UVIC CAREERS

USER GUIDE FOR HIRING MANAGERS

University of Victoria

CONTENTS

UVIC CAREERS – START TO FINISH

UVic Careers is the online job management system for all staff job postings in the following employee groups: CUPE 917, CUPE 951, Exempt Support Staff, PEA and Management Excluded.

A Hiring Manager in UVic Careers is required to complete a number of processes in the system.

1. Create a new position requisition (if your position already has a Position Number, start at step 2)
2. Create a job posting
3. Assess applicants
4. Extend an offer
5. Hire preferred candidate – disposition all other applicants
6. Initiate Onboarding
7. Notifications to internal applicants as per Collective Agreement
   a. CUPE 917 – Article 16.03
   b. CUPE 951 – Article 16.05
   c. PEA – Article 5.06

HOW TO ACCESS UVIC CAREERS

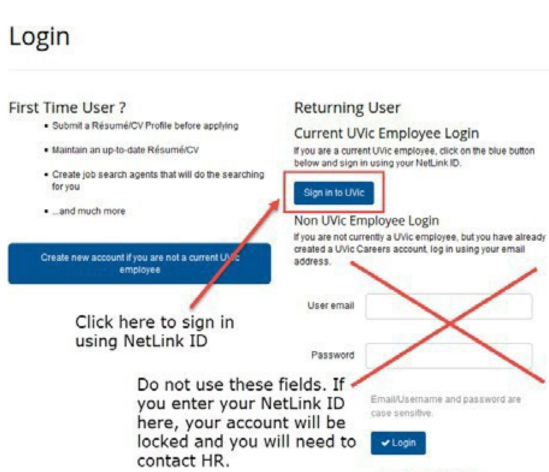
How to get Hiring Manager access

To create job requisitions in UVic Careers you need access to the system as a hiring manager. If you need this level of access, please have your supervisor email uviccareers@uvic.ca with your:

- full name
- employee ID (V#)
- email address (primary rather than departmental).

Login using NetLinkID

Or



UVIC CAREERS – TERMS

Approval Chain – Depending on the requisition workflow, an available approval chain may need to be selected. If so, the individuals designated as approvers are automatically part of the approval process and listed as Default Approvers.

Classification – In UVic Careers this is the Pay Band/Salary Grade (i.e. PB8/SG10) of the position you are posting. This information is available on the position job description and memo issued by HR.

Employee Group – In UVic Careers: CUPE 917, CUPE 951, Exempt Support Staff, Management Excluded, PEA. They are categorized by term and regular.

Hiring Manager – Department designate tasked with administrative responsibilities in UVic Careers. This person is responsible for creating the posting, creating the team, managing the competition and hiring and onboarding the new hire.

Job Code – In UVic Careers this field is used for the positon number. For CUPE 917 positions, this field includes the position classification code from Banner.

Job Profile – Is used to create a job posting and is based off of the position summary and qualifications of the positon job description.

Job Title – In UVic Careers this field is used for the position job classification and position number.

Alternate Job Title – In UVic Careers this field is used for the position working title and will be displayed to job seekers as the position Job Title.

Onboarding – In UVic Careers, this process is used to send university required training and forms to the new hire. This is a mandatory step and the competition hiring manager is responsible for ensuring it is completed.

Position Number – Banner number assigned to a position by the Budget Office.

Requisition # – This number is generated from the job code, i.e. 99XXXX.1, 99XXXX.2.

Recruiter – In UVic Careers this is an employee from Human Resources who will complete the Final Review and post the position. This field has been auto-populated for you.

Teams – In UVic Careers, teams are our Hiring Committees and can be added to a requisition at any time.

Requisition Status:

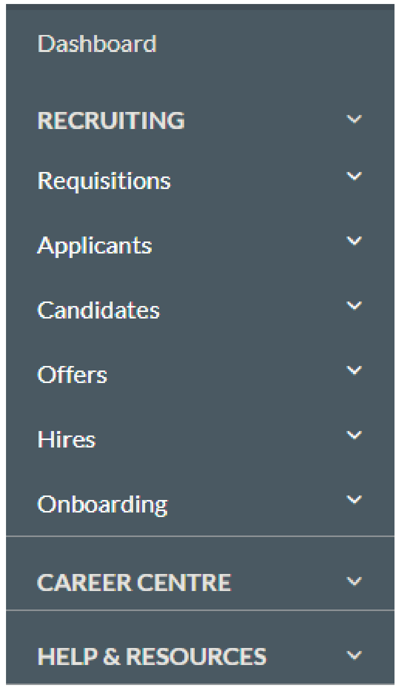
- Pending approval – the requisition is pending approvals. The Budget Office is the final approver.
- Pending final review – the requisition has been approved by the Budget Office and is being reviewed by HR.
- Job Profile Added – for new workflows only. Position number has been issued and job profile created.
- Failed Search – no suitable candidates found for positon vacancy. Please contact HR if you believe you have a failed search.
- Reposted – position has been reposted.
- Cancelled – position has been cancelled.
- Posted – position is on our career site and viewable to applicants.

- Posting Closed/Pending Competition – posting has closed for applications. Hiring committee is assessing applicants.
- On Hold – posting is not being posted. This is usually used when 2 positions are combined into one posting. The posting "On Hold" will move to status Posting Closed/Pending Competition Post for Onboarding
- Closed – this status is visible to applicants when a position is Cancelled or a Failed Search.
- Filled – this status is visible to applicants when a position has been successfully filled.
- Rejected – this status is visible to hiring managers when an approver rejects their requisition.
- In Progress – this status is visible to applicants when there application is moved into the Candidate Short List status. For more information on candidate statuses see – Applicant Review and Status Change document.

If you have any questions please contact uviccareers@uvic.ca.

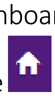
UVIC CAREERS – HIRING MANAGER MENU CHOICES

From the main menu you can choose the following options:



MENU CHOICE	DESCRIPTION
Requisitions	
Create a Requisition	This screen gives you is a step-by-step wizard to walk you through the new position requisition and job posting requisition creation process.
Manage Requisitions	This screen displays a table that lists all requisitions assigned to you and your team. You can manage all aspects of the requisitions from this screen
Approvals	This screen show all pending approvals that await your review for requisitions and offers.
Applicants	
New Résumé Submissions	This screen lets you manage résumés.
Candidates	
Active Candidates	This screen displays all active candidates that you and your team are working with.
Offers	
Offers	This screen displays all the offers you have extended to candidates.
Approvals	This screen displays all pending approvals that await review for both requisitions and offers.
Hires	
Recent Hires	This screen provides easy access to your new hires. By default, the screen displays employees who were hired within the last 30 days.
Onboarding	
Onboarding Queue	This screen displays newly-hired employees who are currently in the onboarding process.

Main Dashboard

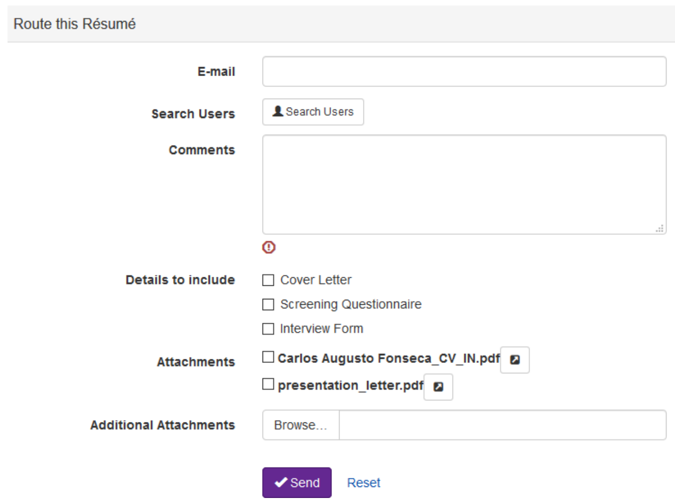
This is the  Home screen, or the screen that displays after you log on to UVic Careers. The dashboard contains the following sections:

- Alerts — This section appears as a red-highlighted box on your screen. Its purpose is to alert you of any outstanding items that require your action and to call your attention to important notifications. Alerts appear on the Main Dashboard only if you have action items or if notifications are available. Otherwise, you will not see this section on your screen.
- Widgets — These are tables and graphs containing summary data. Each user can add widgets to the Dashboard and reorder them as desired. The available selection of widgets depend on the role of the user.

UVIC CAREERS – RÉSUMÉ DASHBOARD

The Résumé Dashboard is organized into tabs that contain a variety of information and actions. The tabs on your screen may vary depending on your role. To access an applicant's résumé dashboard, click on their name.

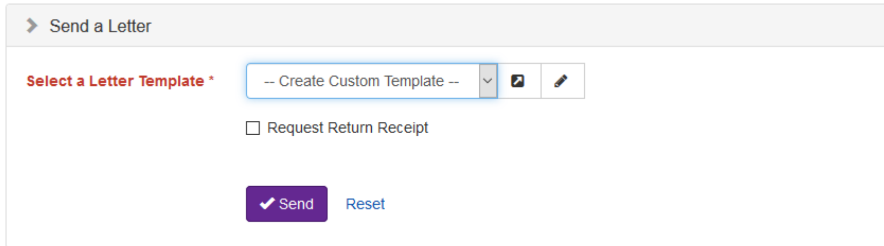
Résumé Profile Tab
This tab provides a summary view of the résumé.

Section	DESCRIPTION
Requisitions	
Route this Résumé	This section allows you to route the candidate for processing by other users or email recipients. 
Score	This section allows you to score the résumé/CV. The scores you enter will not be compiled for the competition and your comments can be viewed by other hiring mangers if the applicant applies for multiple positions.
Résumé	This section displays the version of the résumé that the applicant used to apply for the job. If you see the View Newest Résumé button on your screen, this indicates that the applicant updated their résumé. Click the button to view the most recent version. Click  to perform the following actions. • View Newest Résumé — Select this to view the latest version of the applicant's résumé. This action is enabled only if UVic Careers detects that there is a new version dated after the candidate's application date. • Download Formatted Résumé — Select this to download the applicant's résumé in PDF format.

Actions Tab
This tab allows you to select actions that will move the candidate to the next phase of the recruitment process.

Section	DESCRIPTION
Actions Tab	
Send a letter	This section allows you to send a letter to the applicant. Click the View icon to view the letter template or click the Edit icon to edit the template.

<table>
<tr>
<td></td>
<td>Click the Request Return Receipt check box to request a read receipt notification when the applicant views your email.



</td>
</tr>
</table>

Information Tab

This tab displays additional information pertaining to the applicant.

Section	DESCRIPTION
Information	
Cover Letter	This section displays the applicant's cover letter, if provided separately. Applicants may choose to include their cover letter with their résumé as one document.
Résumé Attachments	This section allows you to view any attachments that were uploaded by the applicant. In this section, you may find additional versions of the résumé/coverletter if the applicant has applied to multiple positions. Please only use the version of the résumé submitted for your competition when making your assessment and treat the other documents as confidential.

Workbench Tab

This tab allows you to manage and track all the steps the individual goes through during the recruitment process.

Section	DESCRIPTION
Workbench	
Statuses	This section records the candidate's progress in the recruitment process. You can change the status by selecting a new value from the Change Status drop-down list. If you select a Hire or Decline status, you must complete additional fields in order to save. See Change Candidate Status.
Schedule an Interview	This section allows you to send an email inviting the applicant to a face-to- face interview or a phone screen. This option is available only if the applicant has already reached Candidate status or further. This section does not a letter templates ready for your use. You will need to create your own or upload a document that includes information that pertains to the interview (i.e. location).
Recruiting Workflows	This section displays all the steps in the recruitment process as dictated by the Recruiting Workflow. See Recruiting Workflow.
Tasks	This section displays any step in the process that requires action as dictated by the Recruiting Workflow. After you hire your preferred applicant, you will initiate onboarding from Tasks.

UVIC CAREERS – RÉSUMÉ DASHBOARD APPLICANT STATUS CHANGES

Status	Hiring Manager	Team	Applicant
Résumé/CV Submitted	Access to résumés/CVs as application come in	Able to view résumés via New Résumé Submissions	Will see that they have a Résumé/CV Submitted for the competition. Applicant will receive a Thank you for applying email from UVic Careers
Route to hiring manager	Access to résumés/CVs	Able to view résumés via New Résumé Submissions	Will see that they have a Résumé/CV Submitted for the competition
Candidate	Access to résumés/CVs	Able to view résumés of applicants in this status	Applicants in this status will see status of competition as "In process." All other applicants will have status "Résumé/CV Submitted" for the competition.
Pre-interview assessment	Access to résumés/CVs	Able to view résumés of applicants in this status	Applicants in this status will see status of competition as "In process."
Short list	Access to résumés/CVs	Able to view résumés of applicants in this status	Applicants in this status will see status of competition as "In process."
Interview	Access to résumés/CVs	Able to view résumés of applicants in this status	Applicants in this status will see "Interview" on their Résumé/CV Submission History.
Offer Extended	Access to résumés/CVs	Able to view résumés of applicants in this status	Applicants in this status will see "Offer Extended" on their Résumé/CV Submission History.
Offer Accepted	Access to résumés/CVs	Able to view résumés of applicants in this status	Applicants in this status will see "Offer Accepted" on their Résumé/CV Submission History.
Offer Declined	Access to résumés/CVs	Able to view résumés of applicants in this status	Applicants in this status will see "Offer Declined" on their Résumé/CV Submission History.
Hired	Access to résumés/CVs	Able to view résumés of applicants in this status	Applicants in this status will see "Hired" on their Résumé/CV Submission History. All other applicants will see "Position filled"
Dispositioned/ Declined	Access candidate information in Historical View	NA	Applicants in this status will see "Position filled"
Offer Rejected by Approver	Access to résumés/CVs	NA	NA
Removed self from consideration	Unable to review this candidate	Unable to review this candidate	Applicants in this status will see "Removed Self from Consideration" on their Résumé/CV Submission History.

Only the hiring manager is able to change the applicant dashboard. This includes status change, comments and assigning a score.

UVIC CAREERS – OFFERS SCREEN

CREATE OFFERS

On the Workbench tab of the Recruiting » Candidates » Active Candidates » Résumé Dashboard screen, you will see an Extend an Offer button in the Tasks section when you changes the candidate status to Offer Extended. Clicking this will take you through the offer workflow. The *Extend offers of employment* guide will walk you through the steps involved.

MY OFFERS SCREEN

To access this screen, complete the following steps: From the Main Menu Ribbon, click Recruiting » Offers » Offers.

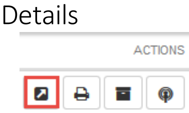
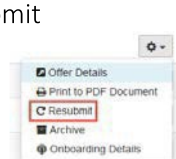
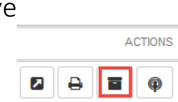
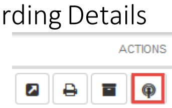
The My Offers screen displays all the offers you have extended to candidates.

A candidate cannot have more than one offer for a particular requisition. To issue another offer for the same requisition, the first offer letter must be rejected and archived.

The Offers screen displays a table with the following columns.

Column	DESCRIPTION
Offer Status	This column indicates the status of the offer.
Relationship	This column indicates the relationship between you and the recipient of the offer.
Approvers	This column displays the names of the approvers are and the date when action, if any, were taken. Click the Approvers icon to expand the list.
Onboarding Initiated	This column displays the date when the onboarding process was initiated.
Actions	This contains the available options for offer.

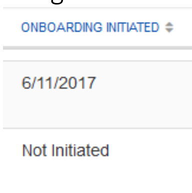
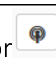
The Actions column contains the following actions.

Offer Details 	Select this action to view the details of the offer.
Print to PDF Document 	Select this action to print the offer letter in PDF format.
Resubmit 	Select this action to resubmit an offer, if the initial offer was rejected.
Archive 	Select this to archive the offer after the candidate has already accepted the offer.
Onboarding Details 	Select this to initiate the onboarding process or view the Onboarding Details screen. This action appears only after the hiring process is complete.

UVIC CAREERS – RECENT HIRES SCREEN

To access this screen, complete the following steps: From the Main Menu Ribbon, click Recruiting » Hires » Recent Hires.

The Recent Hires screen displays a table with the following columns.

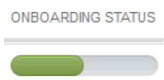
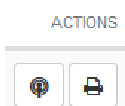
Column	DESCRIPTION
Onboarding Initiated 	This column displays the either the date that onboarding was initiated or the value Not Started if the onboarding process is not yet initiated.
Actions	This contains the available options for  initiating onboarding or  viewing onboarding details.

UVIC CAREERS – ONBOARDING QUEUE SCREEN

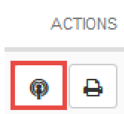
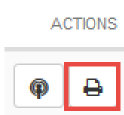
Initiate onboarding - On the Workbench tab of your new hire you will see an Initiate Onboarding button in the Tasks section after you change their status to Hire. See the *Hire and onboard* guide for screen shots and detailed steps.

To access this screen, complete the following steps: From the Main Menu Ribbon, click Recruiting » Onboarding » Onboarding Queue.

The Onboarding Queue screen displays a table with the following columns.

Column	DESCRIPTION
Onboarding Status 	This column displays a graphic illustrating the newly-hired employee's progress, along with a document completion checklist.
# of Documents	This column displays the number of documents and forms included in the newly-hired employee's onboarding packet.
Completed Documents	This column displays the number of documents and forms that the newly- hired employee has completed to date. UVic Careers notifies you by email whenever the newly-hired employee completes all the documents the onboarding checklist.
Actions 	This column displays the available actions pertaining to the newly-hired employee's onboarding process.

The Actions column contains the following actions.

View Onboarding Details 	Select this to access the newly-hired employee's onboarding details. This screen allows you to complete, view, and/or route completed documents as well as add more documents to the onboarding packet if needed.
Print All Onboarding Documents 	Select this to print the newly-hired employee's onboarding document packet for completion.

This section of the Onboarding Details screen displays a table with the following columns.

Routing History	This column displays the dates when a document is sent and to whom.
Complete	The Complete on Behalf of Candidate link in this column allows you to access the document and complete any requested information for the individual. This step can be very useful for candidates that have limited access to the internet.

UVIC CAREERS – APPROVAL PROCESS

Budget Office is the final approver. Position control is managed by the Budget Office and all job postings require approval from the Budget Office. The approvals required will depend on the type of position you are posting.

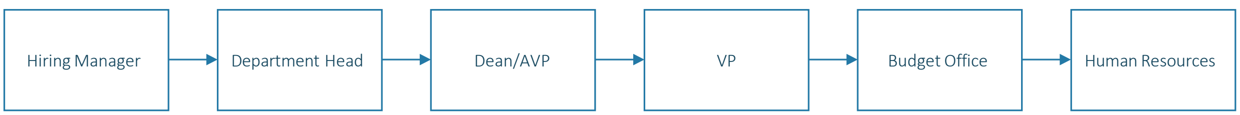
Human Resources is the final reviewer. After you submit your job through UVic Careers, and it has been approved by the Budget Office, your job vacancy will be reviewed by HR and if your position is deemed a fit for a recall or duty to accommodate employee, you will be contacted by the appropriate HR contact with information on next steps.

VP approval. Required for all continuing positions.

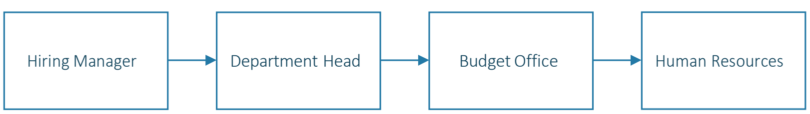
Typical approval chains. *Note these may be differ dependent on your department structure and processes.*

New position – request for position number

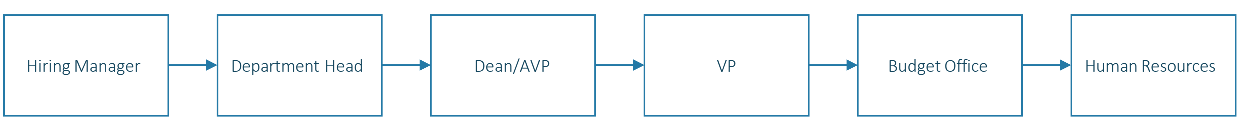
Job posting for regular/continuing position:



Job posting for term position:



Job posting for Limited/Preferential hire:



Offer Letters:
There is no formal approval process. This will be dictated by your department procedures and the Budget Office should not be included in this approval chain. If you have any questions please contact uviccareers@uvic.ca.

UVIC CAREERS – NEW POSITION PROCESS

WHO DOES WHAT

Budget Office. Position control is managed by the Budget Office and will issue the position number.

Human Resources. After you submit your job description through UVic Careers and a positon number has been issued by the Budget Office, Human Resources will create a job profile. You will be notified that the job profile has been created by a status update through UVic Careers and email from the HR Coordinator.

Hiring Manager. Creates workflow in UVic Careers to request a job profile and position number. The *Create a requisition for a new position* quick guide will walk you through the steps in UVic Careers.

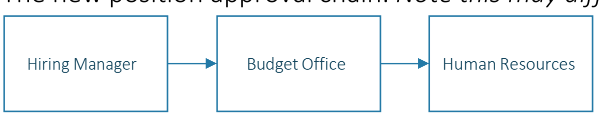
HOW IT WORKS

1. HR Advisor evaluates job description and issues a classification memo.
2. Department decides to fill the position.
3. Hiring Manager requests positon number and job profile to create a job posting through new position workflow in UVic Careers.
4. Budget Office issues a Banner position number.
5. Human Resources create the job profile.
6. Department Hiring Manager notified position number issued and job profile created in UVic Careers.
7. Hiring Manager creates job posting workflow.

THINGS TO KNOW

The new position workflow does not create a job posting – only issues a position number and creates a job profile.

The new position approval chain. *Note this may differ dependent on your department structure and processes.*



If you have any questions please contact uviccareers@uvic.ca.

UVIC CAREERS – JOB POSTING REQUISITION PROCESS

WHO DOES WHAT

Budget Office. Position control is managed by the Budget Office. They are the final approval.

Human Resources. After you submit your job posting through UVic Careers and the Budget Office approves, Human Resources will do a final review before posting the position. Human Resources attach the job description and publish the job posting. HR will contact the Hiring Manager if there are any questions about the job posting requisition.

Hiring Manager. Creates workflow in UVic Careers to for the job posting. The *Create a Requisition for a Job* quick guide will walk you through the steps in UVic Careers. The Hiring Manager receives all communications on the job posting. The person in this role can be switched at any time for any requisitions

HOW IT WORKS

1. The Hiring Manager creates job posting requisition with appropriate approvals.
2. Job posting requisition is approved by appropriate leaders
3. Budget Office approves job posting requisition
4. Human Resources completes their final review. This includes checking employees on the duty to accommodate and recall lists – the Hiring Manager will be contacted by the appropriate contact in HR if their position is held for an employee on the list
5. Human Resources publishes the job posting – Hiring Manager and Hiring Committee can access résumés as they come in.
6. Job Posting closes at 4:00pm on close date
7. Day after close date Human Resources sends Hiring Manager applicant list with seniority information
8. Hiring Manager and Hiring Committee continue review of applicants

THINGS TO KNOW

If the position has already been posted through UVic Careers, you can copy the previous posting if the details are the same. This is a quick way to create a new requisition. This feature allows you to copy almost all the details from an existing job but gives you the flexibility to add details or change values that were copied from the original job posting.

To copy a requisition, complete the following steps:

1. On the Main Menu Ribbon, click Recruiting » Requisitions » Manage Requisition.
2. Locate the requisition that you want to copy, then click and from the drop-down list, click Copy. This takes you to the Define Requisition Step.
3. Continue the steps detailed in the Job Profile Library Method, beginning with Step 2.
4. DO NOT USE THE COPY OPTION IF CHANGES HAVE BEEN MADE TO THE JOB DESCRIPTION.

The approval chain for a job posting requisition will vary based on the type of posting (i.e., continuing, term, limited/preferential hire, etc.)

The university as one employer is legally bound to the duty to accommodate and recall lists. You will have to adjust your hiring timelines if your position is identified for potential placement.

You will not be able to create a job posting requisition without an approved job description. If your position does not have a job profile in UVic Careers, you will need to contact an HR Advisor.

You can create a Hiring Team at any time. The Hiring Team can be added when you create the requisition or anytime afterwards.

UVIC CAREERS – APPLICANT REVIEW AND ASSESSMENT PROCESS

WHO DOES WHAT

Human Resources. Provides Hiring Manager with applicant list to confirm seniority and internal status.

Hiring Manager. Creates Hiring Committee in UVic Careers and adds to the job posting. The *Create and Manage Teams* and *Screen and Circulate* quick guides will walk you through the steps in UVic Careers. The Hiring Manager completes all administrative tasks in UVic Careers and receives all communications on the job posting. The person in this role can be switched at any time for any requisitions.

Hiring Committee. Reviews applications and provides diverse perspectives and expertise is an effective way to support a fair, equitable and transparent process. The Search Committee Guidelines provides details on roles and responsibilities.

HOW IT WORKS

1. Job Posting closes at 4:00pm on close date.
2. Day after close date Human Resources sends Hiring Manager applicant list with seniority information.
3. Hiring Committee continues review of applicants (see *Review Candidate Applications* quick guide for team members and *Screen and Circulate* quick guide for Hiring Managers). As users of UVic Careers you may have access to an applicant's full application history – only use the cover letter and information submitted for your application in your assessment. If you have concerns, please contact HR.
4. Hiring Manager changes applicant status (i.e., mark as candidate, remove from list) – applicants will only see thatthe competition is "In progress" when they log in. No automatic communication is sent out. See *Screen and Circulate* quick guide for screen shots on how to do this.
5. Hiring Committee assess applicants (tests, interviews, reference checks: Recruitment resources and tools) – The interview set-up tool in UVic Careers does not include pre-defined letter templates, you will need to create your own communication and track interview times. We do not recommend the use of this tool.

THINGS TO KNOW

Hiring Manager and Hiring Committee can review applications as they are submitted however final assessment should begin once the competition closes.

Confirm that the applicant is legally able to work in Canada. The applicant is required to answer this as part of their application:

Please indicate if you are legally entitled to work in Canada: *

☐ I am a Canadian citizen or have permanent residency
☐ I have a temporary work permit.
☐ No

You will find their response on their Resumé/CV Dashboard in the Résumé accordion. Only applicants who are Canadian citizens or have permanent residence status are eligible for continuing regular positions.

A formatted version of a résumé is available by downloading the attachments in the applicant list view or in the applicant's workbench. The *Screen and Circulate* quick guide includes screen shots on how to view and forward formatted versions of the résumé.

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.

There is no cumulative scoring function in the UVic Careers system. The *Score Resumé/CV* option, available on the candidate's *Résumé/CV Dashboard,* will accept only one set of scores/notes.

The Schedule an Interview option in UVic Careers sends out an automatic notification to applicants that may not include all of the information you wish to communicate (i.e., interview location). If you choose to use this, you will have to create a letter yourself and keep track of interview dates/times outside of UVic Careers.

Any information entered into the Score Résumé feature in the applicants Résumé/CV Dashboard will be accessible to Hiring Managers and Hiring Committees of other competitions the applicant applies to. We do not recommend the use of this tool.

UVIC CAREERS – EXTEND AN OFFER PROCESS

WHO DOES WHAT

Human Resources. Provides Hiring Manager with information on salary placements. For ME and PEA positions, please contact the HR Advisor before making an offer.

Hiring Manager. The Hiring Manager completes all administrative tasks in UVic Careers and receives all communications on the job posting. The person in this role can be switched at any time for any requisitions.

Hiring Committee. Comes to a decision on the preferred candidate.

HOW IT WORKS

1. After assessment process, Hiring Committee identifies preferred candidate.
2. Hiring Manager contacts HR Advisor for excluded positions and PEA salary placements. CUPE 917/951 will be placed as per the Collective Agreement.
3. Hiring Manager extends the preferred candidate an offer through UVic Careers. The *Extend offers of employment* guide will walk you through the steps involved. To extend an offer you will need to know: Salary Amount, Salary Ceiling, Salary type, Start Date, Department, Full/Part time, Offer Letter Signer Name and Title
4. Preferred Candidate will receive a notification from UVic Careers with the offer letter
5. The Hiring Manager receives an email notification when the candidate accepts, or rejects, the offer. Candidates are required to enter a reason if they reject an offer.

THINGS TO KNOW

Remember to check in with HR if you have any questions or concerns about an applicant before you make an offer.

There is no requirement to use the approval feature.

a) If your department does not require any internal approvals, when you get to Step 3 of the Create Offer process – do not select any fields and click submit.

b) If your department does require internal approvals, use the Internal Approvers button in Step 3 to select who needs to approve. Do not select a pre-set approval chain; this will include the Budget Office. The Budget Office does not approve offer letters and they will reject your offer if you send it to them.

You can edit the offer letters to personalize the beginning and close. If you are planning on changing the main body of the offer letter templates, please ensure you speak to an HR Advisor first.

If you have any questions, please contact uviccareers@uvic.ca.

