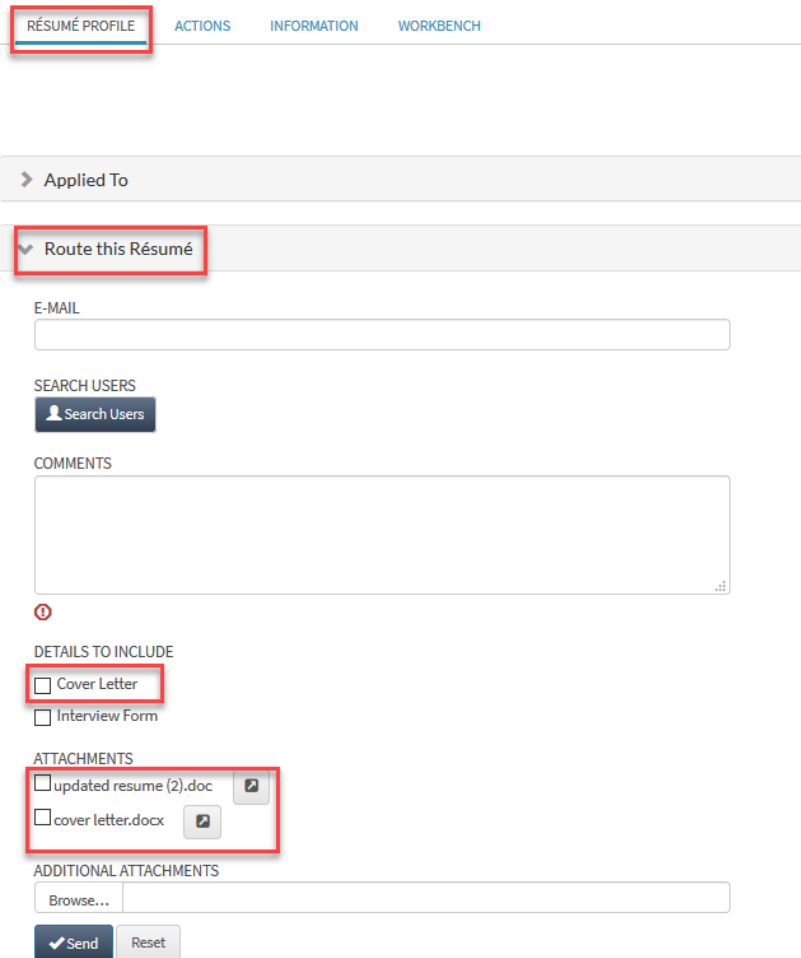
Check the boxes next to Cover Letter and Attachments in order to include applicants' cover letters and embedded links to their formatted resumes.

Enter comments in the *Comments* field if desired.

Send.

If you have more than 25 resumes to circulate, move to page 2 and repeat these steps.

The screenshot displays the Monster web interface for managing resumes. On the left is a dark sidebar with a menu containing 'Dashboard', 'RECRUITING', 'CAREER CENTRE', and 'HELP & RESOURCES'. The main content area has a header with the Monster logo and a search bar. Below the header, the breadcrumb trail reads 'Recruiting / Applicants / New Résumé Submissions'. The main heading is 'Route Résumés'. There is an 'E-MAIL' input field with a red asterisk and an upward arrow. Below it is a 'SEARCH USERS' section with a 'Search Users' button. The 'DETAILS TO INCLUDE' section contains three checkboxes: 'Cover Letter', 'Interview Form', and 'Attachments'. The 'Cover Letter' and 'Attachments' checkboxes are highlighted with red boxes. Below this is a 'COMMENTS' text area. At the bottom right, there is a 'Send' button with a checkmark and a 'Cancel' button.

#	INSTRUCTIONS	SCREENSHOT
15	<p>If you wish to email each candidate's resume package individually, use the <i>Route this Résumé</i> 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>TIP: There is no cumulative scoring function in the UVic Careers system. The <i>Score Résumé/CV</i> option, available on the candidate's <i>Résumé/CV Dashboard</i>, will accept only one set of scores/notes.</p>	
16		<p>NOTE: 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>