UVIC CAREERS – HIRE AND ONBOARD PROCESS

WHO DOES WHAT

Department Hiring Manager. Hires and onboards new hire and sends out communications to applicant pool. The Hiring Manager completes all administrative tasks in UVic Careers and receives all communications on the job posting. The person in this role can be switched at any time for any requisitions.

HOW IT WORKS

1. Preferred candidate accepts offer.
2. Internal department communications and personal communications to applicants advising them that the competition has been filled.
3. For CUPE 917, CUPE 951 and PEA competitions, notify internal applicants of the successful candidate. See *Communicating with applicants* guide for screen shots on how to do this in UVic Careers.
4. Change your new hires status in UVic Careers to Hired in their Résumé/CV Dashboard Workbench. If you have not already changed the status of the other applicants, the system will ask if you wish to disposition all of the other candidates - select OK. Once the applicants have been dispositioned, you will be send back to your new hires workbench to move them into the Hired status. See *Hire and onboard* guide.
5. Initiate onboarding.
    a. For CUPE 917/951/Exempt Support Staff, all required onboarding documents have been preselected. Do not include any documents from the Other Documents section.
    b. For Continuing ME/PEA hires select the appropriate pension enrolment forms from the Other Documents section. Do not select any documents if you are hiring for a term ME/PEA position.
6. New Hire receives onboarding welcome email with instructions to complete forms and training. The new hire form triggers a workflow that issues an employee number. Benefit enrolment forms need to be completed within 7 days after your new hire's start date.
7. Complete Payroll forms.
8. Continue department onboarding.

THINGS TO KNOW

In order to notify applicants in bulk that the position has been filled, you can send a letter through UVic Careers. It is recommended that you complete this step before changing the status of your successful applicant to 'Hired'. Once you move your new employee to 'Hired' status and disposition other candidates, the competition will show as 'Position Filled' on applicants' Résumé Submission History.

In order to fulfill collective agreement requirements, you must notify unsuccessful internal CUPE 917, CUPE 951 and PEA applicants of the successful candidate.

Participation in the University's group benefit plans is a condition of employment for many employee groups. A delay in enrolment will result in financial hardship for the employee (benefit premiums are payable from the date of eligibility) and prevents the employee from accessing the benefits to which they are entitled. Initiating the onboarding process and ensuring the completion of enrolment forms with the required training is mandatory and the responsibility of the hiring manager.

If you are hiring an internal employee you will still need to onboard them through UVic Careers. They will receive instructions to only complete forms that have not previously been completed.

UVIC CAREERS – TRAINING AND SUPPORT

You can join the weekly drop-in sessions (through Microsoft Teams) as needed.

Drop in to ask technical questions or get one-on-one help with job postings. Sessions are every Tuesday 11 a.m. -12 p.m. and Thursday 2 p.m. - 3 p.m.

Sessions are free. No pre-registration is required.

If these times and dates do not work for you or if you are looking for more custom training, please contact us at uviccareers@uvic.ca. Our target response time for inquiries is 24 hours.

Recruitment resources and tools

The recruitment resources and tools section of our website will take you through the full recruitment cycle from writing the job description to onboarding your new hire.

UVIC CAREERS – QUICK GUIDES

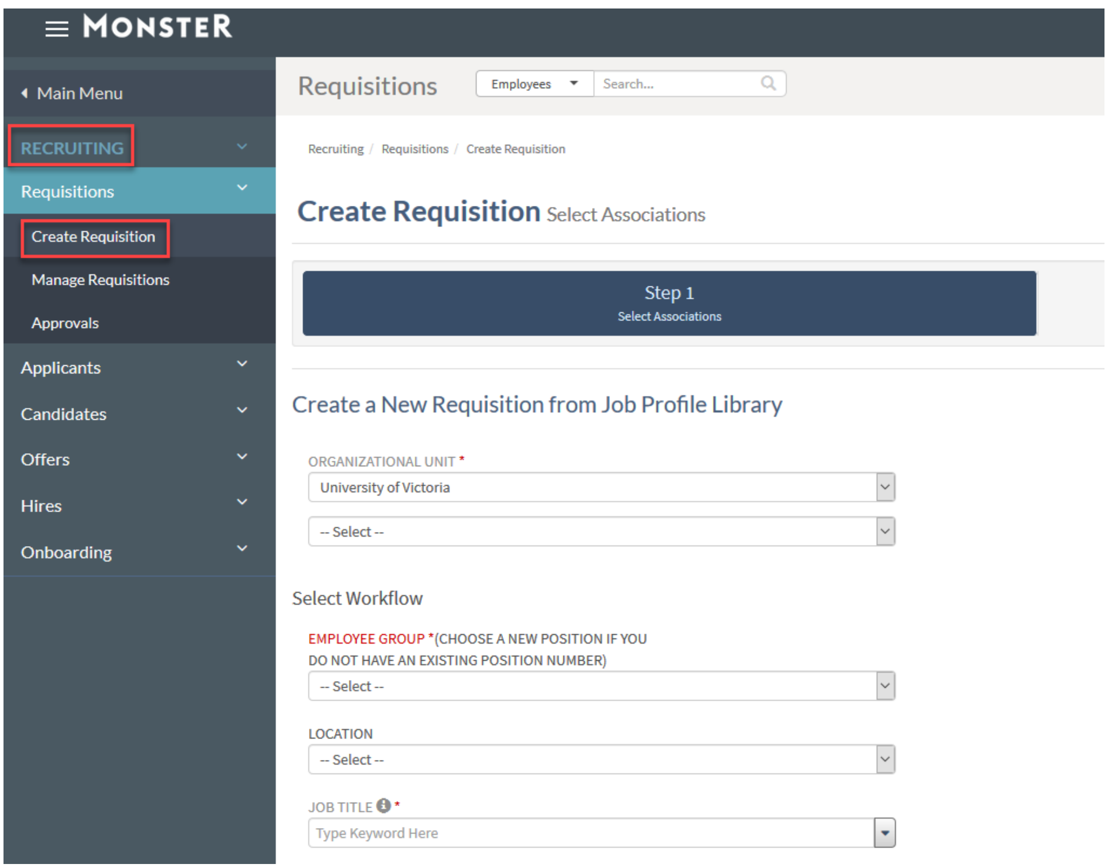
The following quick guides include screen shots and will walk you through the steps you need to complete in UVic Careers.

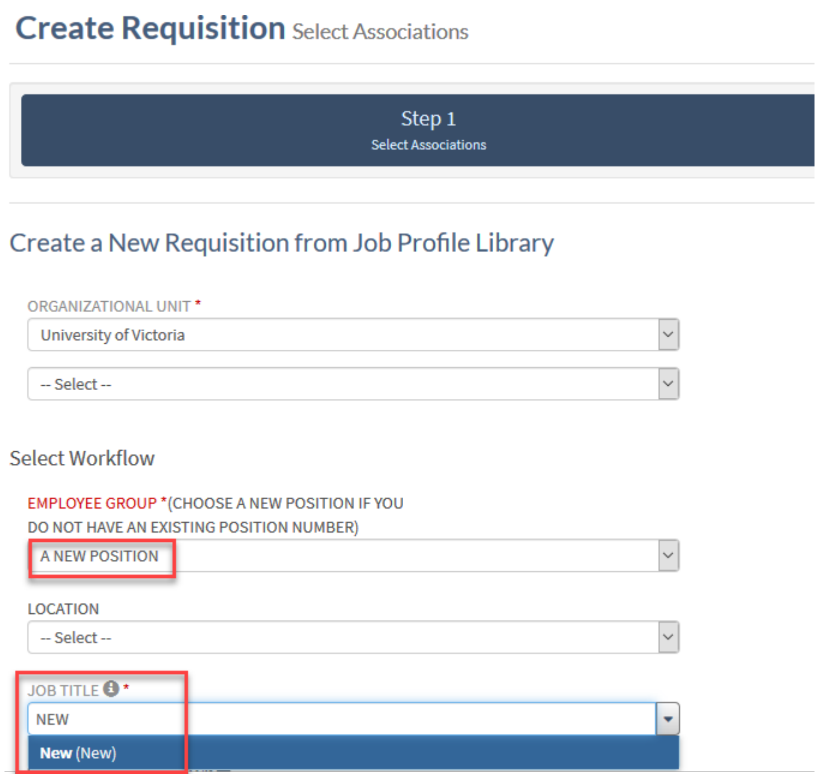
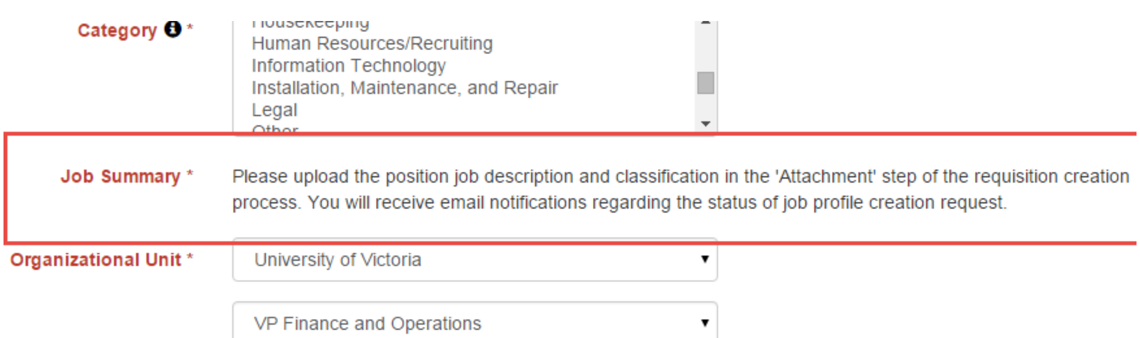
QUICK GUIDE – CREATE A REQUISITION FOR A NEW POSITION

The regular process for creating a requisition for a job posting relies on a library of approved job summaries that have been uploaded to the UVic Careers system by Human Resources. These job summaries have position numbers assigned by the Budget Office.

If you have a new position with an approved job description and classification but have not yet received a position number, follow the process below. This process will provide you with a position number and job profile, not a job posting. You will need to follow the create a requisition steps to have your position posted to the UVic Careers website.

If you cannot find an existing job in the UVic Careers system, or the job profile for an existing job requires adjustment, contact Employment Services. The process below is for new jobs only.

<table>
<tr><th>#</th><th>INSTRUCTIONS</th><th>SCREENSHOT</th></tr>
<tr><td>1</td><td>Log in to UVic Careers.</td><td>https://uvic.mua.hrdepartment.com/index.php</td></tr>
<tr><td>2</td><td>On the Dashboard, click on the Recruiting tab, then under the Requisition heading: Create Requisition.</td><td>
</td></tr>
</table>

#	INSTRUCTIONS	SCREENSHOT
3	On the *Select Associations* screen, complete all required (red) fields. In the *Employee Group* field choose *A New Position* from the drop-down list. In the *Job Title* field, choose *New*. Type “new” into the field to quickly locate it from the drop-down list.	
4	On the *Define Requisition* screen, complete all required fields. Leave the Job Title as ‘New’. The Job Summary contains information on what should be attached to this requisition. The option to upload attachments occurs in step 6	

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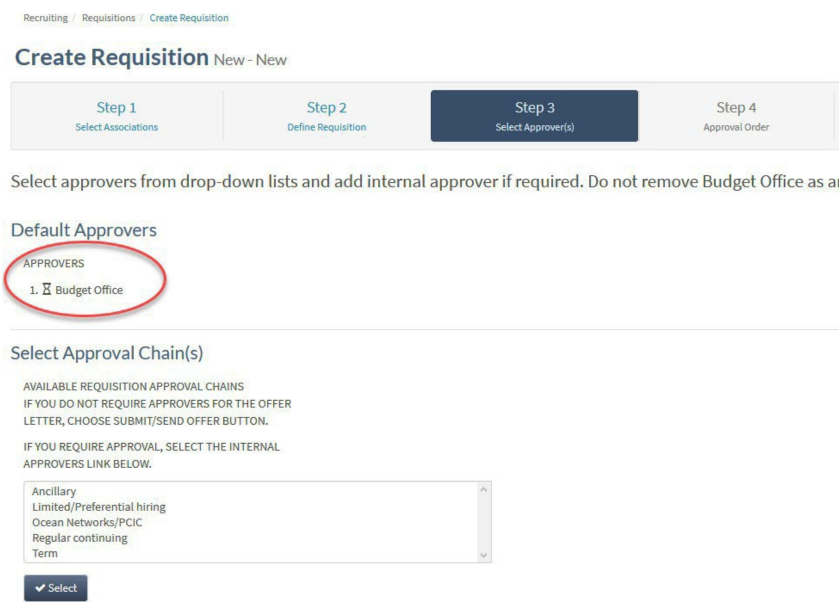
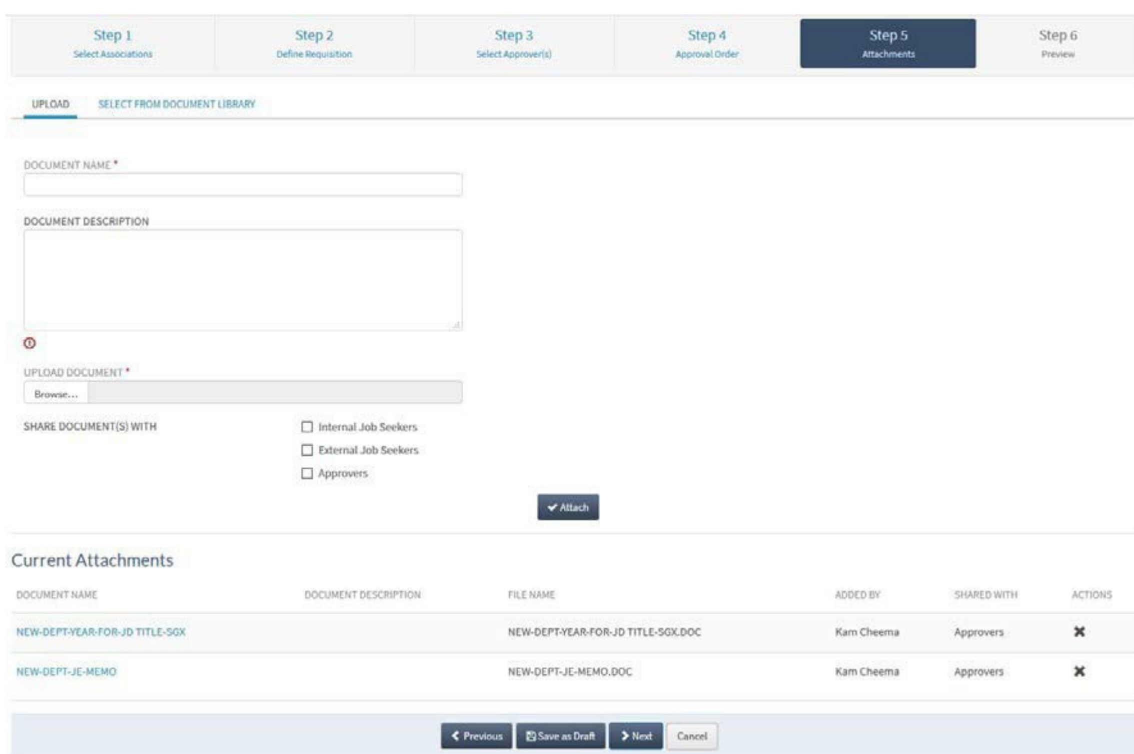
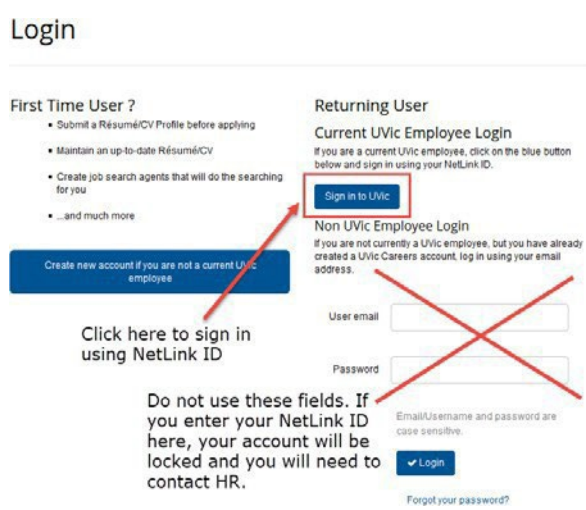
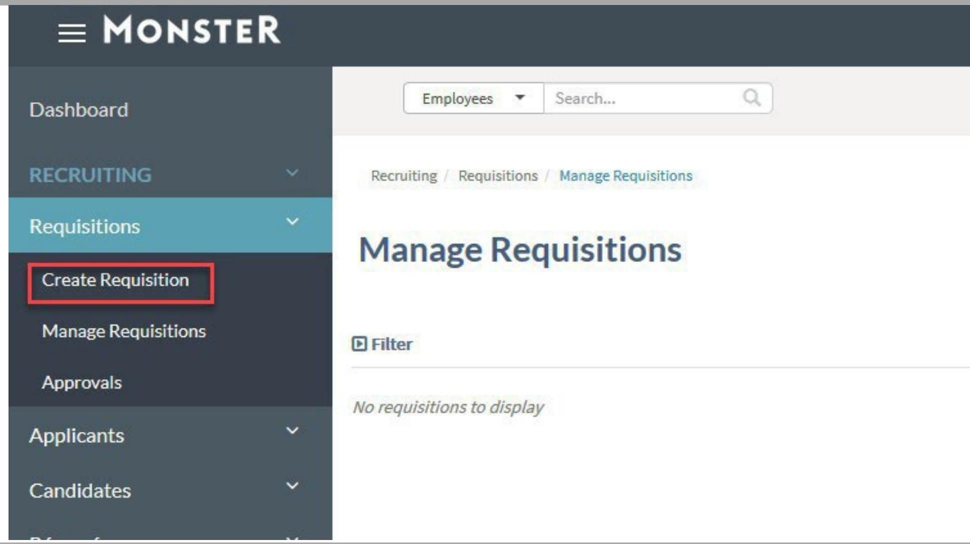
<table>
<tr><th>#</th><th>INSTRUCTIONS</th><th>SCREENSHOT</th></tr>
<tr><td>5</td><td>On the Select Approver(s) and Approval Order screens, the only mandatory approver is the Budget Office</td><td>
</td></tr>
<tr><td>6</td><td>On the Attachments screen, upload the job description and classification documents provided by Employment Services. In the Share document(s) with area, check the Approvers box.</td><td>
</td></tr>
</table>

7	Preview your requisition and, once satisfied, select *Finish*	
8	The [Budget Office](#) will automatically receive a system notification and review the attached documentation. They will assign a new position number to the requisition and mark it as approved.	
9	[Employment Services](#) will receive a system notification and will upload the job summary into the UVic Careers system. Once the job profile is available in the UVic Careers system you will receive a notification from Employment Services.	
10	Proceed with the [regular requisition process](#). On the Define Requisition screen, ensure that you choose the actual Employee Group, do not choose A NEW POSITION. Enter the position number in the Job Title field.	
11	For additional details, see the *Create a Requisition* quick guide available at http://www.uvic.ca/hr/services/home.php.	

QUICK GUIDE – CREATE A REQUISITION FOR A JOB POSTING

This quick guide describes the key steps in creating a requisition for a new job posting and creating teams. Other resources for hiring administrators are available at http://www.uvic.ca/hr/services/home/hiring/index.php

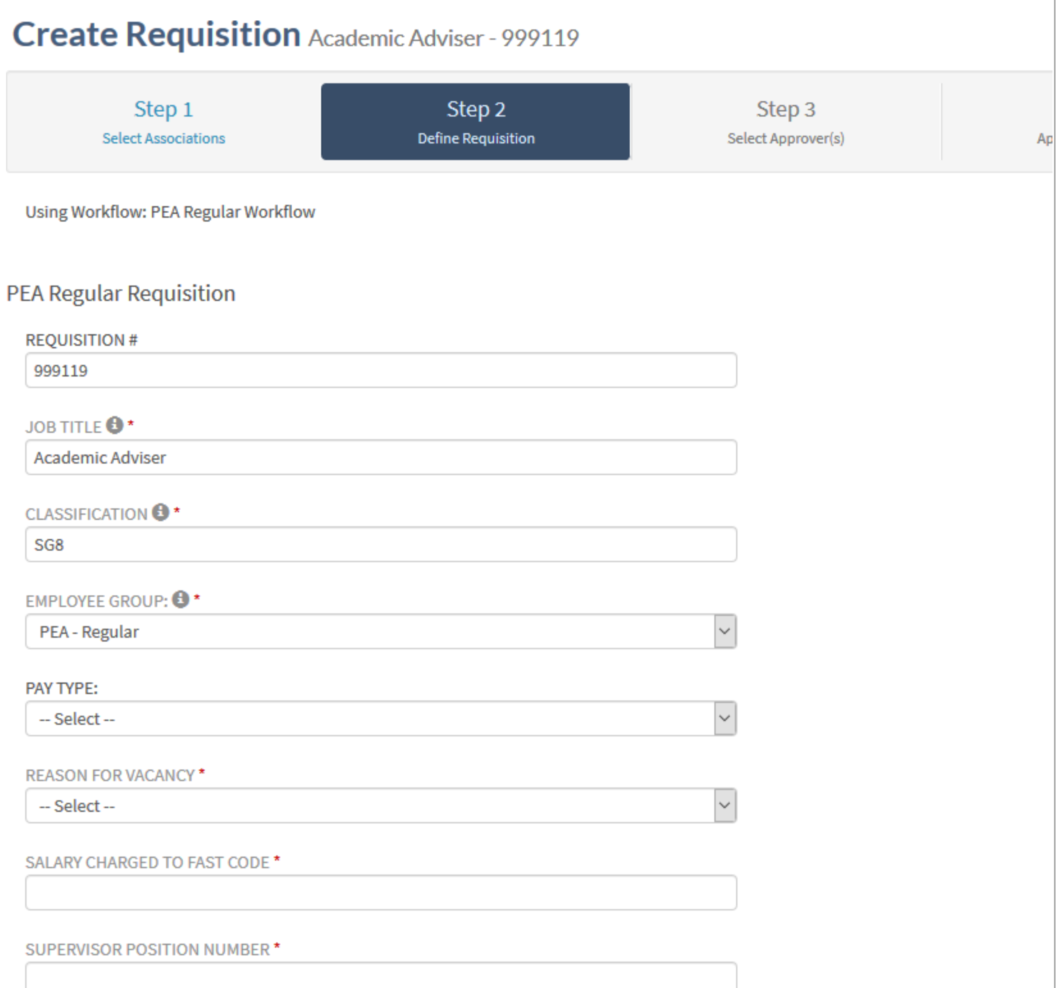
#	INSTRUCTIONS	SCREENSHOT
Prep	Supervisors: Send requests for access to uviccareers@uvic.ca	
1	To create a requisition, you will need the following: (1) position number of the job you are posting (2) position number of the supervisor (3) funding source information, and (4) an approved job description that has been reviewed by your HR advisor. For new positions, review the *Create a requisition for a new position* quick guide available at http://www.uvic.ca/hr/services/home/hiring/index.php	
2	Log in to UVic Careers with your NetLink ID and password: https://uvic.mua.hrdepartment.com/	 Or 

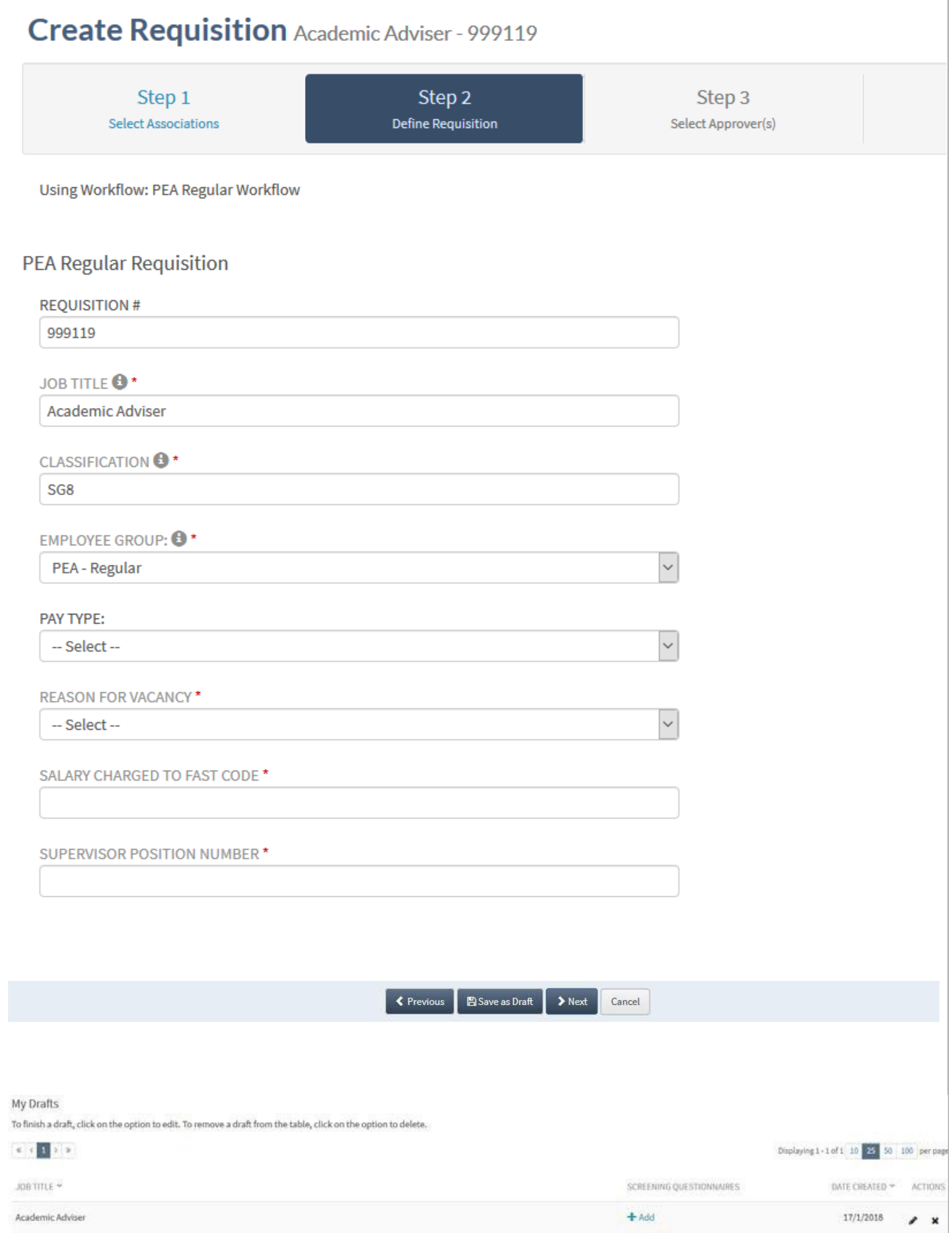
<table>
<tr><th>#</th><th>INSTRUCTIONS</th><th>SCREENSHOT</th></tr>
<tr><td>3</td><td>On the Dashboard, click on the Recruiting tab, then under the Requisition heading: Create Requisition.</td><td>
</td></tr>
<tr><td>4</td><td>The progress bar at the top of the screen indicates where you are in the process of creating a requisition.

The first step is the Select Associations screen. Complete all required (red) fields. Choose Employee Group carefully as this choice determines the workflow to follow.

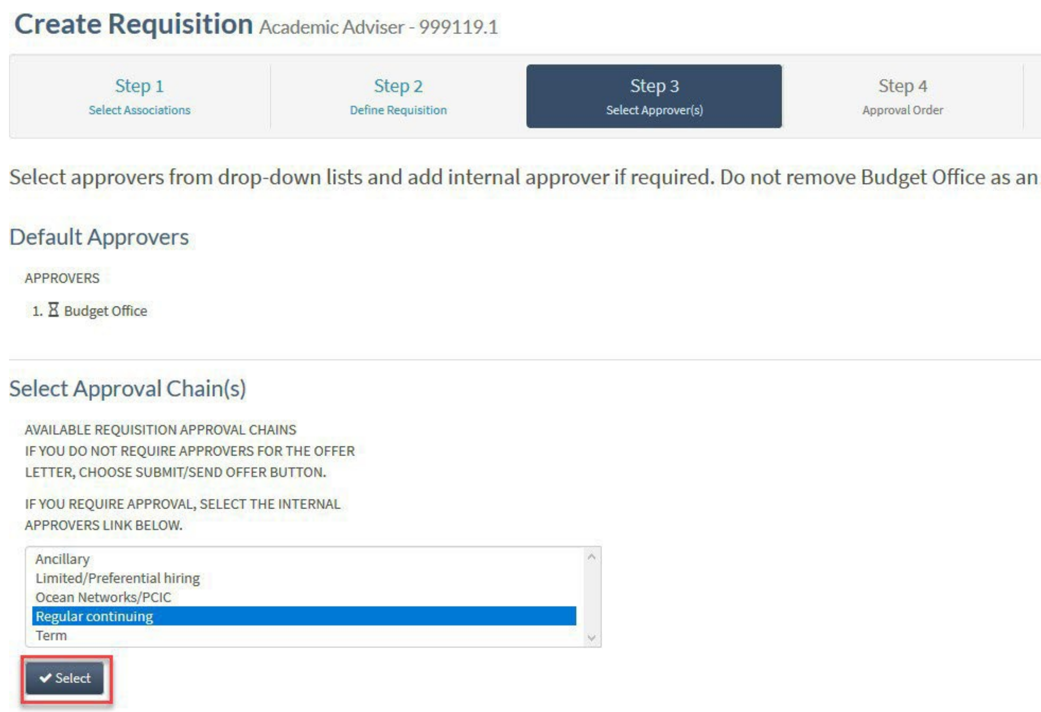
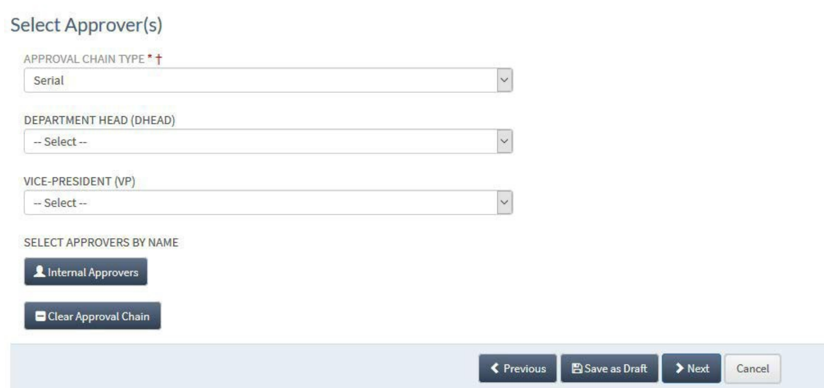
If you have an existing job that does not appear in the Job Title drop-down list, contact Employment Services.

If the job is new, view the Create a requisition for a new position guide.

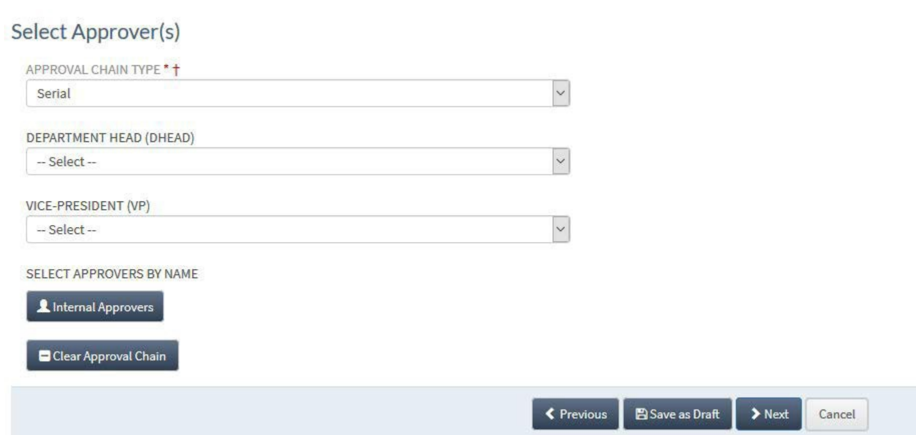
TIP: Type the position number for the job into the Job Title field, and click on the job title to select it.</td><td>
</td></tr>
</table>

#	INSTRUCTIONS	SCREENSHOT
5	On the Step 2 *Define Requisition* screen, complete all required fields. The *Job Summary* and *Job Requirements* fields will already contain approved information and cannot be edited. You can add specific information about the position in the *About this Opportunity* field. Alternatively, copy and paste the text provided above this field. TIP: The *Education Level* must correspond to the requirement in the job description. TIP: For *Creation Options,* if you wish to keep a copy of your requisition to use again in the future, choose *Create Requisition and Personal Template*. Otherwise, choose *Create Requisition Only*. Choose *Next*. TIP: You can save a draft at any time. To find your draft, scroll to the bottom of the STEP 1 Select Associations screen. Your draft will appear under the *My Drafts* heading.	

<table>
<tr><th>#</th><th>INSTRUCTIONS</th><th>SCREENSHOT</th></tr>
<tr><td rowspan="3">6</td><td>On the Select Approver(s) screen, highlight the appropriate approval chain in the Select Approval Chain(s) field, then Select. Additional fields will appear.
The Budget Office always appears as a mandatory approver.

For Approval Chain Type, choose Serial.</td><td>
</td></tr>
<tr><td>Select your Department Head and VP (for regular continuing positions).</td><td>
</td></tr>
<tr><td>If required, add additional approvers by using the Select Approvers by Name option.

Choose Next.

TIP: Select Approvers by Name option, remember to click Clear Approval Chain</td><td>
</td></tr>
</table>

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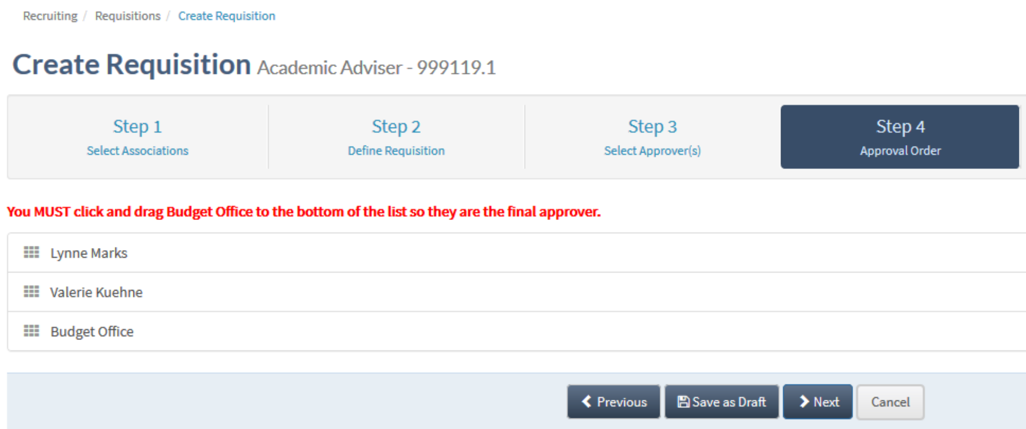
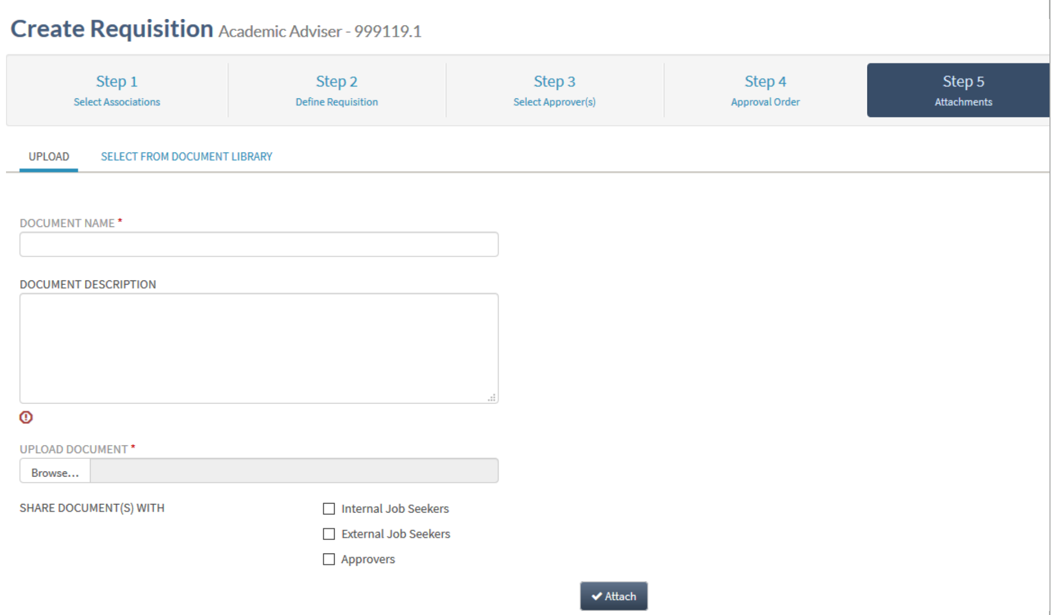
#	INSTRUCTIONS	SCREENSHOT
7	On the *Approval Order* screen, click and drag the *Budget Office* to the bottom (end) of the list of approvers. Choose *Next*.	
8	On the optional *Attachments* screen, you can attach additional documents. First enter the *Document Name*, then Browse to upload files. Check the boxes to indicate whether the attachment should be visible to job seekers (internal or external) and/or approvers. Choose *Next*. TIP: You do not need to attach the job description to the posting, Employment Services will do this as part of their final review. TIP: If the classification for the position has changed, please attach the memo from your HR Advisor.	

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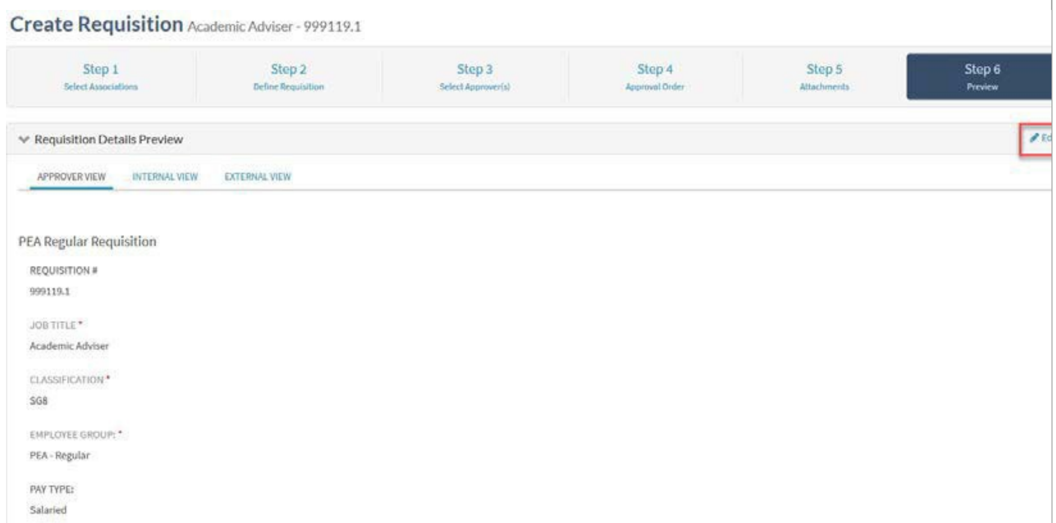
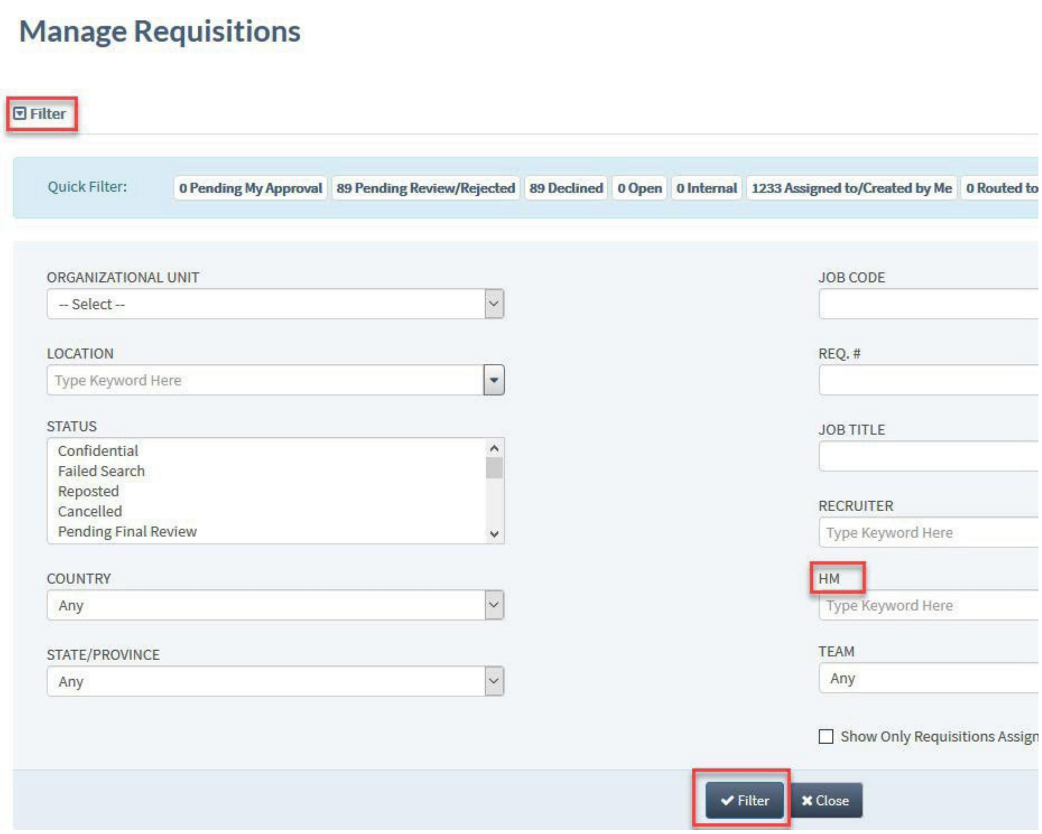
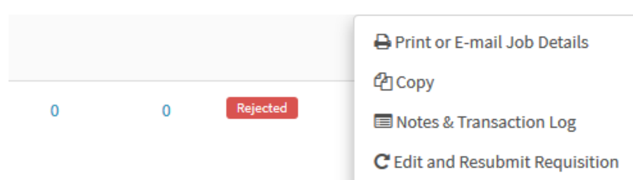
#	INSTRUCTIONS	SCREENSHOT
9	Carefully review your requisition on the *Preview* screen. Different views are available: *Approver View*, *Internal View* and *External View*. The *Internal* and *External* view tabs contain the same information, and show how the job posting will appear on the website. Use the edit icon to make changes. Choose *Finish* when you are satisfied that the requisition is ready for posting.	
10	Your requisition will now move through the approval process. You and your approvers will receive email notifications from the UVic Careers system regarding its status. Finally, a member of the Employment Services team will review the requisition to ensure it meets the appropriate [UVic Collective Agreement] and other requirements.	

#	INSTRUCTIONS	SCREENSHOT
11	To review the requisition and its status, click on the Recruiting tab, then under the Requisition heading: *Manage Requisition* Use the Filter option Filter to select the posting you wish to view or use the Quick Filter. Your unapproved requisition will appear in the *Pending Review/ Rejected* category. You can select this category to view information about all pending requisitions. The requisition status will change depending on the actions taken by your approvers. Once approved, the job posting will be published on the [UVic Careers website]().	
12	If your requisition is rejected by an approver (e.g. budget office), you will need to resubmit it. From the *Manage Requisitions* screen, click on the ⋮ icon for More Options. Choose Edit and Resubmit Requisition.	

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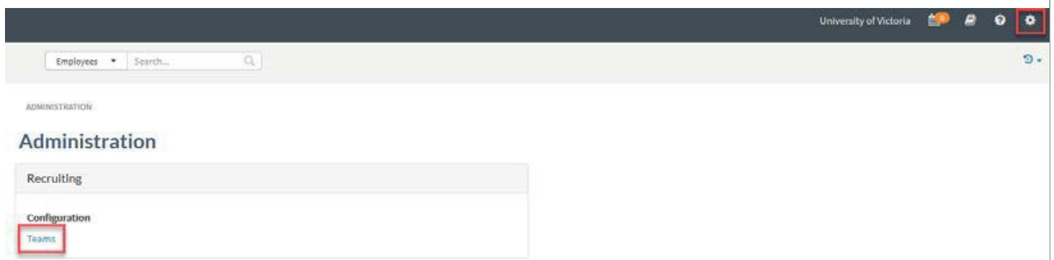
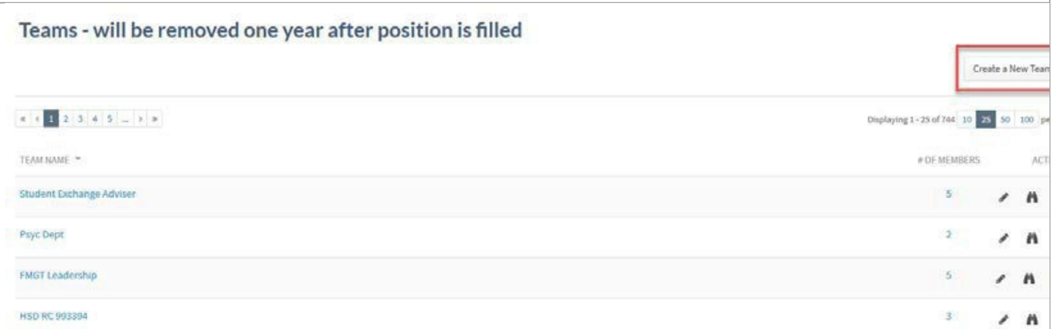
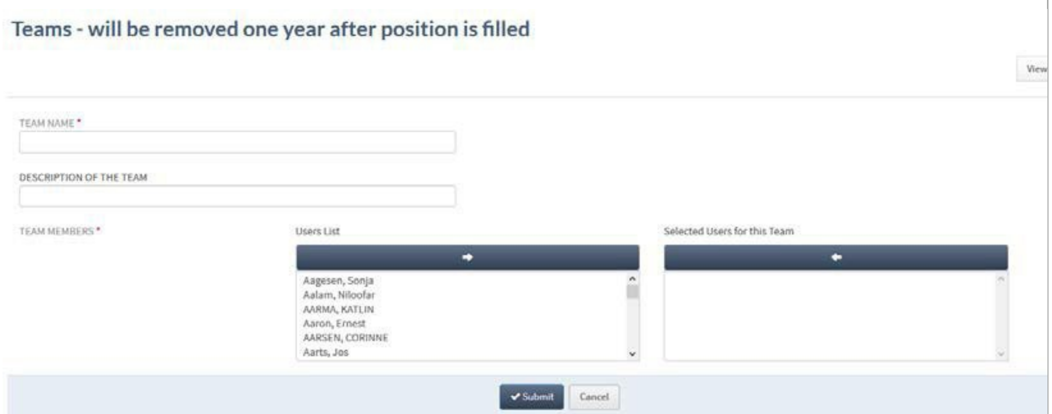
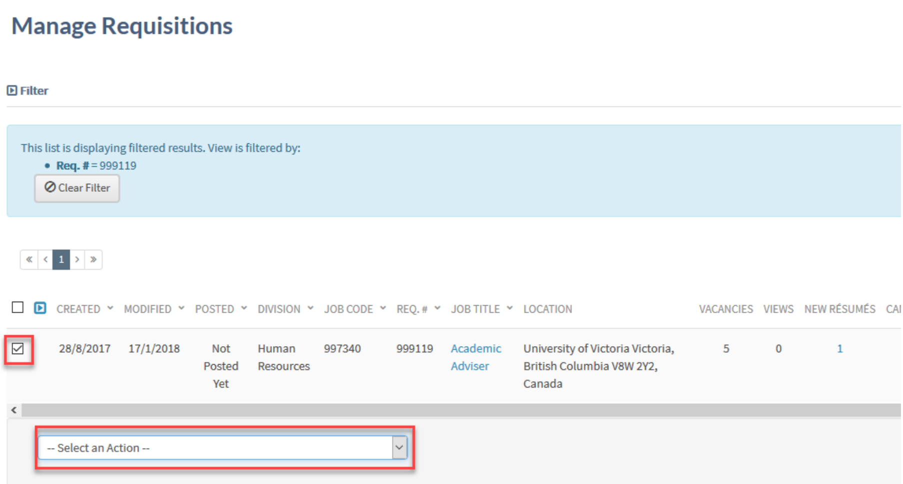
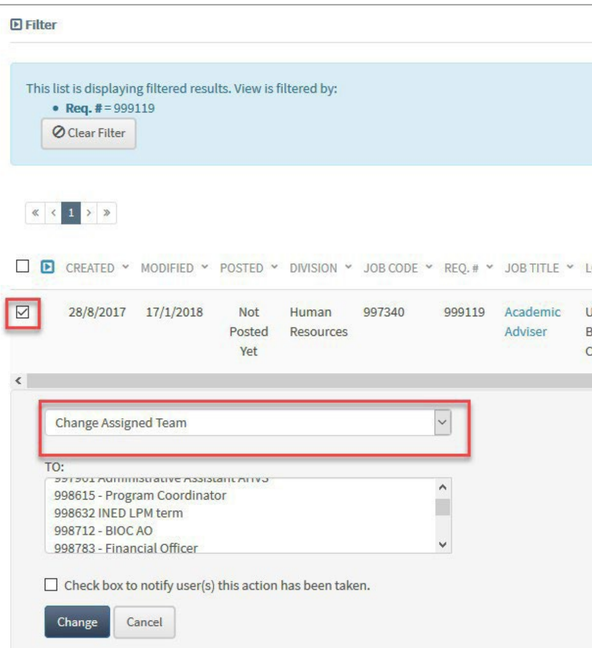
#	INSTRUCTIONS	SCREENSHOT
13	Create a team in UVic Careers so that your selection committee can view the requisition and participate in the application review process. On the *Dashboard*, click on the icon found in the top right corner, then the *Teams* under the Recruiting heading.	
14	Select *Teams* and choose then *Create a New Team* Create a New Team	
15	In the *Team Name* field, use the following naming convention: Four-letter department code followed by the job requisition 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 their name into the right column. *Submit.*	

<table>
<tr><th>#</th><th>INSTRUCTIONS</th><th>SCREENSHOT</th></tr>
<tr><td>16</td><td>Your team name will now appear in the Teams list.

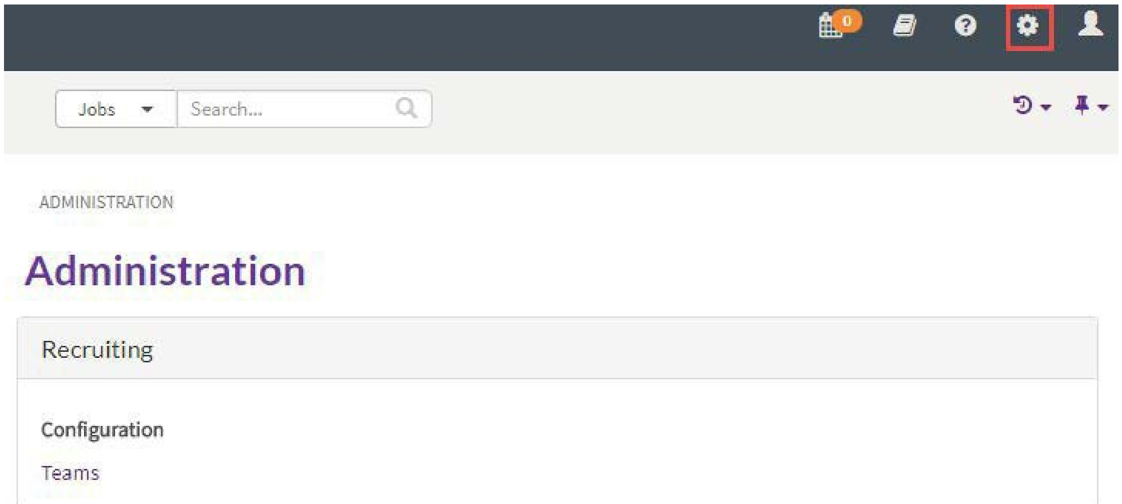
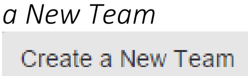
TIP: This is where you will edit your team.</td><td>
</td></tr>
<tr><td>17</td><td>Link your team with your requisition: From the Manage Requisitions screen, check the box next to the applicable requisition and choose Change Assigned Team from the drop-down menu at the bottom.</td><td>
</td></tr>
<tr><td>18</td><td>Select the desired team from the list, check the box to notify team members, and click Change.

The Manage Requisitions screen will refresh showing the updated team name in the Teams column.</td><td>
</td></tr>
<tr><td>19</td><td colspan="2">Remember to reference our other resources and Recruitment Road Map to assist you through the hiring process. As the hiring manager you are required to hire and onboard your new hire through UVic Careers. Benefits forms and important training are a part of onboarding.</td></tr>
</table>

QUICK GUIDE – 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.

<table>
<tr><th>#</th><th>INSTRUCTIONS</th><th>SCREENSHOT</th></tr>
<tr><td>1</td><td>On the Dashboard, click on the  icon found in the top right corner, then the Teams under the Recruiting heading.</td><td>
</td></tr>
<tr><td>2</td><td>Select Teams and choose then Create a New Team

</td><td>
</td></tr>
</table>

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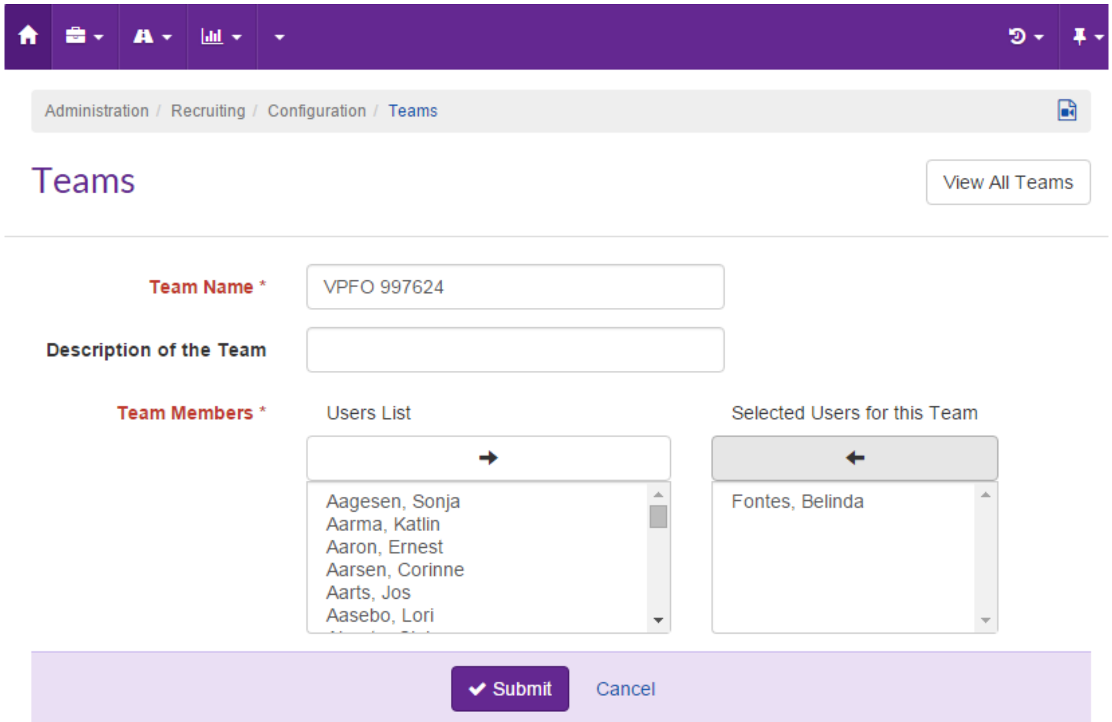
<table>
<tr>
<td>3</td>
<td>In the Team Name field, use the following naming convention: Four-letter department code followed by the position number (or job code), separated by a space – e.g. VPFO 997624

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.

Submit.</td>
<td>
</td>
</tr>
<tr>
<td>4</td>
<td>Your team name will now appear in the Teams list.

TIP: This is where you will edit your team.</td>
<td>
</td>
</tr>
</table>

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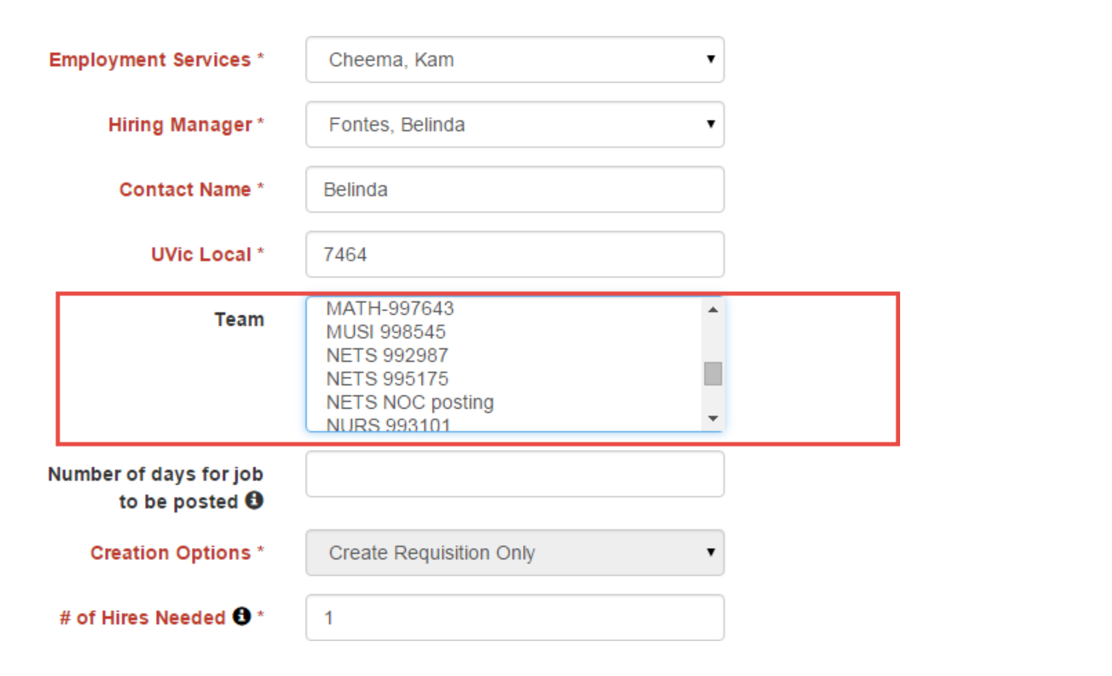
<table>
<tr>
<td>5</td>
<td>

Associating a team with a requisition

If you are creating a new requisition and have already created a team, choose your team from the *Team* list on the *Define Requisition* screen.

When you finish the requisition, the hiring manager and team members will receive an email notification.

</td>
<td>

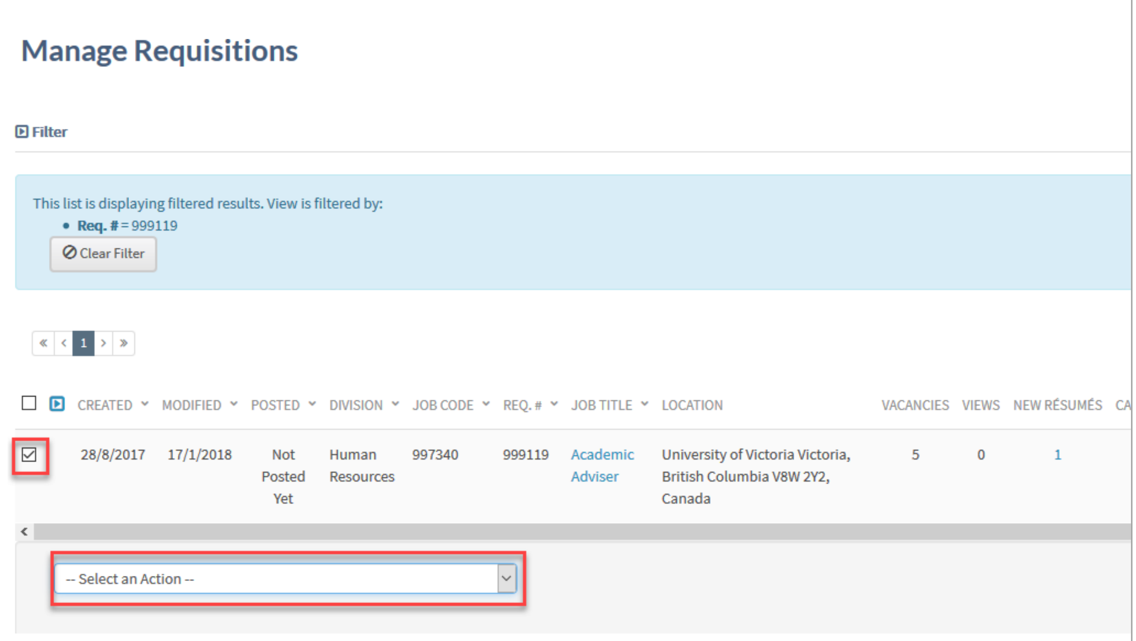


</td>
</tr>
<tr>
<td>6</td>
<td>

Add/modify the team for an existing requisition:

Link your team with your requisition: From the *Manage Requisitions* screen, check the box next to the applicable requisition and choose *Change Assigned Team* from the drop-down menu at the bottom.

</td>
<td>



</td>
</tr>
</table>

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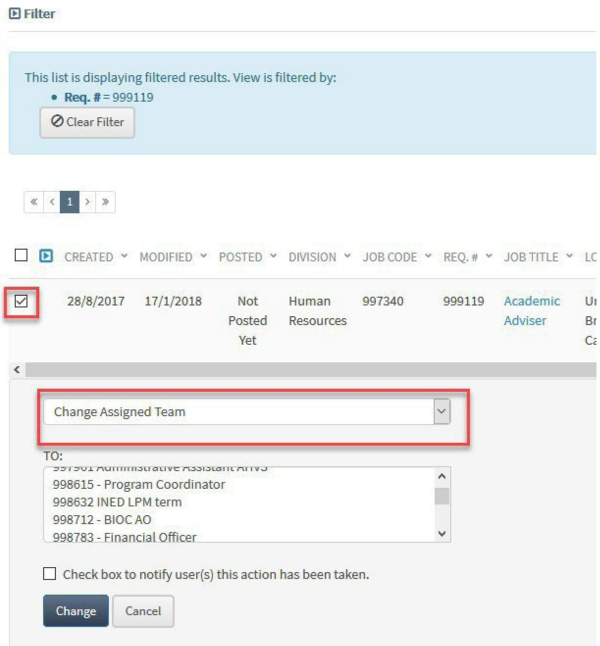
<table>
<tr>
<td>7</td>
<td>Select the desired team from the list, check the box to notify team members, and click Change.

The Manage Requisitions screen will refresh showing the updated team name in the Teams column.</td>
<td>
</td>
</tr>
<tr>
<td>8</td>
<td><h3>Changing team members</h3>Hiring managers can add or remove a team member from a team.

From the icon found in the top right corner, then the Teams screen select the pencil icon to the right of the team to be revised.</td>
<td>
</td>
</tr>
</table>

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.

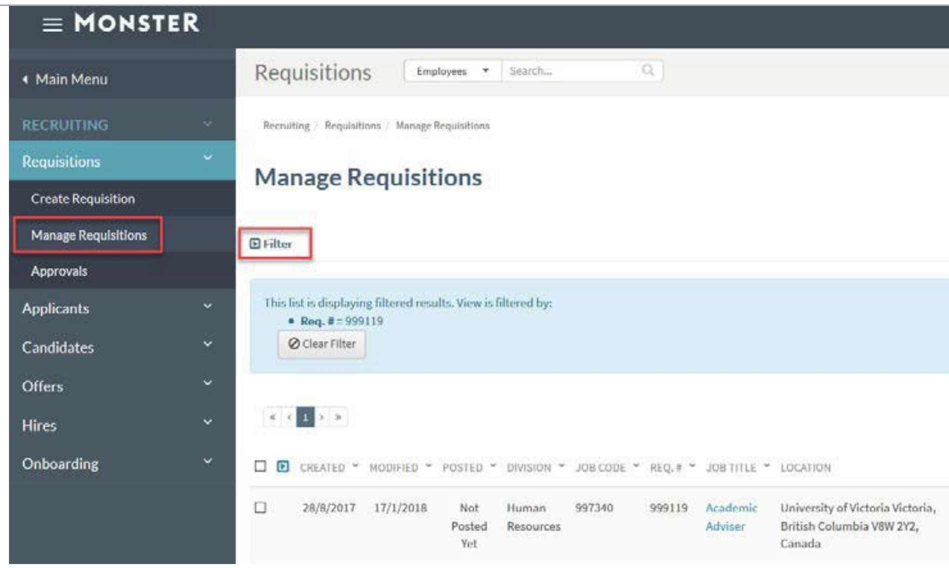
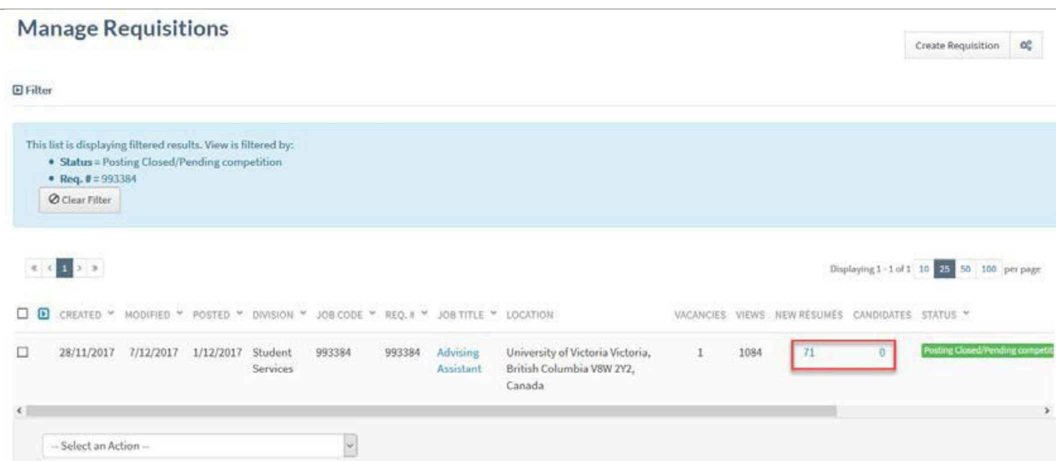
Alternatively, access applicant information from the *Recruiting* tab. Choose the applicable requisition on the *Active Candidates* or *New Submissions*

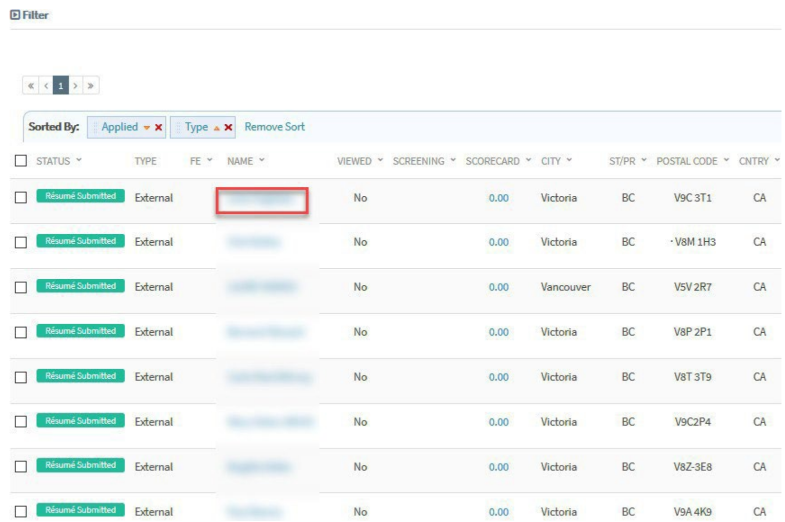
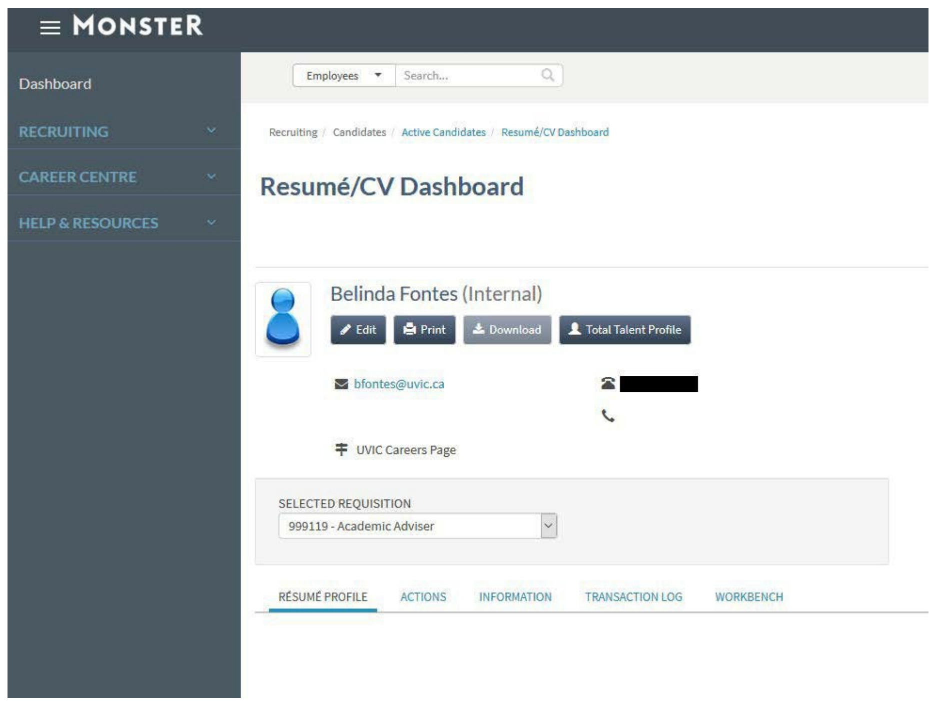
See the [Review candidate applications] guide for team members for details.

QUICK GUIDE – 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 uviccareers@uvic.ca	
1	Log in to UVic Careers with your NetLink ID and password.	https://uvic.mua.hrdepartment.com/index.php
2	On the *Dashboard*, click on the Recruiting tab, then under the Requisition heading: *Manage Requisition.*	
3	The *Manage Requisitions* 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 *New Résumés* column.	

<table>
<tr>
<td>4</td>
<td>Select the name of an applicant.</td>
<td>
</td>
</tr>
<tr>
<td>5</td>
<td>From the applicant's Résumé/CV Dashboard, you can view his or her contact information, résumé and other application details.</td>
<td>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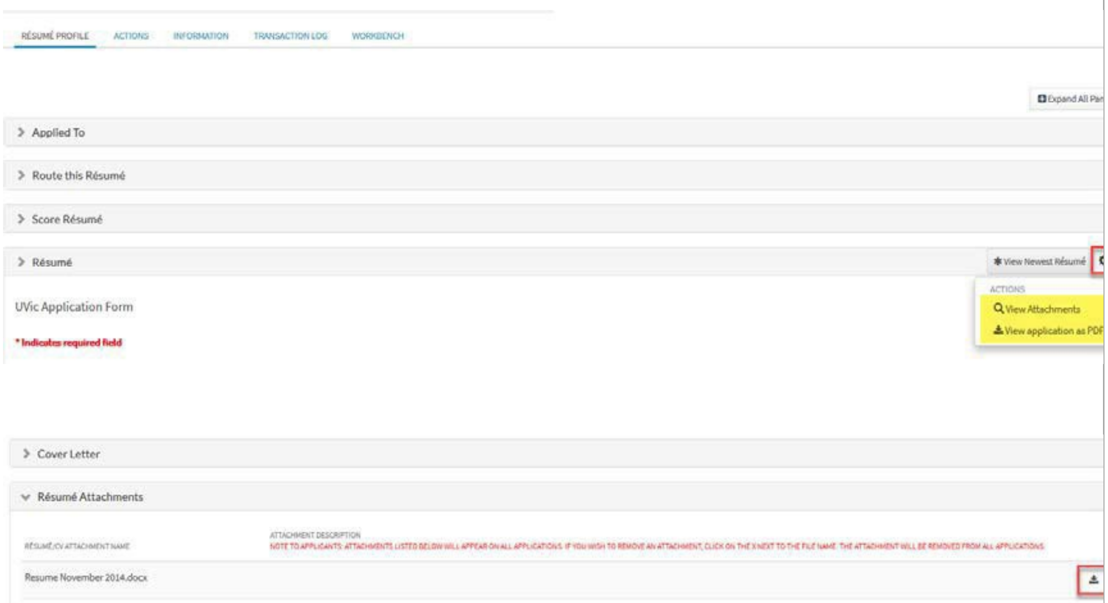
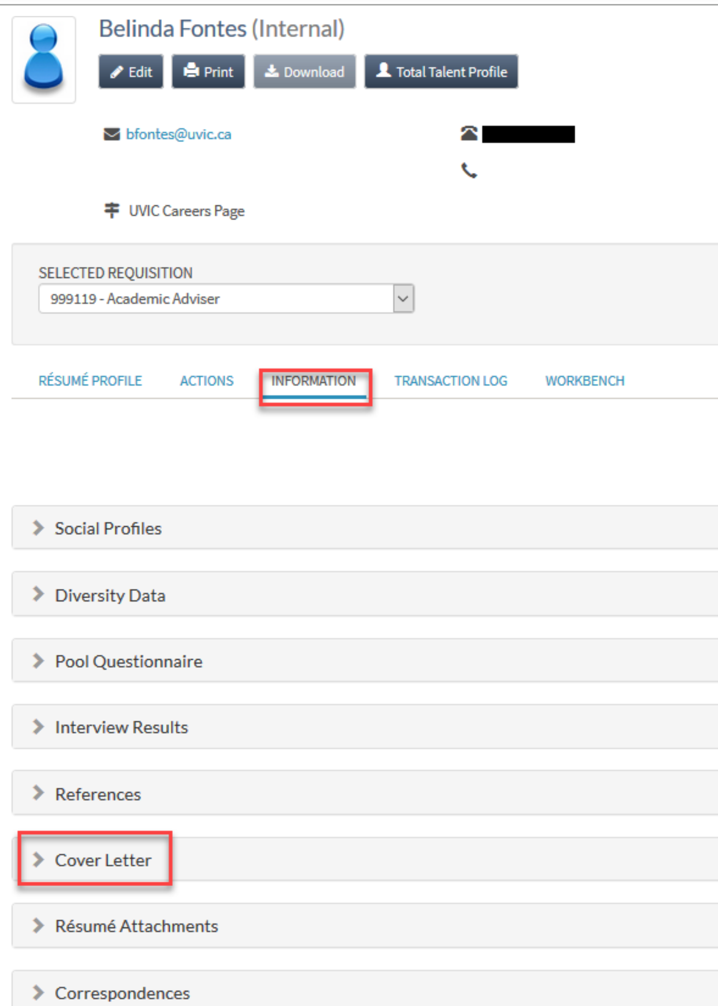
6	To view the candidate's formatted résumé, go to the *Information* tab and click on the *Résumé Attachments* accordion. Select the download icon on the right to view the candidate's original résumé file, as well as any other attachments.	
7	To view the candidate's formatted cover letter, choose the *Information* tab, then Cover Letter. TIP: Some applicants may include their cover letter with their formatted résumé. 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.	

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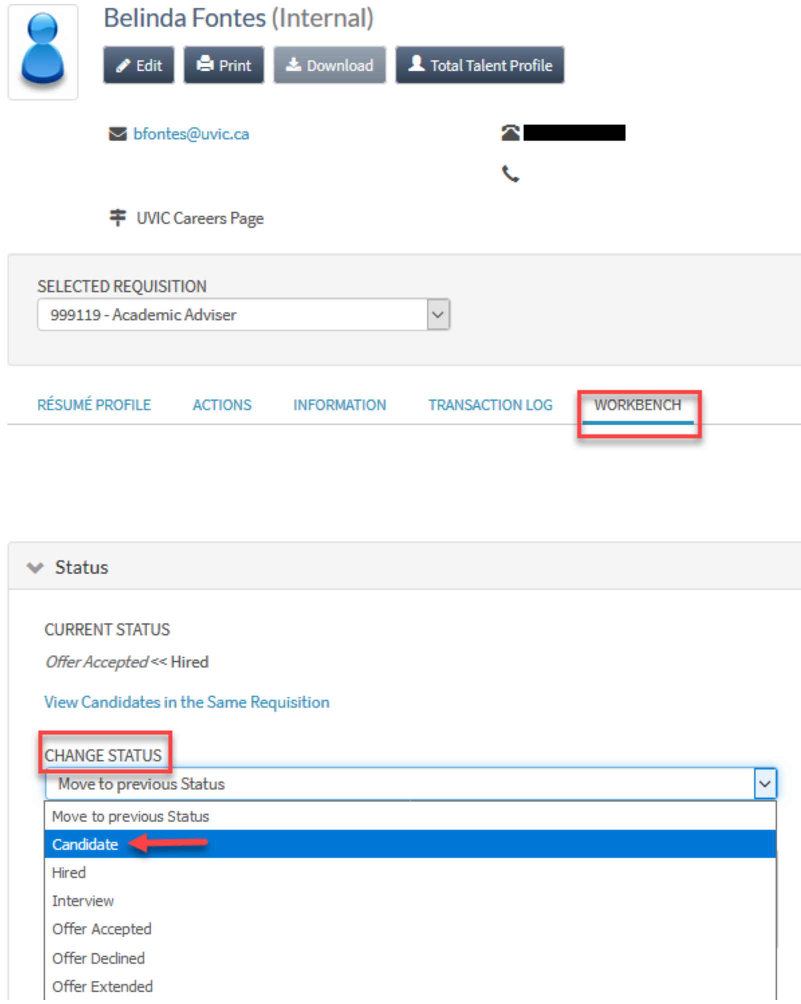
<td>8</td>
<td>To mark the applicant as a candidate for further consideration, select the Workbench tab, choose Change Status and select Candidate from the drop-down list. You can add comments in the Comments field if you wish.

Select Submit.</td>
<td>
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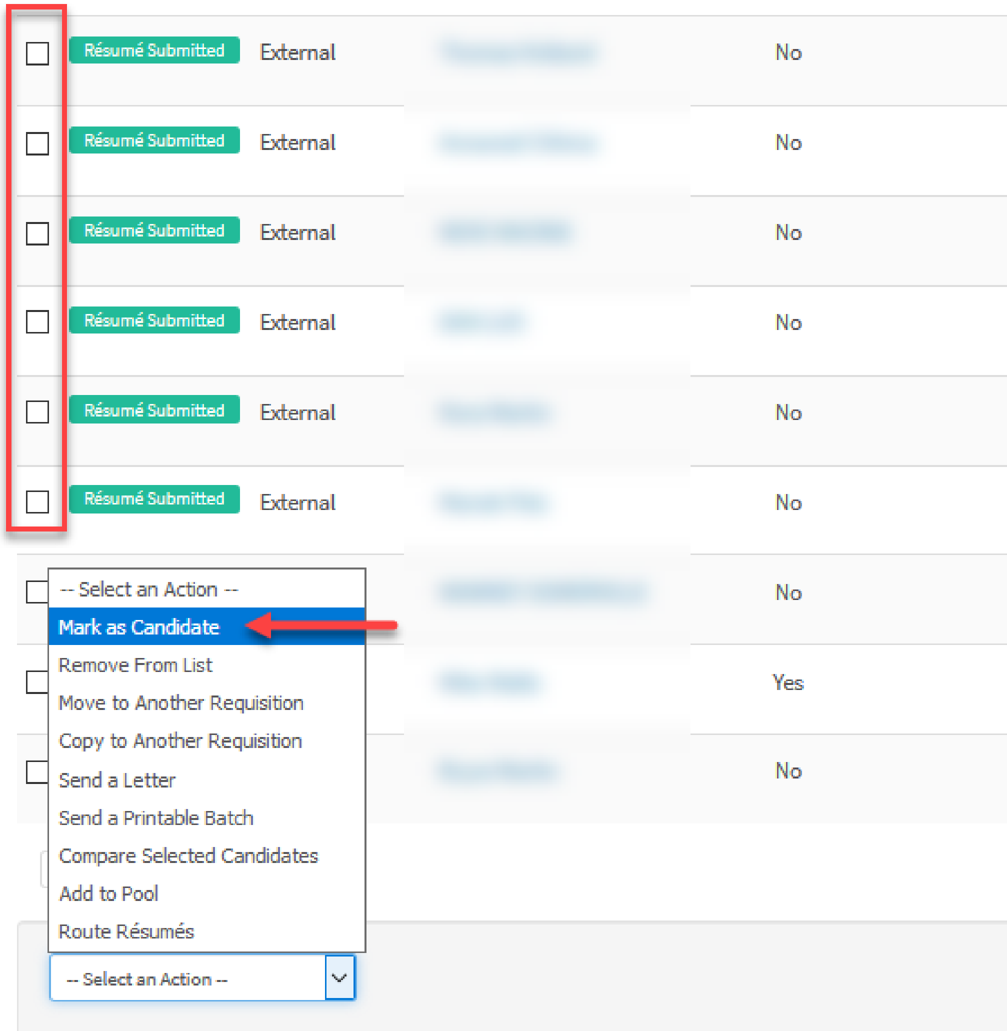
<table>
<tr>
<td>9</td>
<td>To review another application, select the Recruiting tab, then New Résumé Submissions.

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.</td>
<td>



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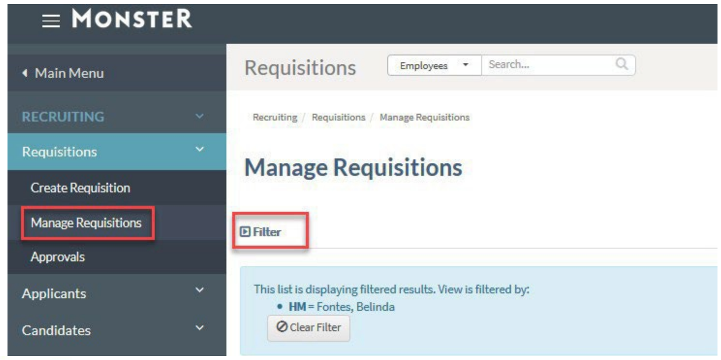
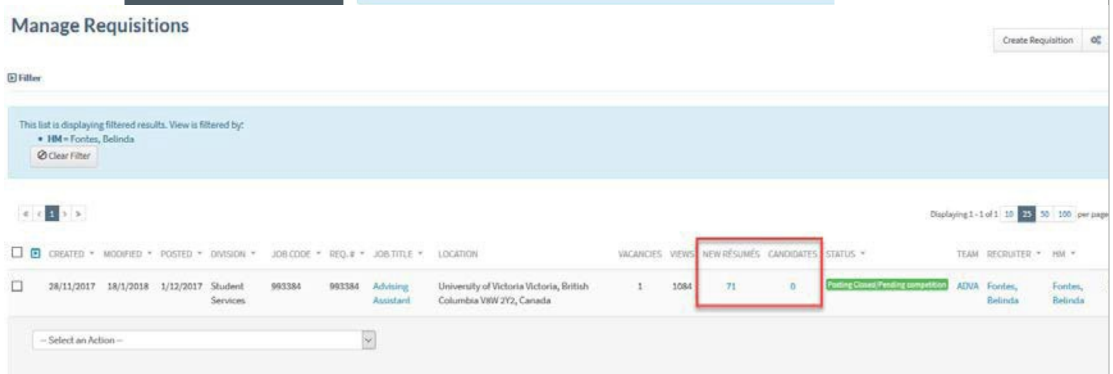
<tr>
<td>10</td>
<td>There are two paths to your list of candidates:

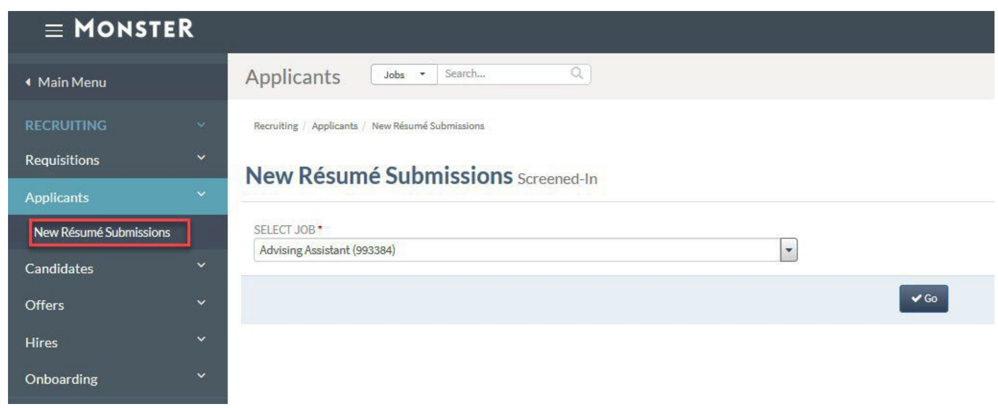
1. Manage Requisitions screen select the hyperlinked number in the New Résumés column of your requisition.

OR

2. Recruiting tab, then New Résumé Submissions. Select your competition</td>
<td>




OR



</td>
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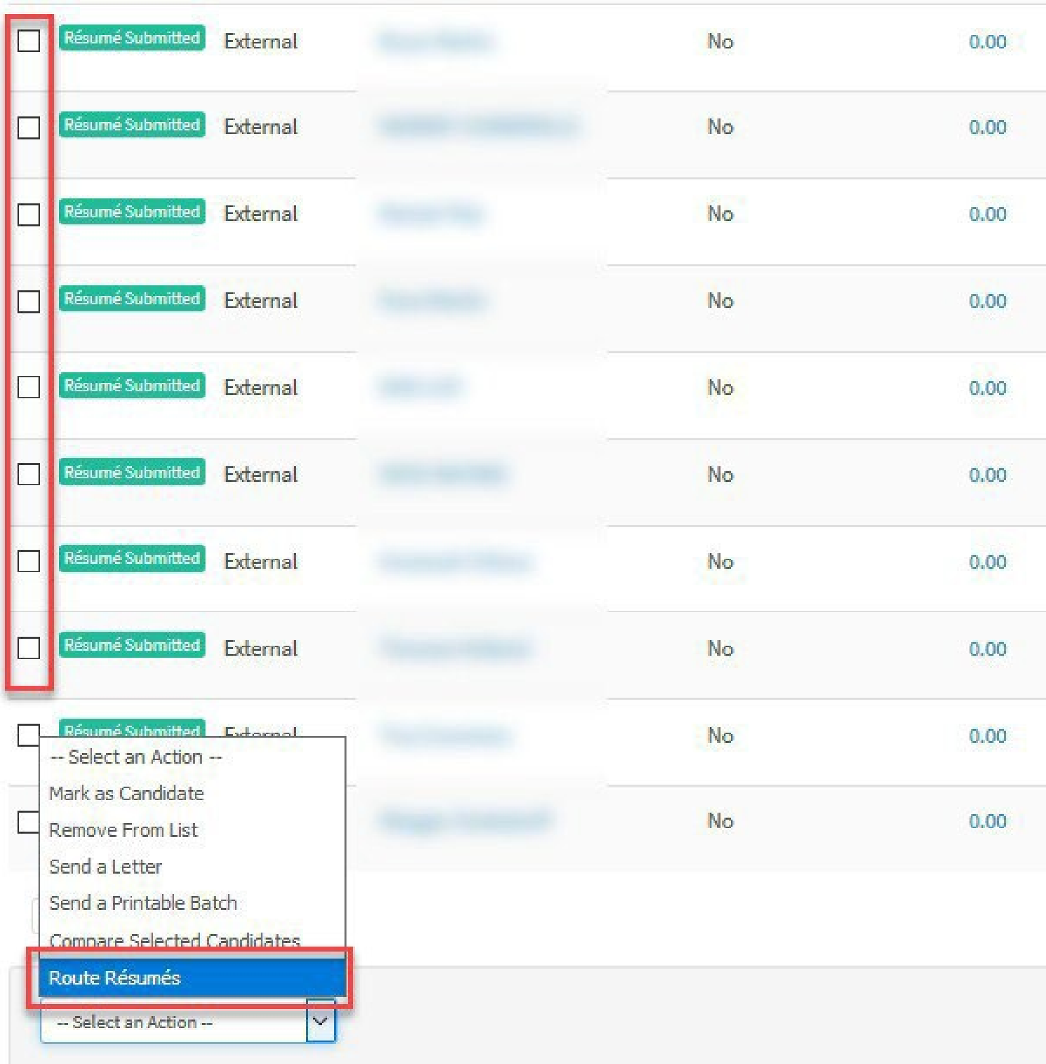
11	Your team members can log in to UVic Careers to review Candidates in your competition. Alternatively, you can select up to 25 applications to circulate to your selection committee via email using the following process. NOTE: The recipient will receive a plain text file with all résumés in a single 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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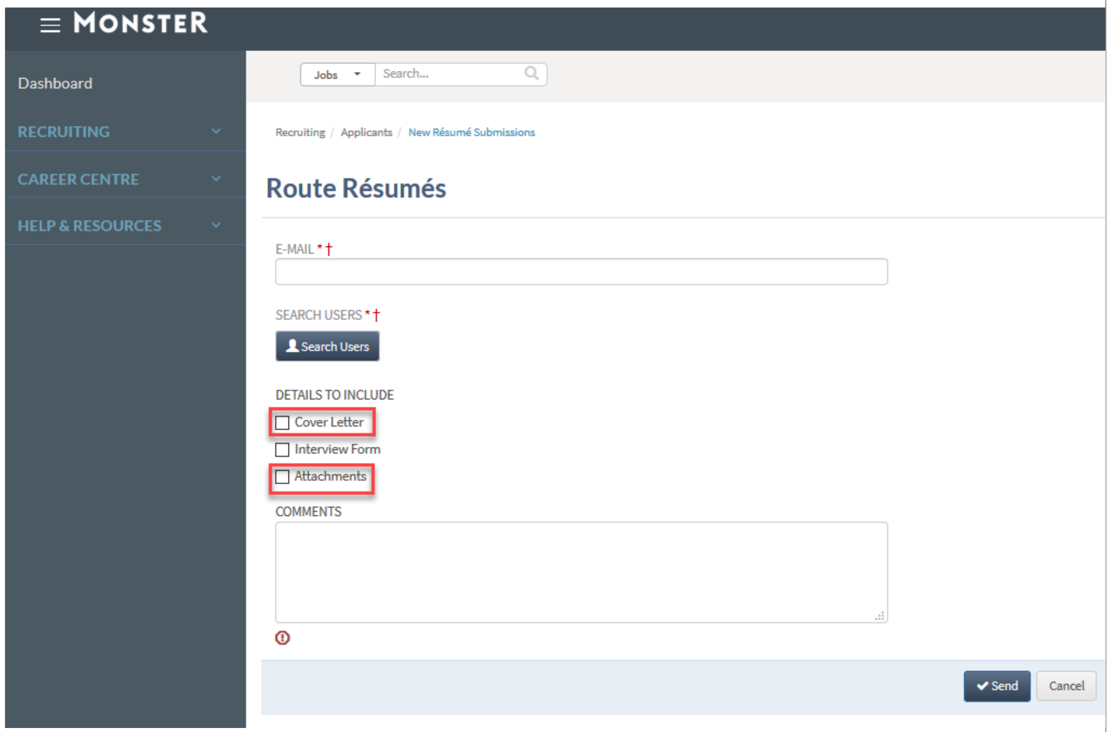
12	On the *Route Resumés/CVs* screen enter the email addresses of your selection committee members in the *Email* field, separated by commas. Check the boxes next to Cover Letter and Attachments in order to include applicants' cover letters and embedded links to their formatted résumés. Enter comments in the *Comments* field if desired. *Send.* If you have more than 25 résumés to circulate, move to page 2 and repeat these steps.	

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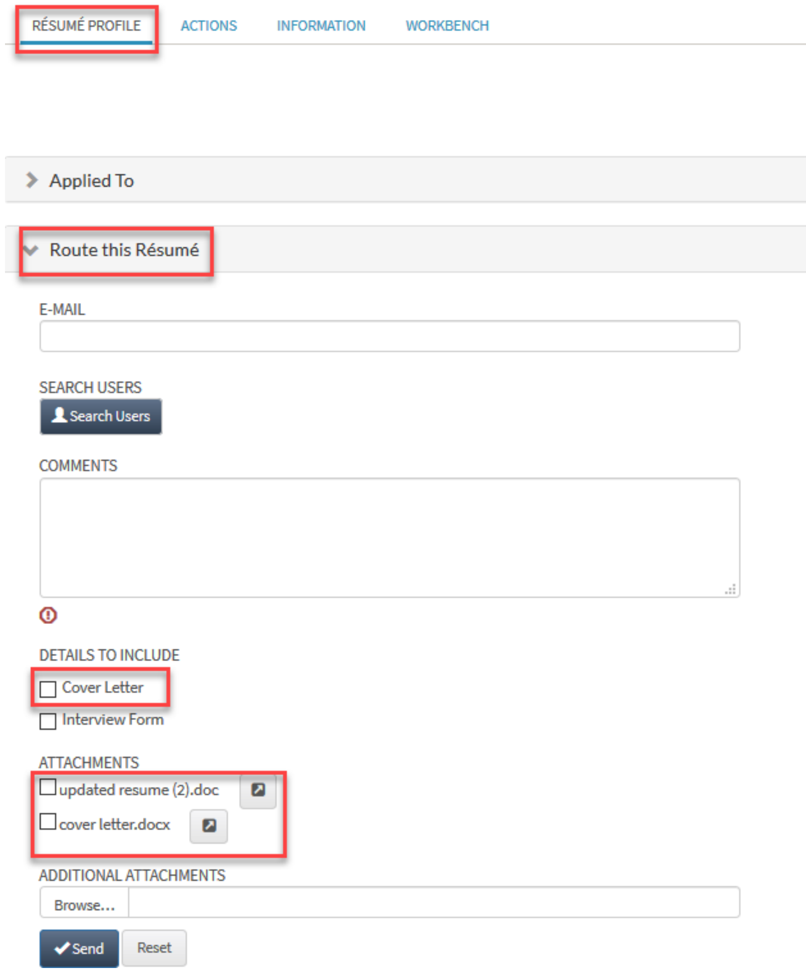
13	If you wish to email each candidate’s résumé package individually, use the *Route this Resumé* area of the Resumé/CV Dashboard. Enter the recipients’ email addresses separated by commas, and check the boxes to include the cover letter and résumé attachment. TIP: There is no cumulative scoring function in the UVic Careers system. The *Score Resumé/CV* option, available on the candidate’s *Résumé/CV Dashboard,* will accept only one set of scores/notes.	

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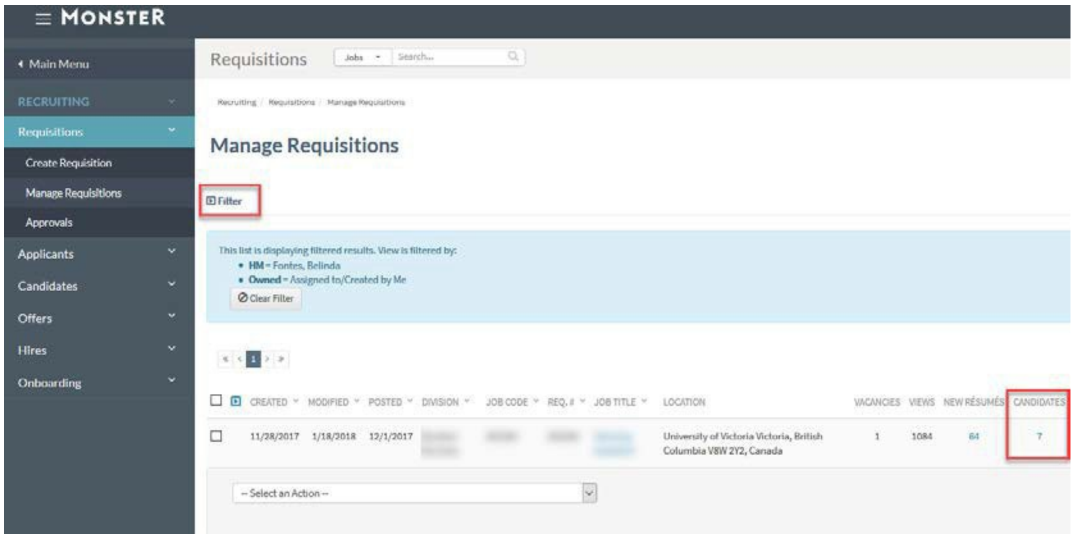
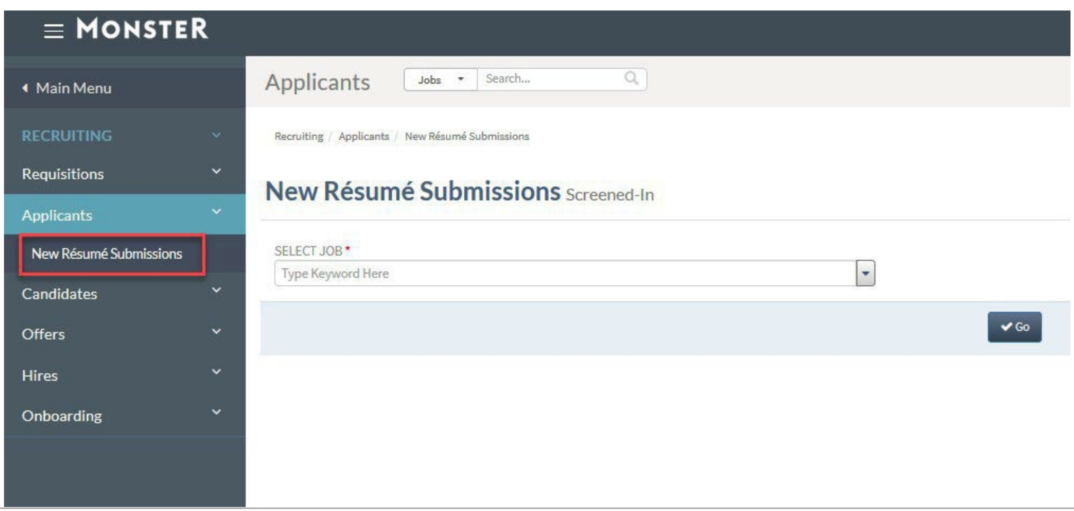
QUICK GUIDE – REVIEW CANDIDATE APPLICATIONS: A GUIDE FOR TEAM MEMBERS

As a team (selection committee) member, you will have access to the team's requisitions from the *Manage Requisitions* screen. 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
1	Navigate to the Recruiting tab, then the *Manage Requisitions* link. Click on the hyperlink in the *Candidates* column to view applicant information. Alternatively, access applicant information from the *Recruiting* tab. Choose the applicable requisition on the *Active Candidates* or *New Submissions* screens and click Go.	

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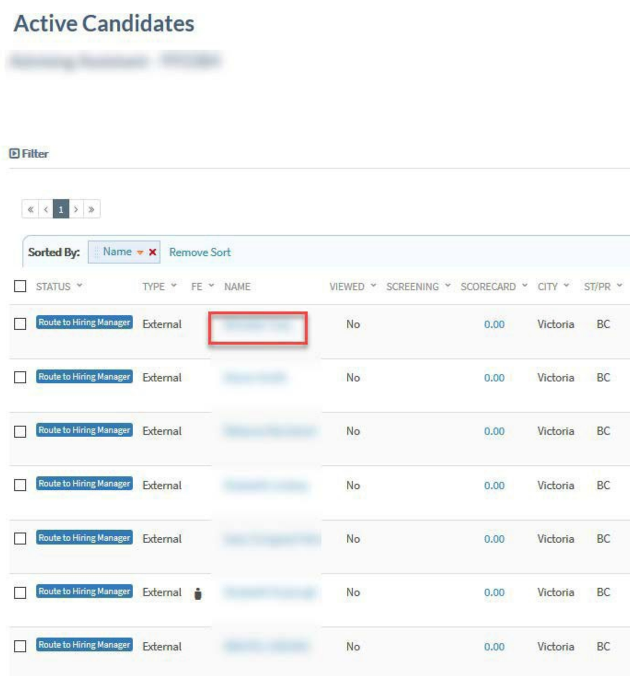
<td>2</td>
<td>Click on a candidate’s hyperlinked name to view his or her Resumé/CV dashboard.</td>
<td>
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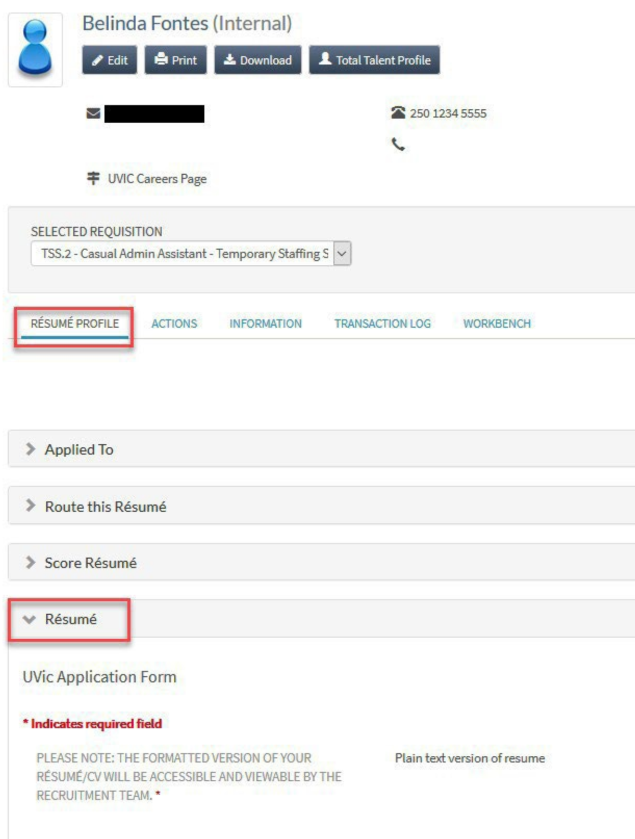
<tr>
<td>3</td>
<td>You can view the candidate’s plain text résumé from the Résumé Profile tab

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.</td>
<td>
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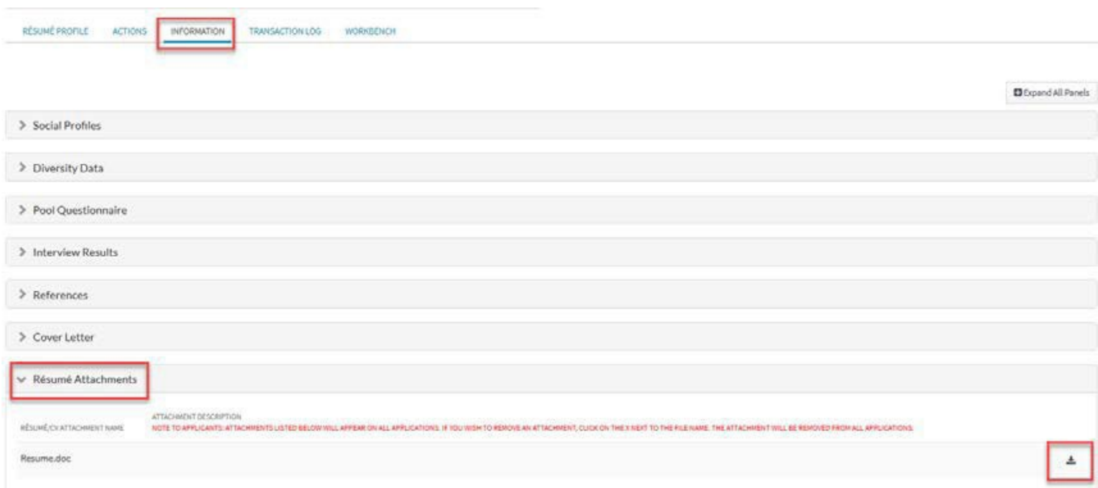
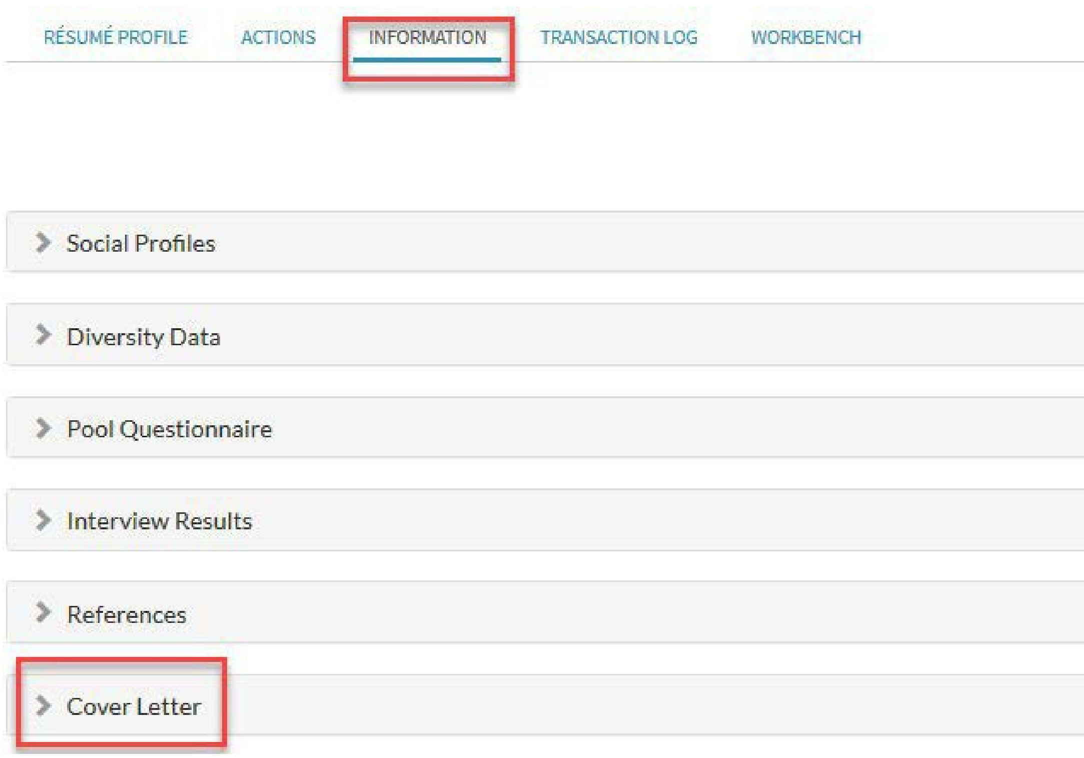
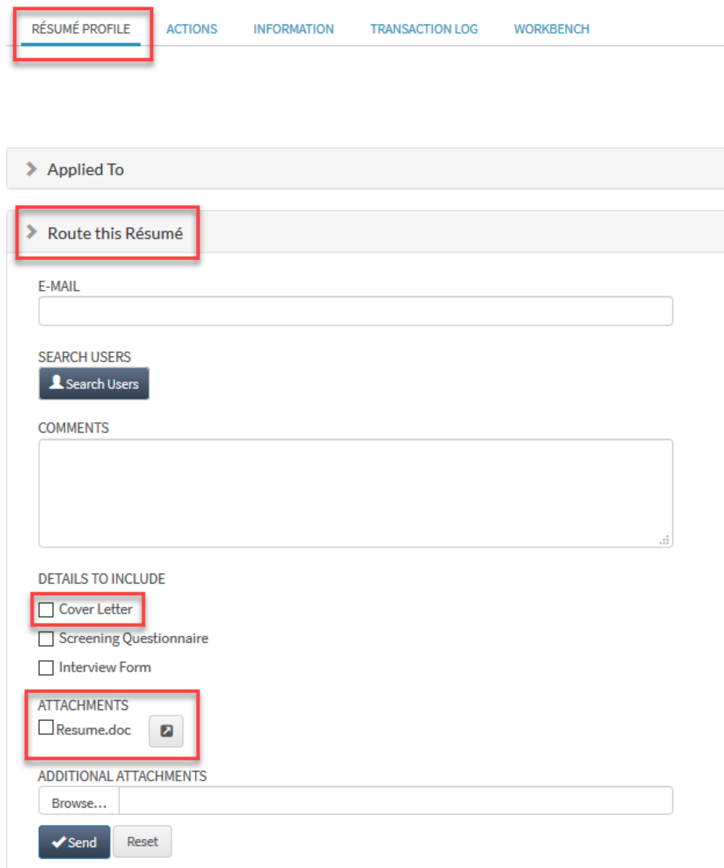
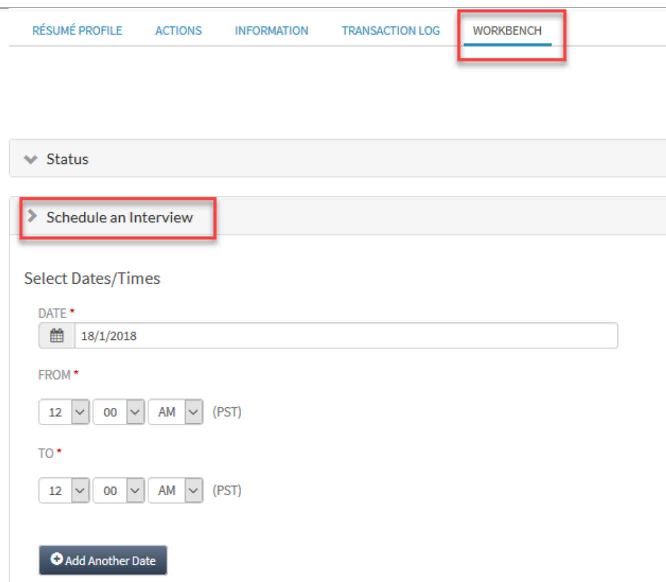
4	To view the candidate's formatted résumé, go to the *Information* tab and then the *Résumé Attachments* accordion. Select the download icon on the right to view the candidate's original résumé file, as well as any other attachments.	
5	To view the candidate's cover letter, if one exists, choose the *Cover Letter* section of the *Information* tab. This will display the plain text version of the cover letter. TIP: Applicants may choose to upload their application in a single file (cover letter and résumé together)	

6	You can route the résumé to others from the *Résumé Profile* tab. Enter recipient emails separated by a comma. They will receive a system notification email prompting them to review the application.	
8	From the *Workbench* tab, you can view scheduled interview times.	
9	There is no cumulative scoring function in the UVic Careers system. The *Score Resumé/CV* option, available on the candidate's *Résumé/CV Dashboard,* will accept only one set of scores/notes.	

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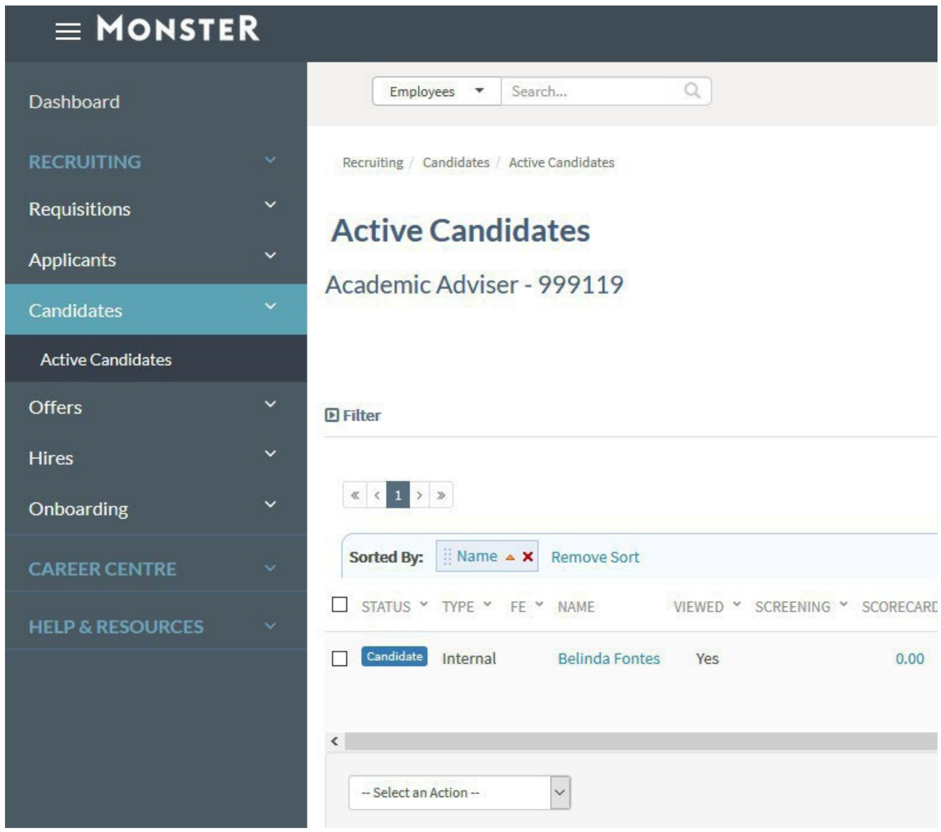
QUICK GUIDE – EXTEND OFFERS OF EMPLOYMENT

This quick guide describes key steps in extending an offer to a prospective employee. View other resources for hiring administrators at http://www.uvic.ca/hr/services/home/hiring/index.php.

#	INSTRUCTIONS	SCREENSHOT
1	Log in to UVic Careers.	https://uvic.mua.hrdepartment.com/
2	Before extending an offer through the UVic Careers system, ensure you have discussed the offer with your preferred candidate and, if required, with your [Human Resources Advisor](#). From the *Recruiting* tab, select *Active Candidates*. Select your candidate's name to view his or her *Résumé/CV Dashboard.*	

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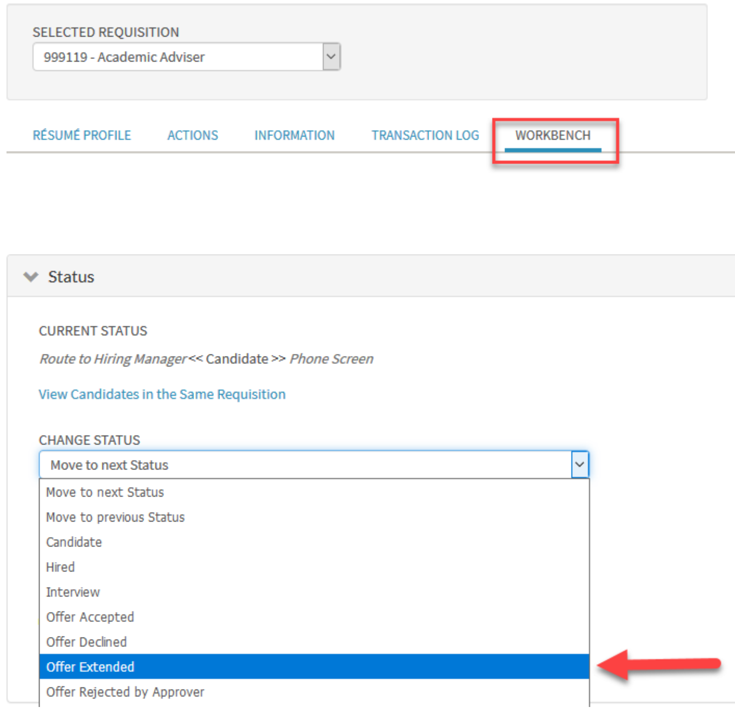
<table>
<tr><td>3</td><td>Select the Workbench tab of the Resumé/CV Dashboard.

From the Change Status dropdown list, select Offer Extended.

Add any comments if applicable and Submit.

The comments are not viewable by the candidate.</td><td>


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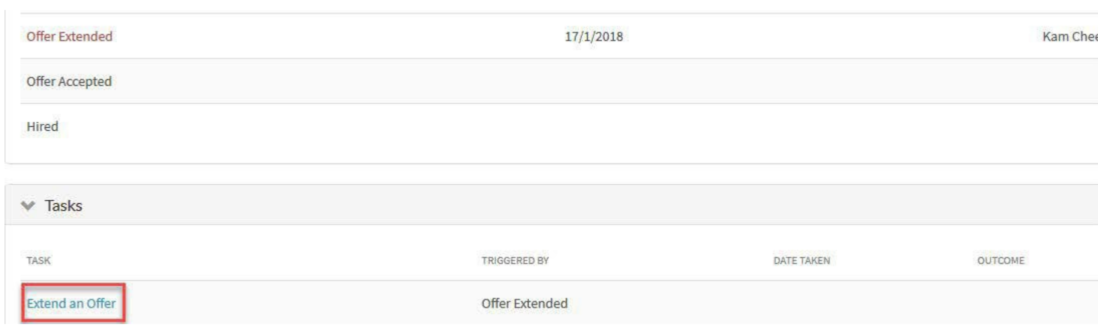
<tr><td>4</td><td>Scroll down to the Tasks section at the bottom of the Workbench tab.

Choose the Extend an Offer link.</td><td>


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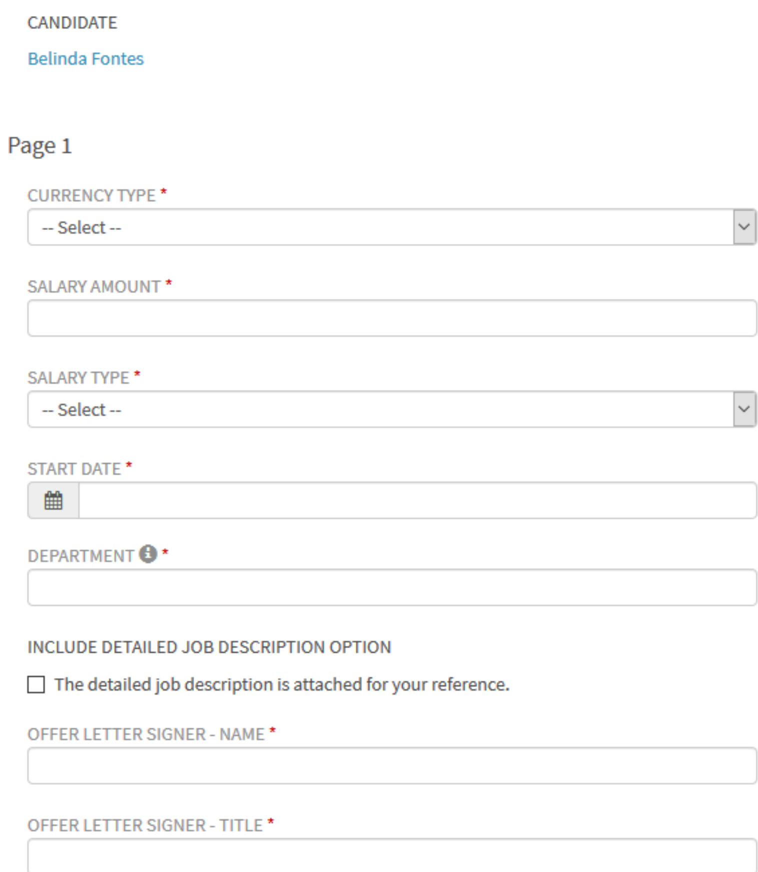
<tr>
<td>5</td>
<td>The Offer Letter screen will appear. Enter the offer details in the form.
Check the box to include the detailed job description if desired.

Choose the appropriate boxes.
Choose Next.

TIP: If you have not already done so, please check with your <u>Human Resources Advisor</u> for assistance in determining the appropriate salary level for your new employee. It is the hiring manager's responsibility to ensure that details contained in the offer letter comply with legal, <u>collective agreement</u> and other university requirements.</td>
<td>
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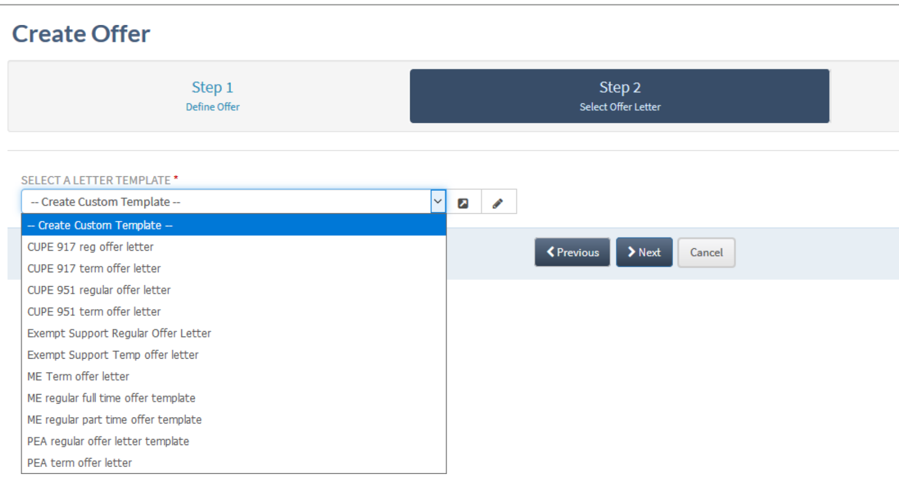
<td>6</td>
<td>The offer letter template for the appropriate employee group will appear in the drop-down menu. Other letter templates are available using the drop-down arrow.</td>
<td>
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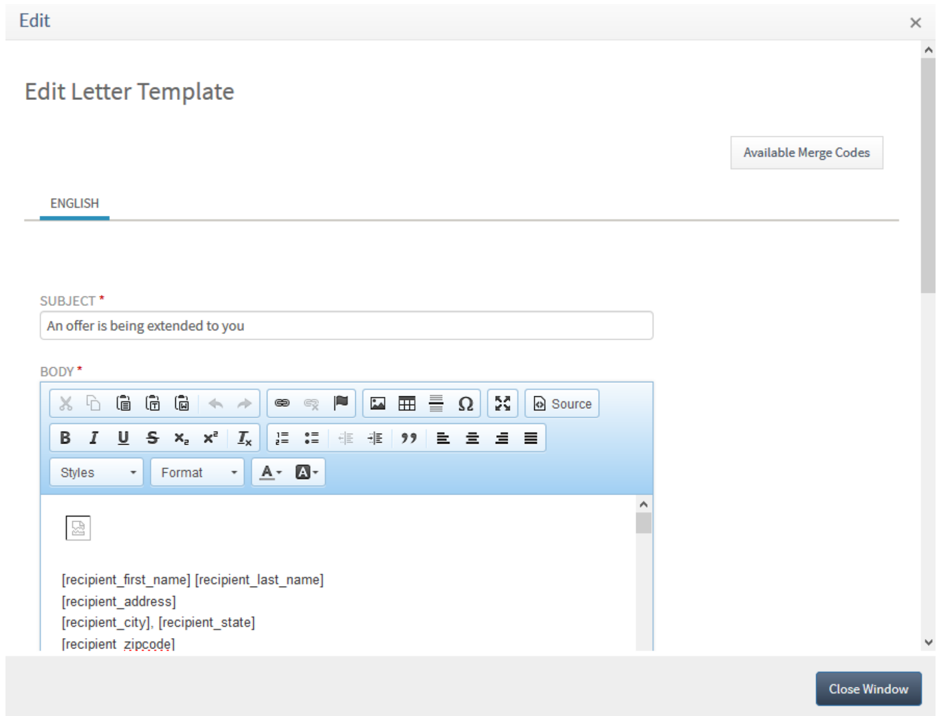
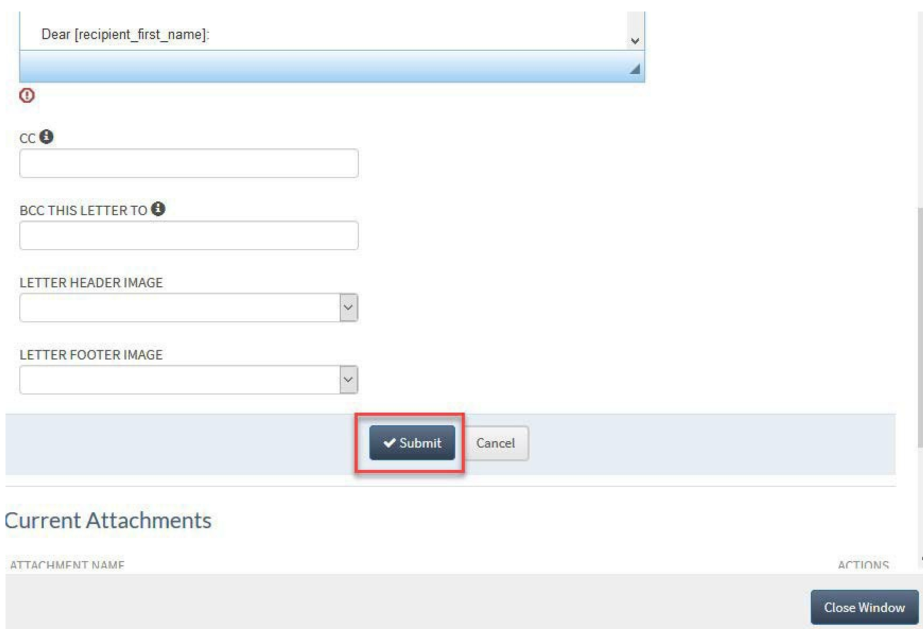
Review the offer letter by selecting the view icon.

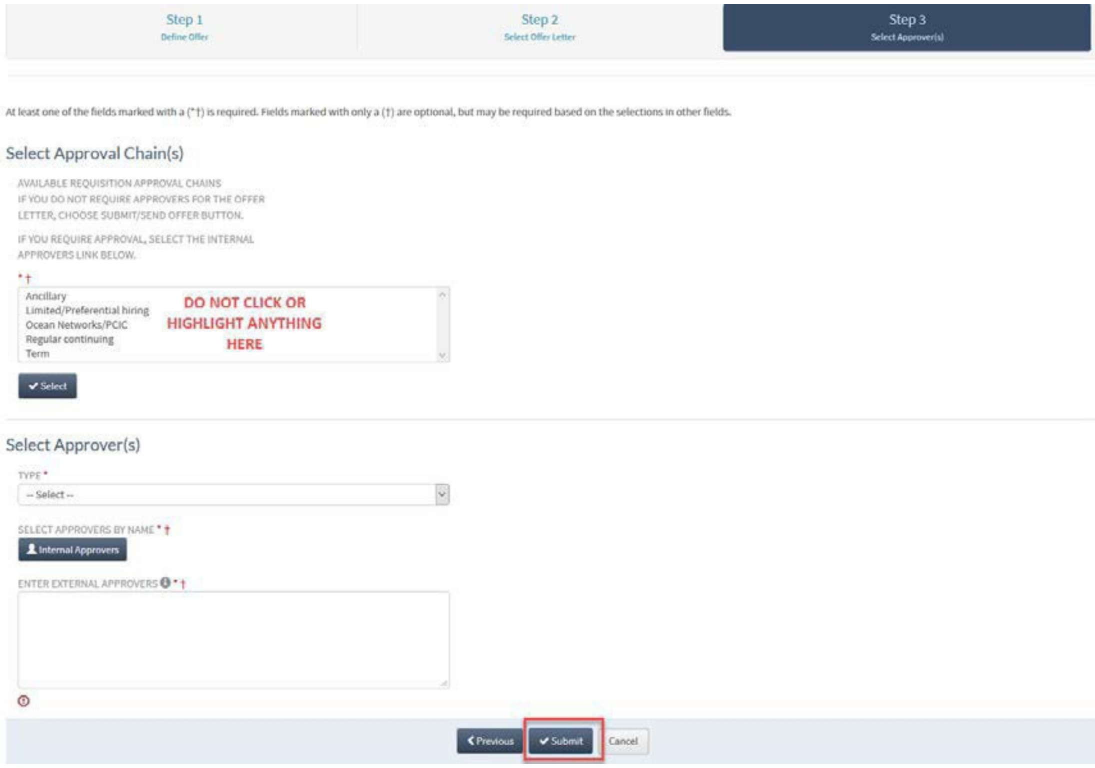
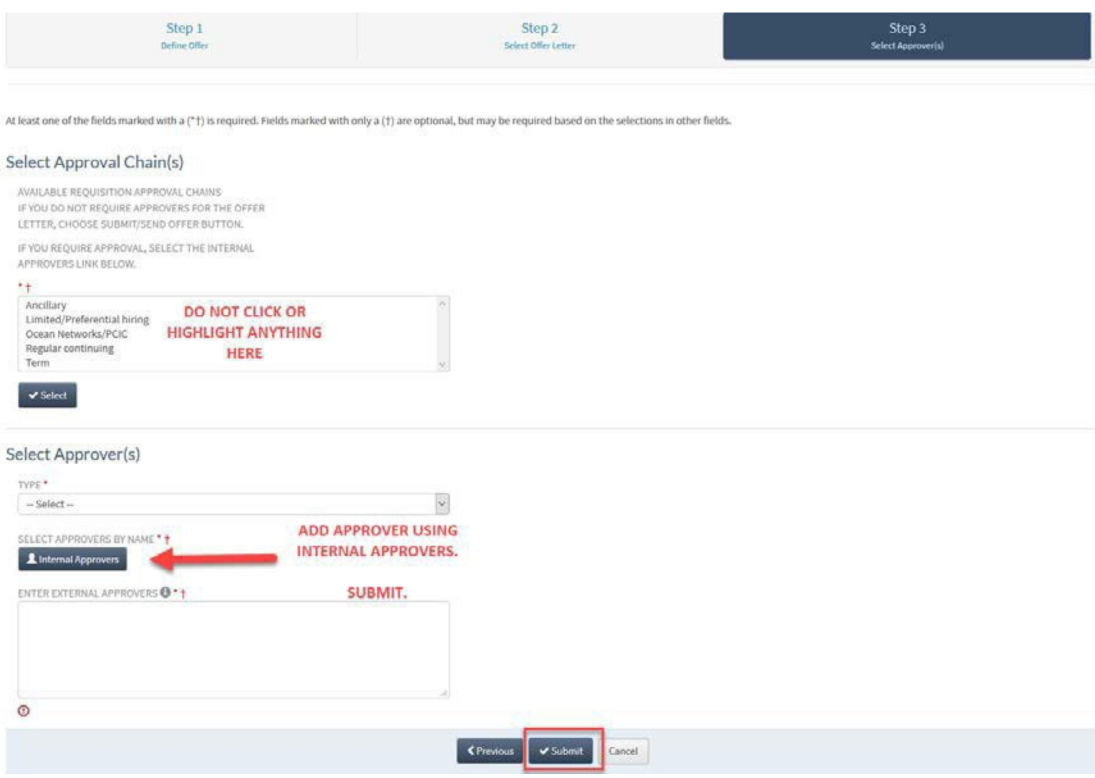
You can make edits as required by selecting the icon.

7 Preview the letter carefully. Choose *Next* when it is complete.

TIP: This is your only opportunity to preview the letter before it is sent to the candidate.





8	The *Select Approvers* screen will appear. Follow your regular approval processes. If you do not require approvers for the offer letter, do not change any of the fields. Choose *Submit/Send Offer* at the bottom of the screen. If you require approval, select the *Internal Approvers* link and select the approver(s) by name. You may also add external approvers in the *External Approvers* field. Choose the *Submit/Send Offer* button to initiate the approval process. You will receive email notifications as the reviewers approve/reject the offer letter.	IF APPROVAL IS NOT REQUIRED:  IF APPROVAL IS REQUIRED: 

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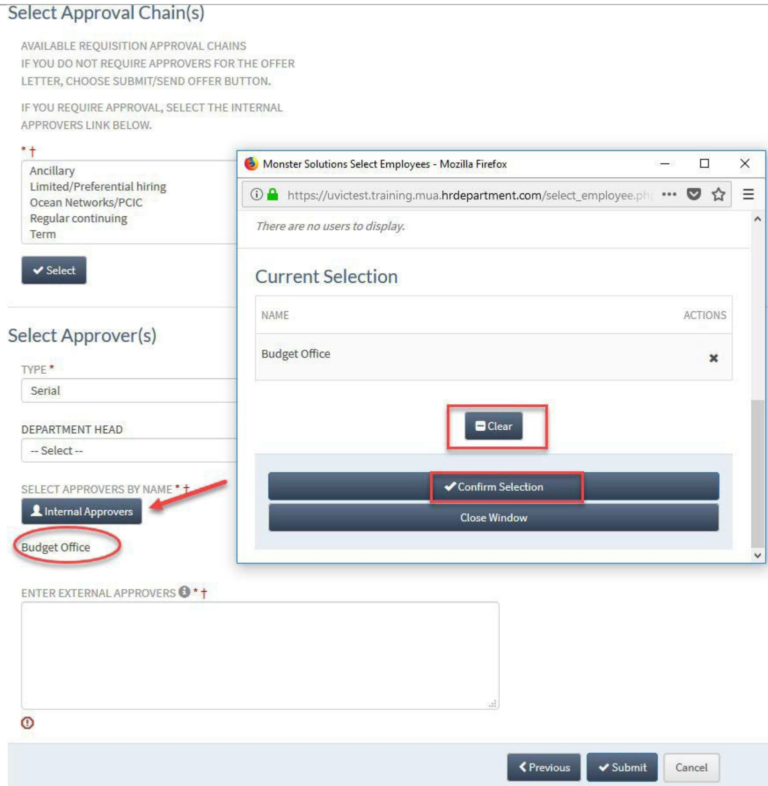
	TIP: If the Budget Office is showing up as an approver, remove by clicking Internal Approvers – Clear – Confirm Selection.	
9	You will receive an email notification when the candidate responds to accept (or reject) the offer. Candidates are required to enter a reason if they reject an offer.	
10	After you candidate accepts the offer you will need to [hire and onboard] the new hire through UVic Careers. This step is mandatory for all hires (including internal hires). NOTE: You are still required to submit a Recommendation for Appointment form to Payroll.	

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QUICK GUIDE – COMMUNICATING WITH APPLICANTS

This quick guide describes the process for considering and notifying internal applicants for a UVic job posting, following collective agreement requirements. It also describes how to notify candidates in bulk that a position has been filled. Other resources for hiring administrators are available at http://www.uvic.ca/hr/services/home/hiring/index.php.

#	INSTRUCTIONS	SCREENSHOT
1	When a job posting closes, the status of the posting within the UVic Careers system will change to: *Posting closed/ Pending competition*	
2	Employment Services will provide a report indicating which applicants are verified internal applicants for the competition. Seniority dates will be included for CUPE 917 and CUPE 951 competitions if applicable.	(see table below)

Requisition Title	Requisition Code	First Name	Last Name	E-mail	UVic ID Number	Resume Type	Are you a current employee?	Which employee group are you a part of?	Seniority date
Administrative Assistant	993394	John	Doe	johndoe@e	V00245618	Internal	Yes	CUPE 951 - Term	02-Jul-1
Administrative Assistant	993394	Jane	Doe	janedoe@e	V00147845	Internal	Yes	CUPE 917 - Regular	16-Oct-0
Administrative Assistant	993394	Marie	Smith	mariesmith	V00654879	Internal	Yes	CUPE 951 - Regular	23-May-0
Administrative Assistant	993394	David	Jones	davidjones(		External	NO	N/A	
Administrative Assistant	993394	Shuang	Niu	shuangniu@		External	No	N/A	
Administrative Assistant	993394	mario	rodriguez	mario@em		External	No	N/A	
Administrative Assistant	993394	Branavan	Sandvita	Branavan@	V00546846	Internal	Yes	CUPE 917 - Regular	16-Nov-1
Administrative Assistant	993394	Julia	Wheaton	juliawheatc	V00458765	Internal	Yes	CUPE 951 - Regular	04-Feb-1
Administrative Assistant	993394	Marcus	Lessig	marcuslessi		External	No	N/A	
Administrative Assistant	993394	Xiaomei	Liu	xiaomeiliu@		External	No	N/A	
Administrative Assistant	993394	Rhonnie	Smithers	RhonnieSm		External	No	N/A	
Administrative Assistant	993394	Bronwyn	Easterley	Bronwynea		External	No	N/A	

3

Hiring administrators are urged to review the Human Resources Recruitment Workbook to ensure you meet shortlisting and/or seniority requirements for internal employees.

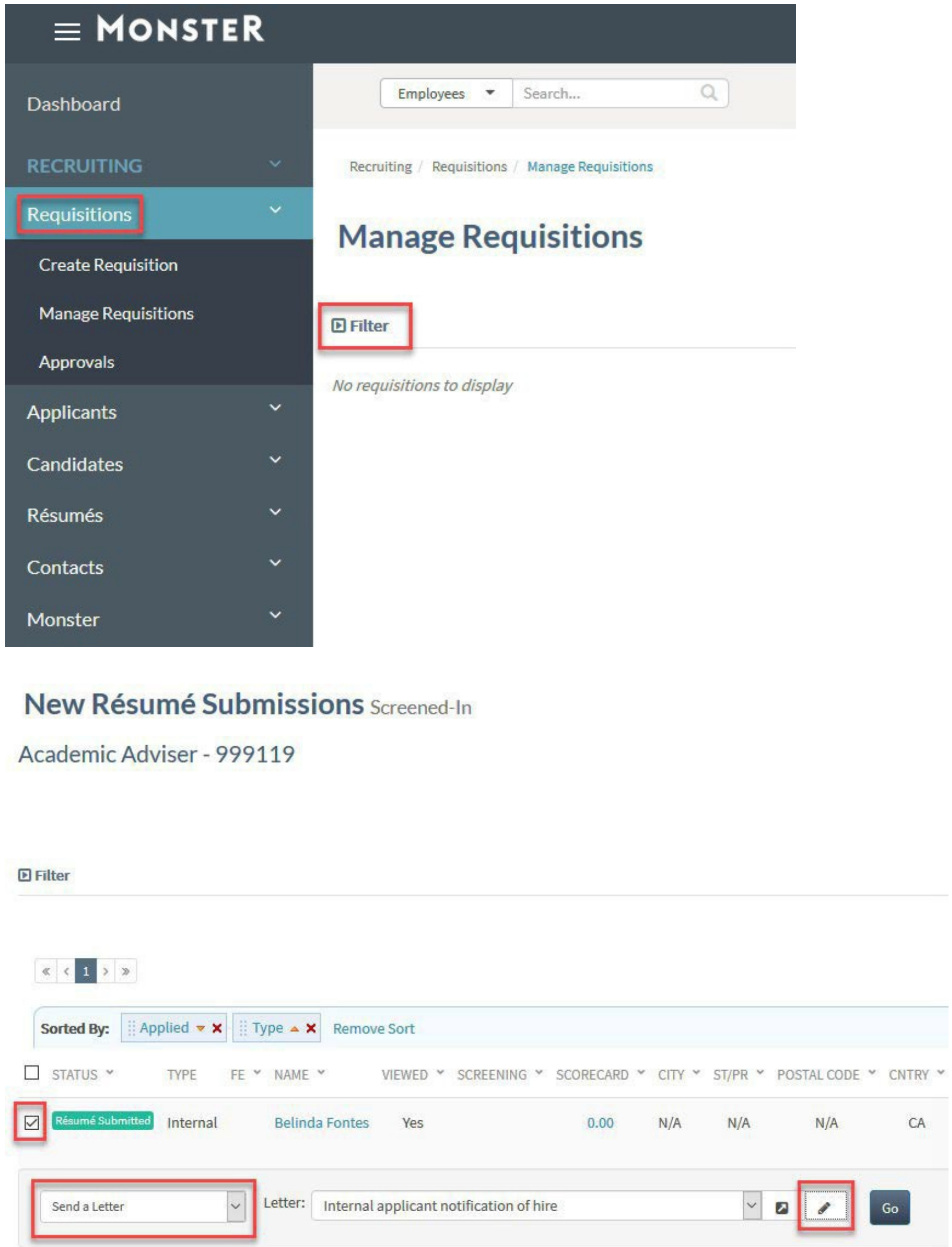
Requirements include contacting and/or interviewing internal candidates who possess the minimum qualifications for a posted position, and contacting internal applicants to advise them if they do not meet the posted minimum qualifications.

See Article 16.03 of the CUPE 917 Collective Agreement, Article 16.05 of the CUPE 951 Collective Agreement and Article 5.06 of the PEA Collective Agreement at www.uvic.ca/hr/services/home/labour-relations/index.php for details.

4

In order to notify applicants in bulk that the position has been filled, you can send a letter through the UVic Careers system. It is recommended that you complete this step before changing the status of your successful applicant to 'Hired'. Once you move your new employee to 'Hired' status and disposition other candidates, the competition will show as 'Position Filled' on applicants' Résumé Submission History.

You may wish to telephone applicants and follow up by sending a letter. See the Recruitment Workbook for suggested best practices.

#	INSTRUCTIONS	SCREENSHOT
5	From the Active Candidates screen, choose Send a letter from the Select an action dropdown menu at the bottom of the table. Two template letters are available for notifying unsuccessful candidates: *Internal applicant notification of hire* and *UVic competition filled*.	

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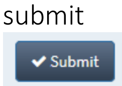
<td>
In order to fulfill collective agreement requirements, you must notify unsuccessful internal CUPE 917, CUPE 951 and PEA applicants of the successful candidate.
Choose the Internal applicant notification of hire letter template from the drop-down menu.
Choose the pencil icon to open and edit the letter. You must manually add the requisition number and other information.
In the Edit Letter Template, remember to scroll down and click submit


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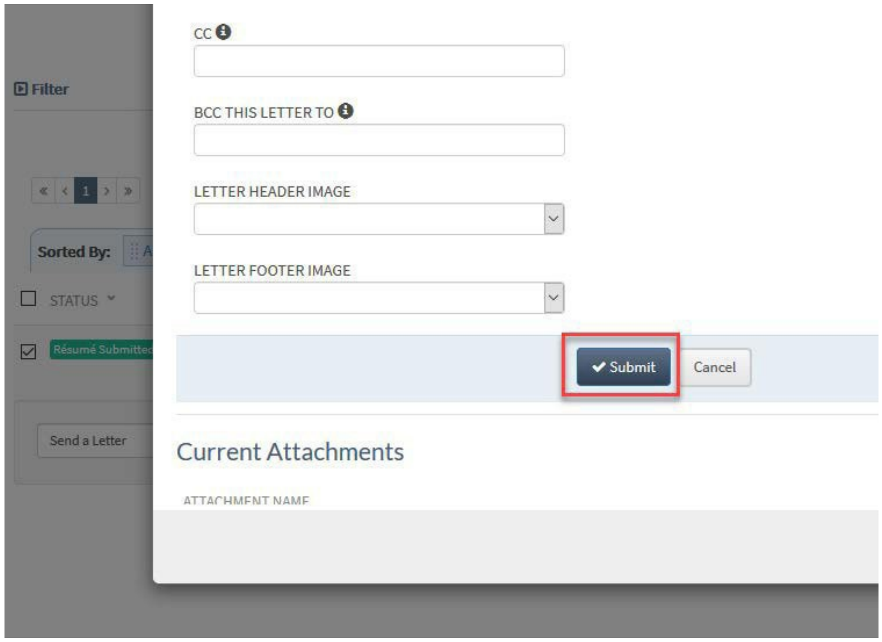

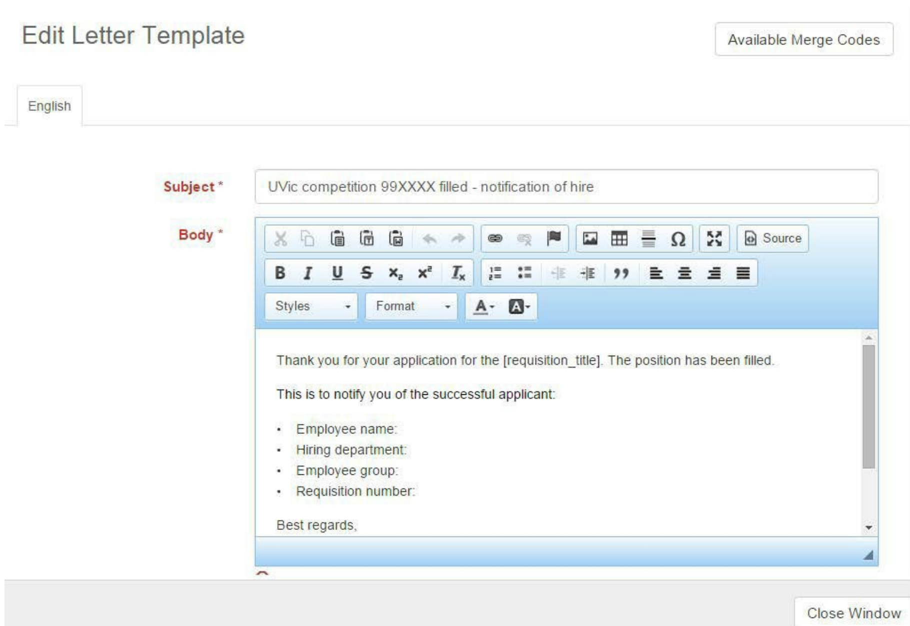

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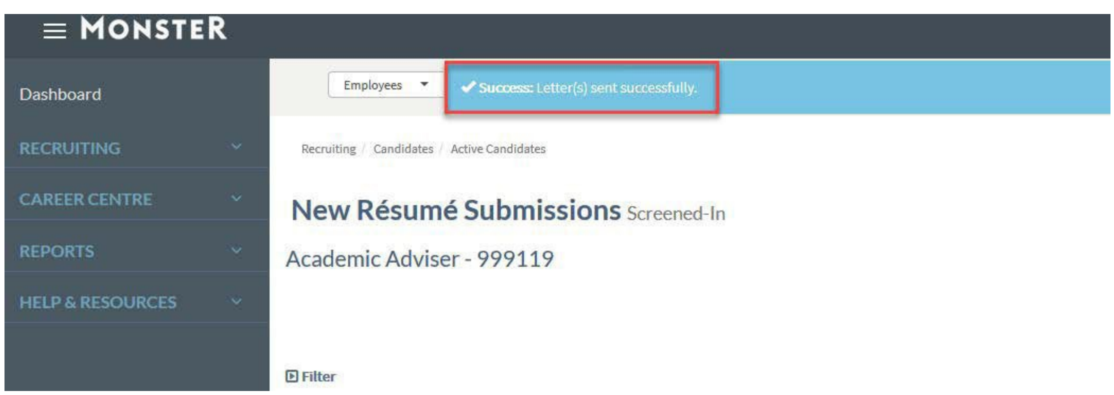
<tr>
<td>7</td>
<td>
When you are satisfied with the content of the letter, tick the boxes next to the names of the appropriate recipients and choose Go.


A Success message will appear at the top of the screen.
</td>
<td>


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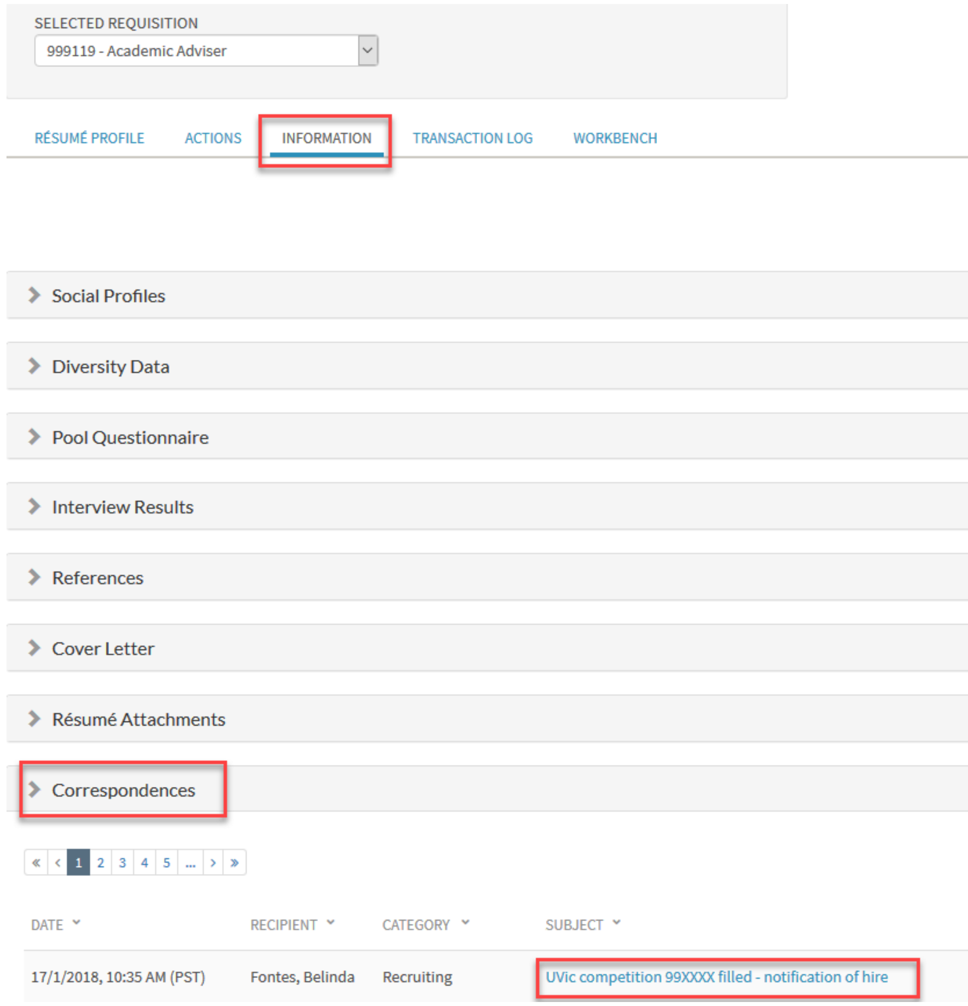
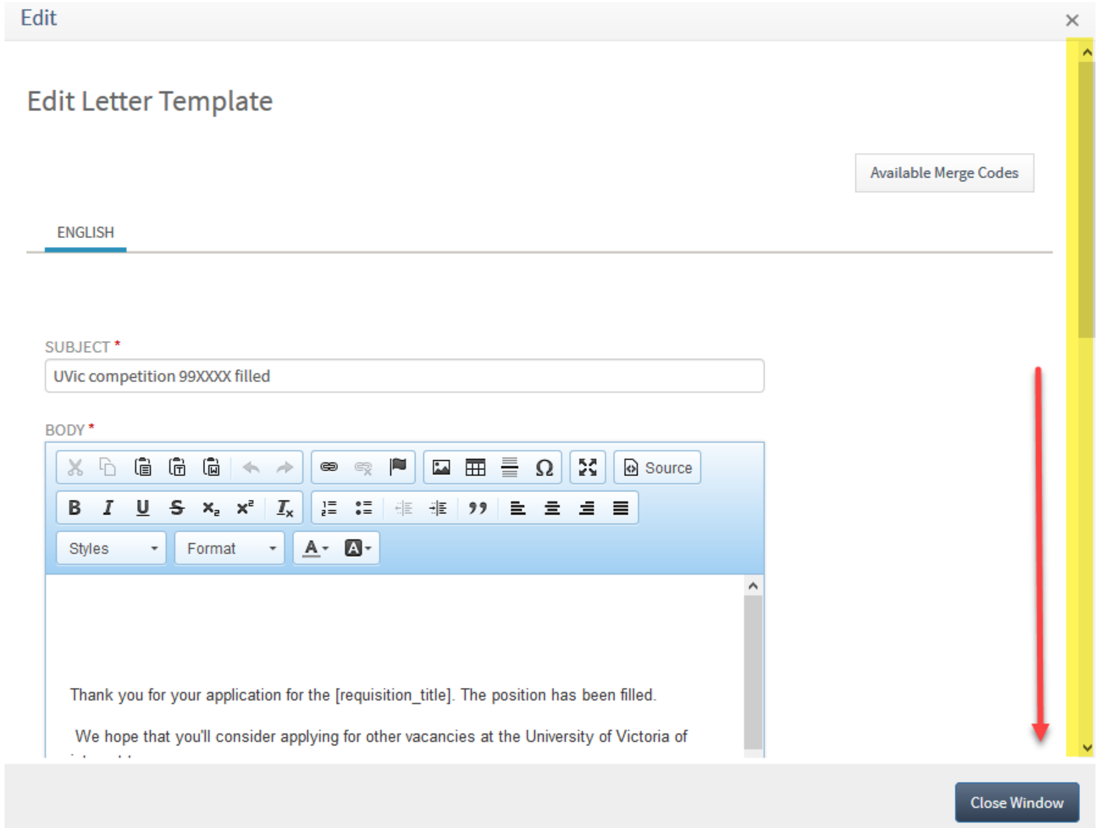
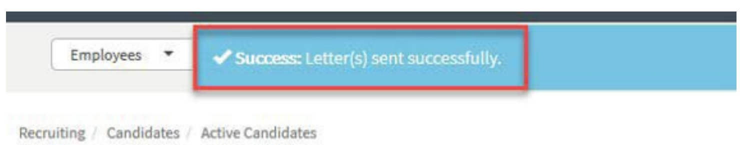
</table>

8	The sent letters will be logged on each candidate's Résumé/CV Dashboard under the *Information* tab in the *Correspondences* accordion.	

9	If you wish to notify all applicants in your competition that the position has been filled, use the Send a letter bulk option (see Step 5). Choose the *UVic competition filled* letter template. You will have to add the competition title to the subject line. Use the pencil icon to open the letter and edit it if required.	
10	When you are satisfied with the content of the letter, tick the boxes next to the names of the appropriate recipients and choose Go. A Success message will appear at the top of the screen.	
11	If you wish to send letters to candidates who have already been dispositioned, click on the 0 in the Candidates column of the Manage Requisitions screen.	

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<table>
<tr>
<td>12</td>
<td>You will receive a message stating there are no candidates for this view.

Click the Historical View button in the right hand corner. The complete list of candidates will appear.

Send the applicable letters as per the steps above.</td>
<td>
</td>
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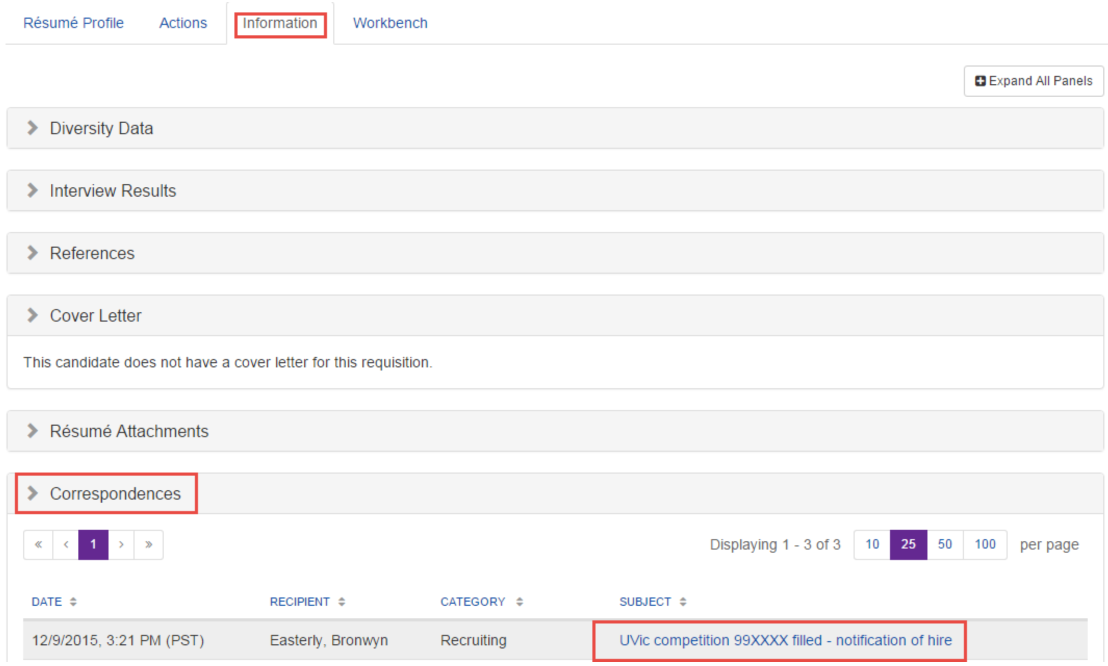
<tr>
<td>13</td>
<td>The sent letters will be logged on each candidate's Résumé/CV Dashboard under the Information tab in the Correspondences accordion.</td>
<td>
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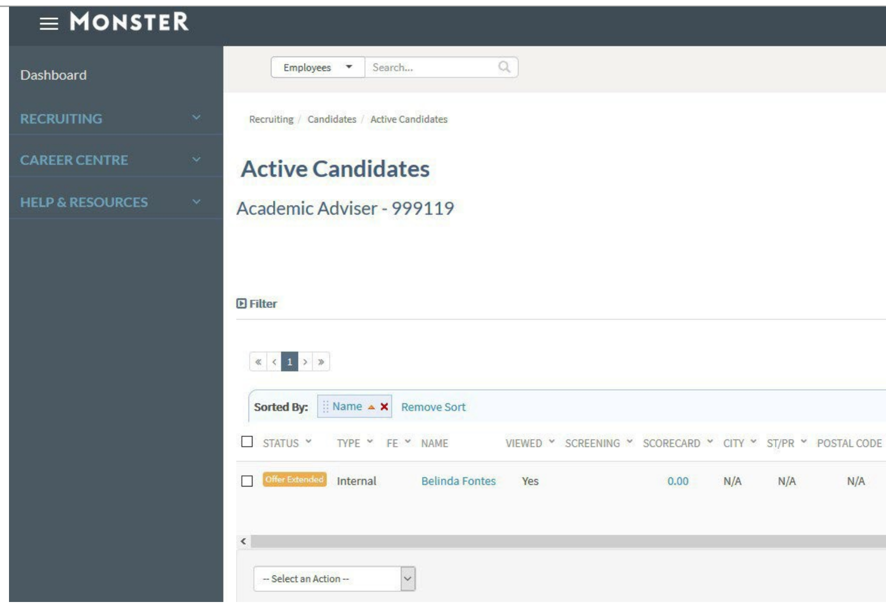
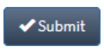
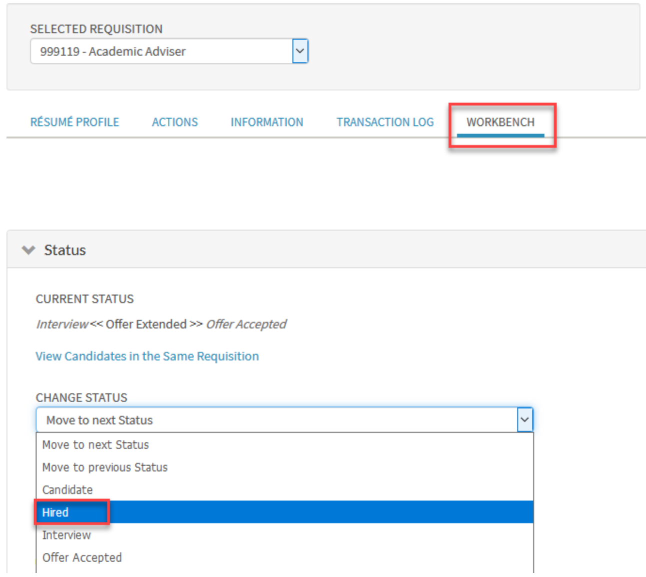
QUICK GUIDE – HIRE AND ONBOARD

This quick guide describes the key steps in hiring and onboarding a new employee. Onboarding is a mandatory step when hiring both internal and external employees.

Setting up onboarding through the UVic Careers system triggers the creation of a new employee's NetLink ID, employee number and email account, as well as the set-up of UVic benefit and pension plan enrolments. Other resources for hiring administrators are available at http://www.uvic.ca/hr/services/home/hiring/index.php.

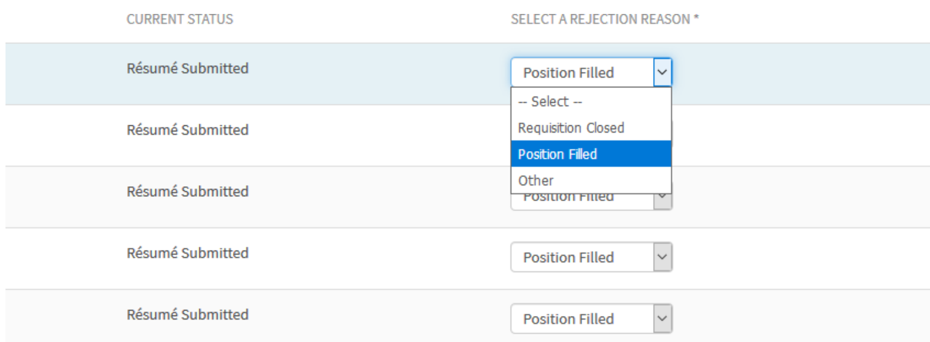
Participation in the University's group benefit plans is a condition of employment for many employee groups. A delay in enrolment will result in financial hardship for the employee (benefit premiums are payable from the date of eligibility) and prevents the employee from accessing the benefits to which they are entitled. Initiating the onboarding process and ensuring the completion of enrolment forms with the required privacy training is mandatory and the responsibility of the hiring manager.

#	INSTRUCTIONS	SCREENSHOT
1	Log in to UVic Careers.	https://uvic.mua.hrdepartment.com/
2	From the *Recruiting* tab, select *Active Candidates*. Select the appropriate job and choose *Go*. On the *Active Candidates* screen, select the candidate's hyperlinked name.	

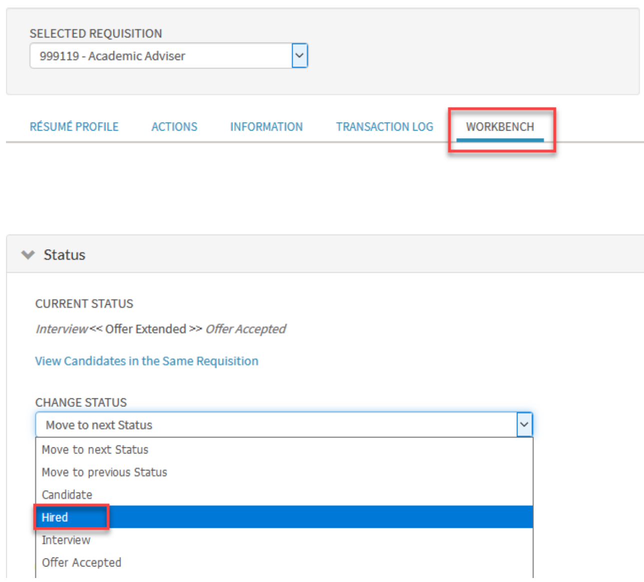
#	INSTRUCTIONS	SCREENSHOT
3	From the candidate's *Résumé/CV Dashboard*, choose the *Workbench* tab. Select the *Change Status* drop-down list. Choose *Hired* and add comments if applicable. *Submit*. 	
4	If you have not already changed the status of your other candidates, the system will ask if you wish to disposition all of your candidates. Select *OK*. TIP: Dispositioned applicants will see that the position is filled if they log into the Career Centre. Please ensure to complete any required internal communications before this step.	

<table>
<tr>
<td>5</td>
<td>You can disposition candidates in bulk by checking the box at the top of the list of names, and choosing a Rejection Reason from the drop-down box below. The default reason is Position Filled.

Choose Remove.

NOTE: This step does not trigger a notification to candidates.</td>
<td>
</td>
</tr>
<tr>
<td>6</td>
<td>Once dispositioning is complete, you will return to the workbench tab for the candidate you wish to hire.

Choose Hired in the Change Status drop-down menu.

Submit.</td>
<td>
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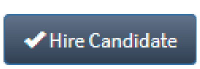
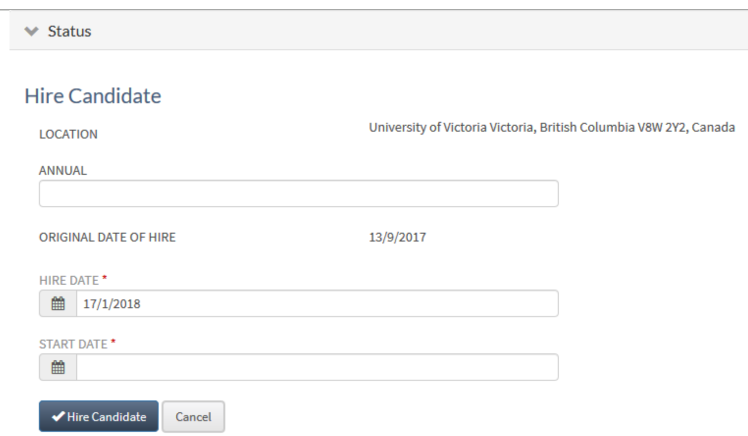
<tr>
<td>7</td>
<td>Enter the salary, hire date and start date.

Hire Candidate.


Select OK when you receive the confirmation message.</td>
<td>
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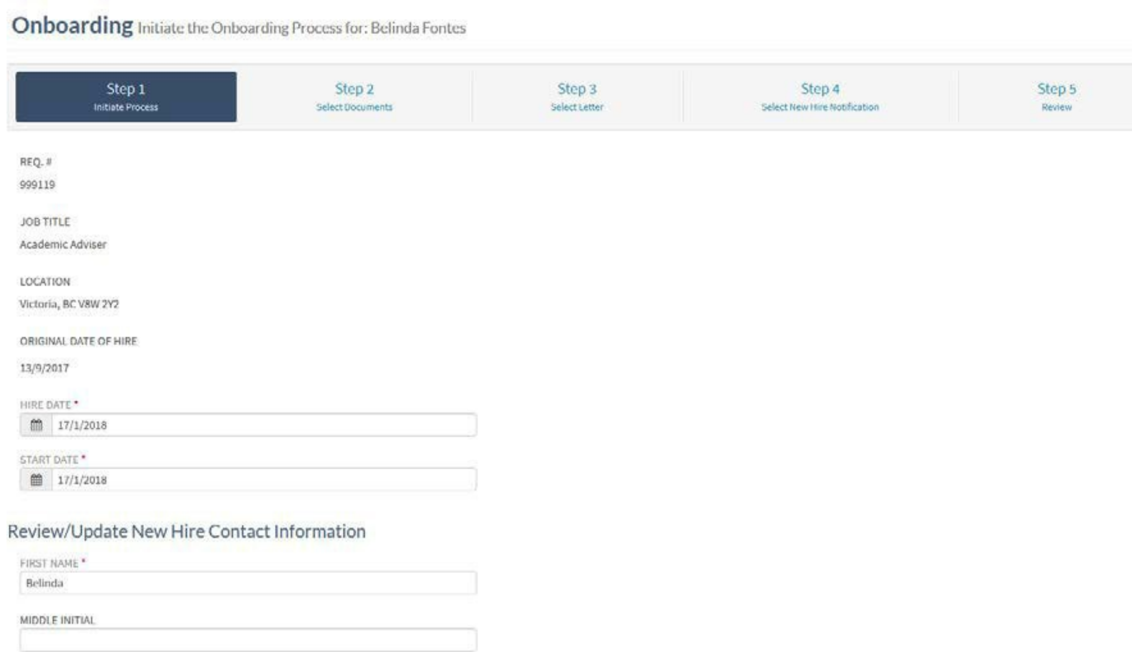
8	On the first Onboarding screen complete the fields. *Next*.	

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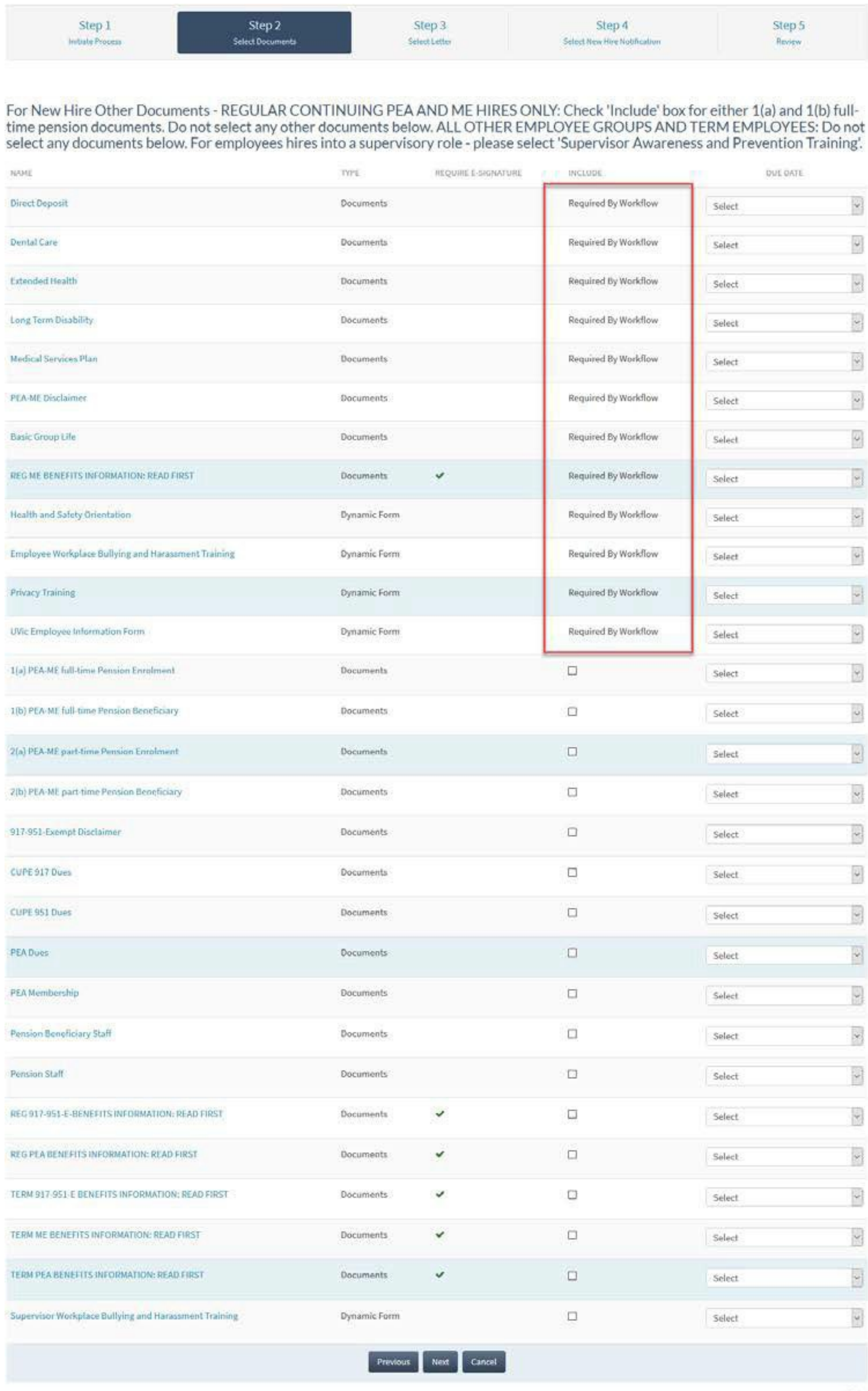
<td>9</td>
<td>Required onboarding documents will be automatically listed at the top of the Select Documents screen according to employee group and position type. You do not need to take any action with required documents – the new employee will automatically receive these forms.

NOTE: If your new hire will be in a supervisory role – select Supervisor Workplace Bullying and Harassment Training

CUPE 917/ CUPE 951/ Exempt Support Staff: Choose Next. Do not include any documents from the Other documents section.

PEA/ME: Check the ‘Include’ box to include pension enrolment and beneficiary forms for either part-time or full-time employment as appropriate.

Next.</td>
<td>
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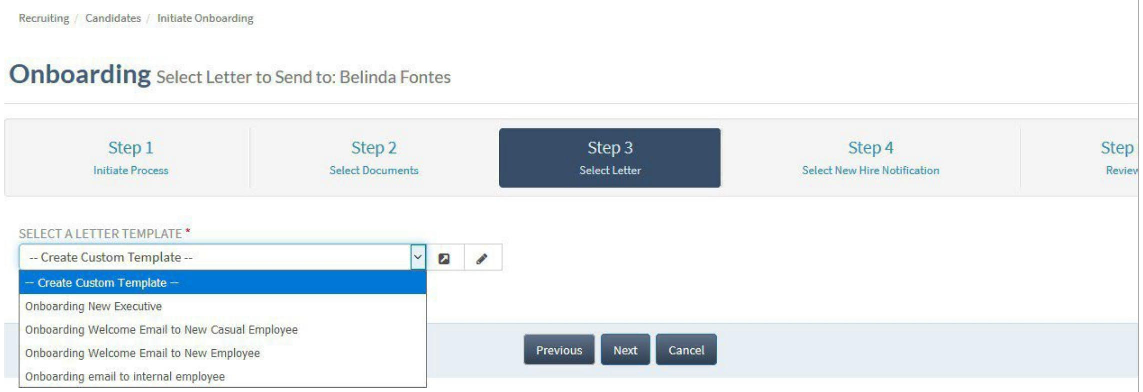
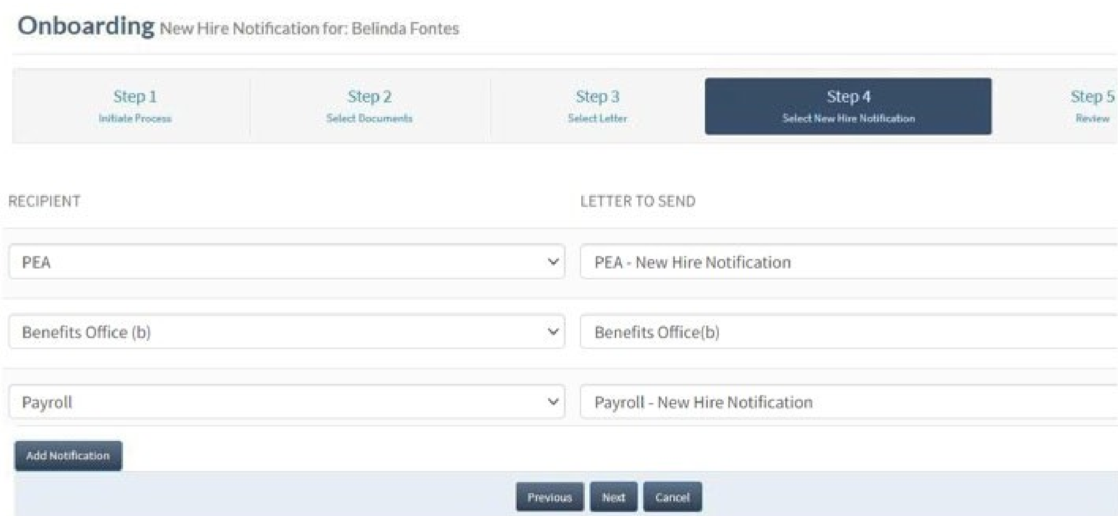
<table>
<tr>
<td>10</td>
<td>Select the appropriate onboarding letter: Onboarding welcome email to new employee, or Onboarding email to internal employee (for a current UVic employee).

Choose the  pencil icon to make changes or personalize the letter.</td>
<td>
</td>
</tr>
<tr>
<td>11</td>
<td>The Benefits, Budget and appropriate union offices will receive automatic notifications about your new employee. Do not change these letters.

CUPE 917, CUPE 951 and PEA positions: You must also notify all applicants internal to the competition of the successful candidate. To do so, see the Communicating with applicants guide.</td>
<td>
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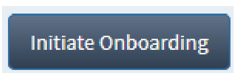
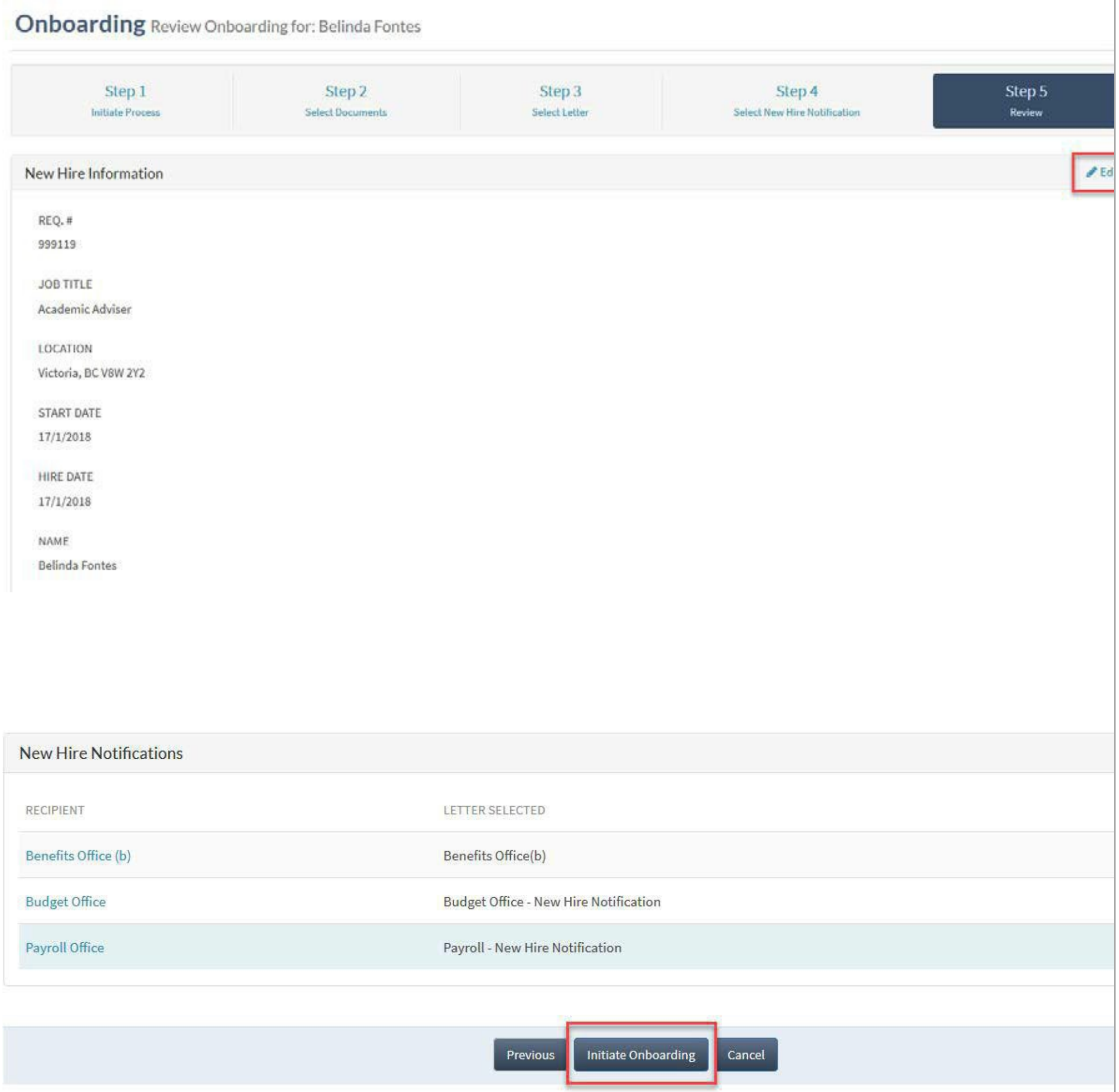
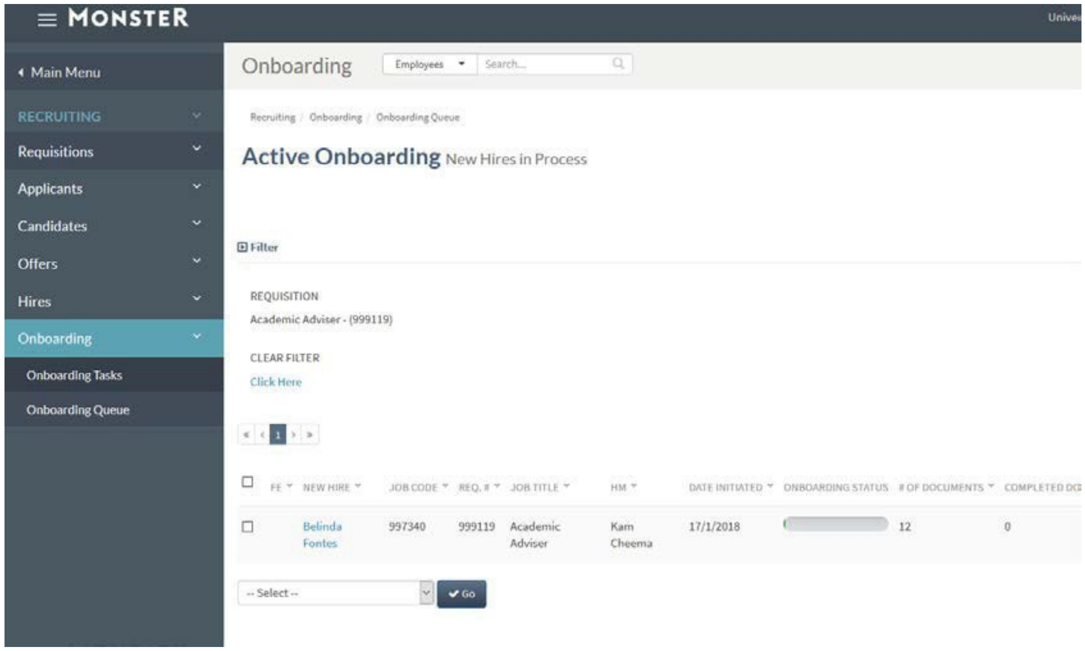
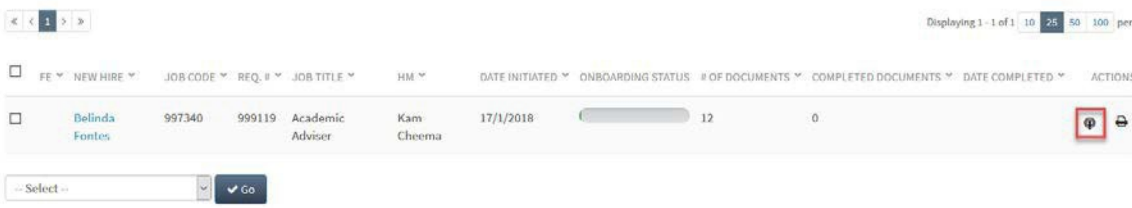
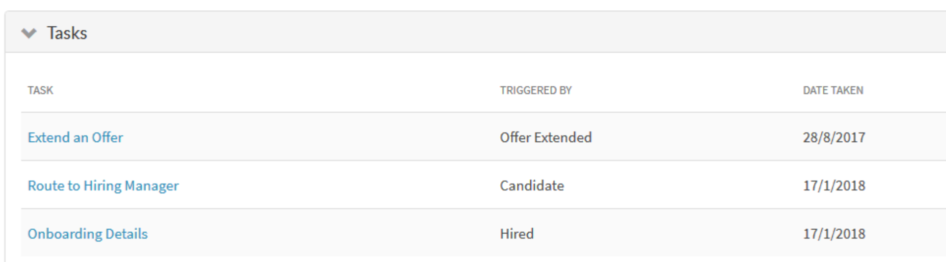
</table>

12	Review all of your onboarding selections. Edit information as required using the pencil icons . When you are satisfied that the content is correct, choose *Initiate Onboarding* at the bottom of the screen.  The new employee will receive a request to log in and complete his or her onboarding documents. Completion of onboarding is mandatory for all employees hired to new positions, including current UVic employees. TIP: To complete onboarding documents, your new hire needs to log in with the credentials used to apply for the positon.	

13	You can return to the new employee's *Résumé/CV Dashboard* at any time by choosing the *Recruiting* tab, then *Onboarding Queue*	
14	To view or modify onboarding details, select the onboarding details icon.  Alternatively, select the candidate's hyperlinked name and choose the *Workbench* tab of the *Resumé/CV Dashboard*. Under *Tasks*, choose *Onboarding Details*.	

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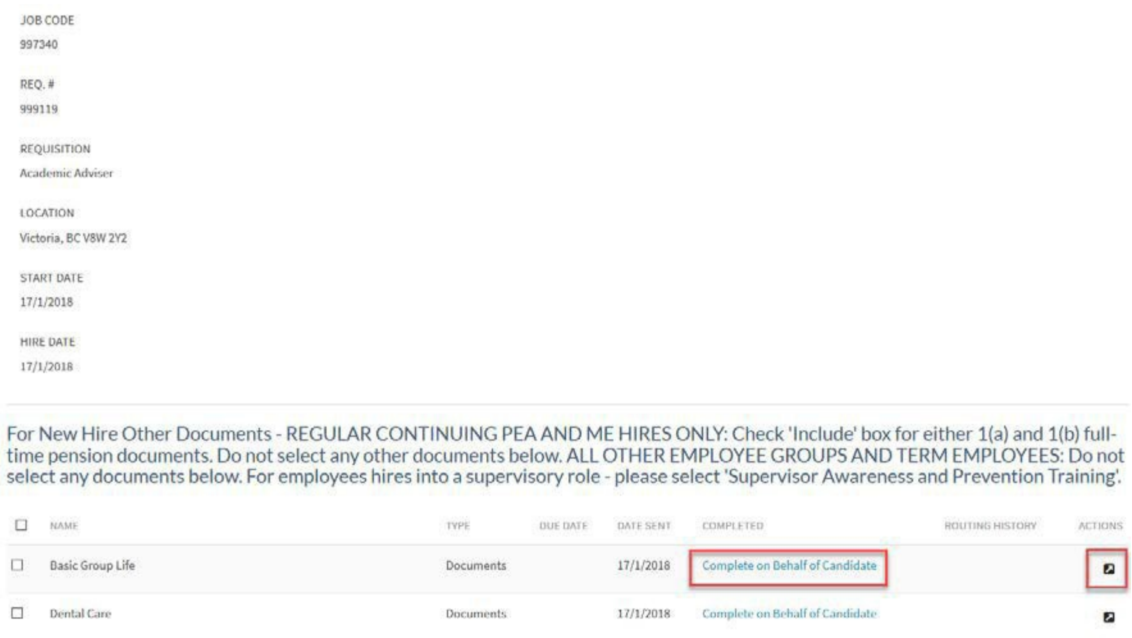
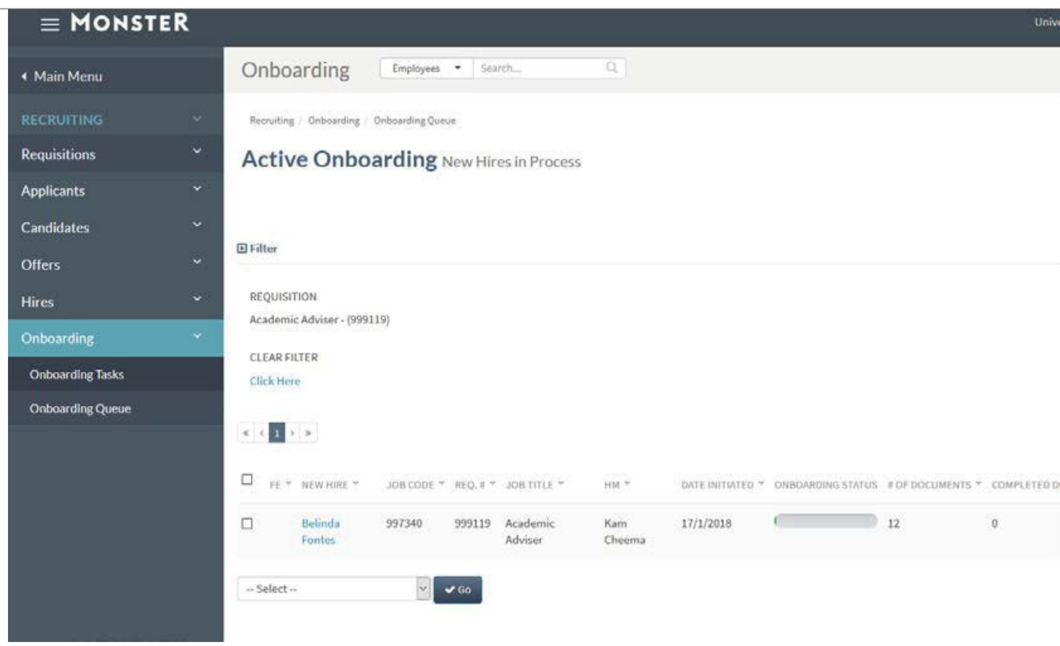
15	From the *Onboarding Details* screen, you can complete onboarding documents on behalf of a new employee (if required), or route or print completed onboarding forms. Choose the View icon under the Actions heading on the right to view a document. On certain forms you will be prompted to enter your full name as an electronic signature if you complete the forms on behalf of an employee.	
16	To track a new employee's onboarding progress, use the *Onboarding Status* progress bar, available from the *Recruiting* tab, then *Onboarding Queue.* A list of all new employees in the onboarding stage will appear, including the *Onboarding Status* bar.	
17	Submit a Recommendation for Appointment form to the Payroll Office. To download the appropriate forms visit the Accounting Services website: www.uvic.ca/vpfo/accounting/forms/recommendation-appointments.php.	

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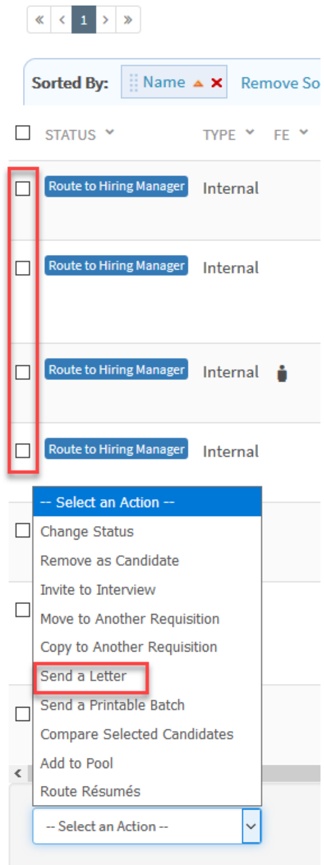
18	Notify unsuccessful candidates that the position is now filled. See the *Communicating with applicants* guide for details regarding notifying internal UVic employees (as per collective agreement requirements) and other applicants.	

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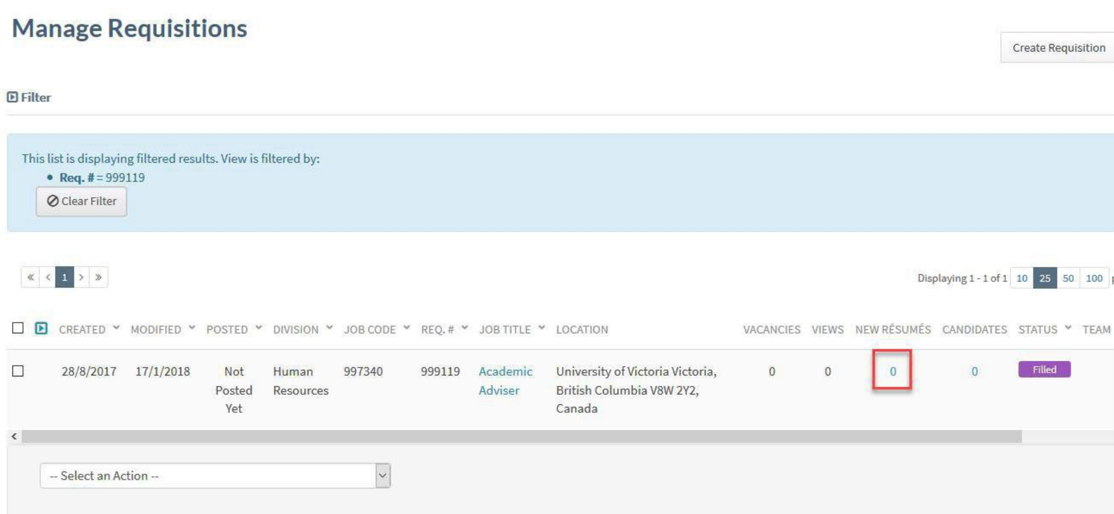
<table>
<tr>
<td>19</td>
<td>To view résumés’ of applicants after you have hired:

Find the competition.
Click on the “0” under New Résumés or under Candidates.

Click on Historical View

Historical View</td>
<td>


</td>
</tr>
<tr>
<td>20</td>
<td colspan="2">The status of the closed requisition will change to Filled. Applicants who log in to their Career Centre will also see that the position has been filled.</td>
</tr>
</table>

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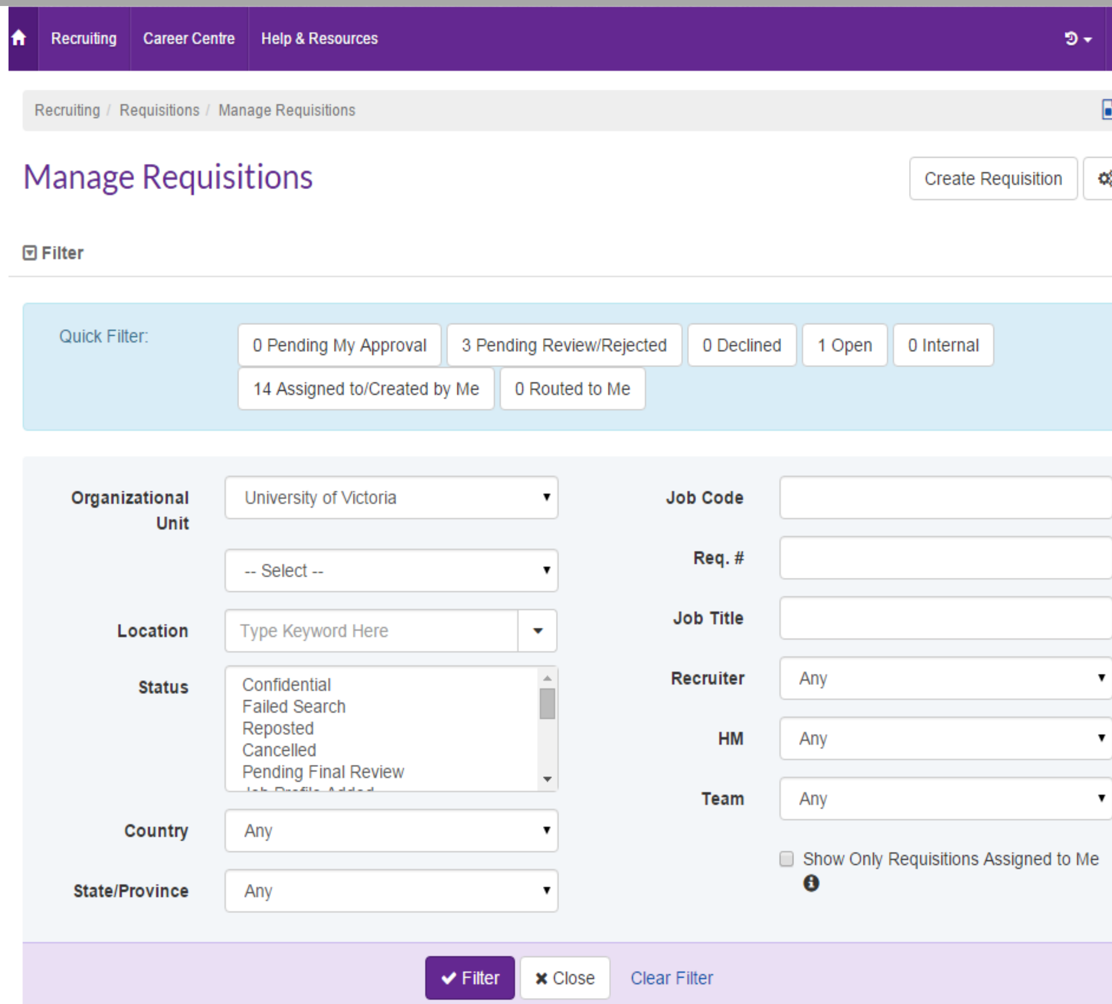
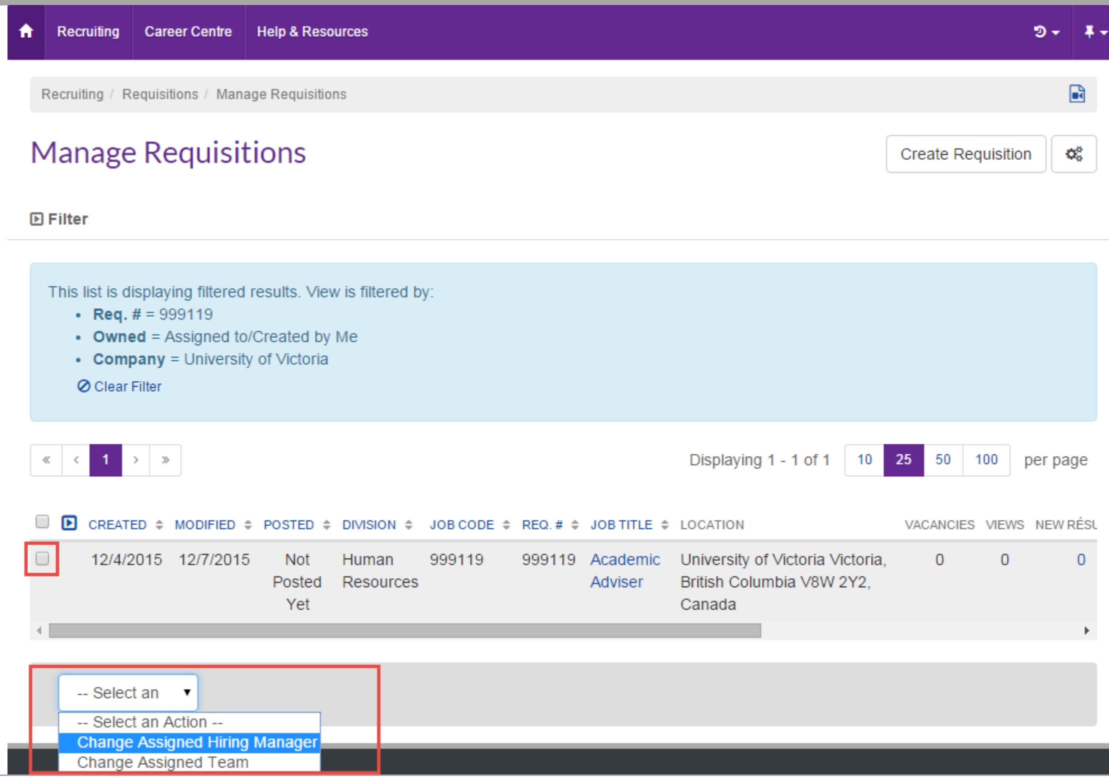
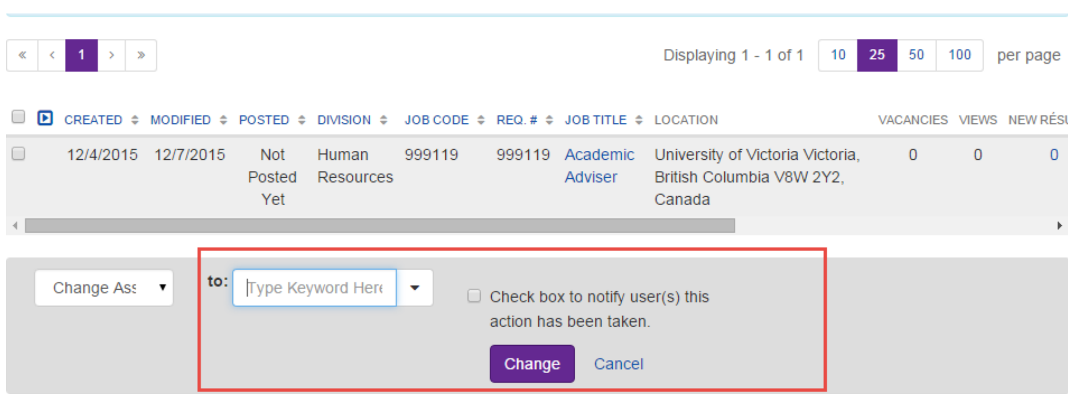
QUICK GUIDE – CHANGE HIRING ADMINISTRATOR

#	INSTRUCTIONS	SCREENSHOT
1	To review the requisition click on the *Recruiting* tab, then under the Requisition heading: *Manage Requisition* Use the Filter option Filter to select the posting you wish to view or use the Quick Filter.	

#	INSTRUCTIONS	SCREENSHOT
2	Check the box in the left column next to the requisition you wish to change. From the *Select an Action* drop-down menu below the table, choose *Change Assigned Hiring Manager*.	
3	Type the last name of the new hiring administrator in the next field. Or use the drop-down arrow, scroll through the list and select the name of the new hiring administrator. TIP: If the name of the new hiring administrator does not appear in the drop-down list, please contact Employment Services. Check the box to send an automatic notification to the new hiring administrator. Click *Change*	

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#	INSTRUCTIONS	SCREENSHOT
4	A *Success* message will appear at the top of the screen to indicate the change was successful.	
5	TIP: If you would also like to be able to view the requisition, you can add yourself to a team associated with the competition before changing the hiring administrator. See the *Create and manage teams* guide for details.	