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 (Only do for New positions)
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:
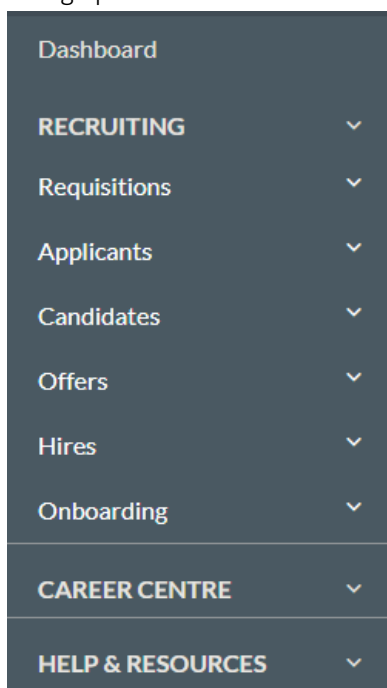
MENU CHOICE	DESCRIPTION
Requisitions	
Create a Requisition	This screen gives you is a step-by-step wizard to walk you through the new position requisition and job posting requisition creation process.
Manage Requisitions	This screen displays a table that lists all requisitions assigned to you and your 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:

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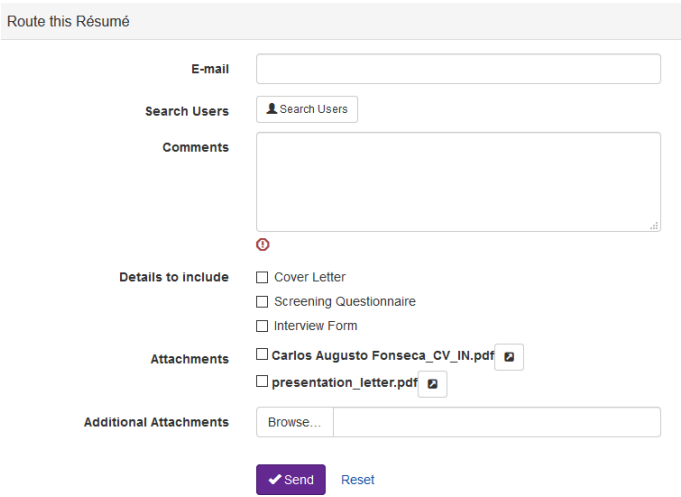
- Alerts — This section appears as a red-highlighted box on your screen. Its purpose is to alert you of any outstanding items that require your action and to call your attention to important notifications. Alerts appear on the Main Dashboard only if you have action items or if notifications are available. 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.

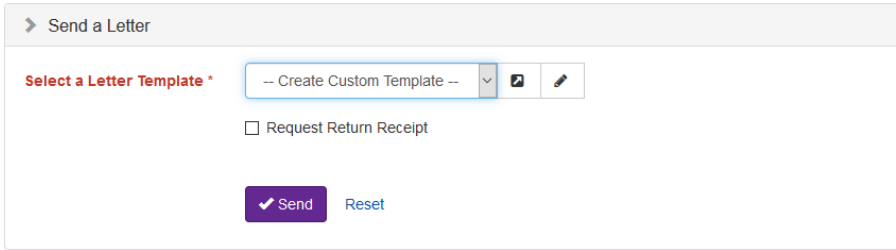| Section	DESCRIPTION
Requisitions	
Route this Résumé	This section allows you to route the candidate for processing by other users or email recipients.
Score	This section allows you to score the résumé/CV. The scores you enter will not be compiled for the competition and your comments can be viewed by 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.

	Click the Request Return Receipt check box to request a read receipt notification when the applicant views your email.

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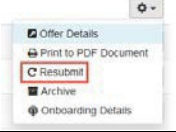
The My Offers screen displays all the offers you have extended to candidates.

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.

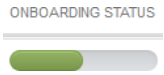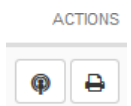| Column	DESCRIPTION
Onboarding Initiated ONBOARDING INITIATED ⇕ 6/11/2017 Not Initiated	This column displays the either the date that onboarding was initiated or the value Not Started if the onboarding process is not yet initiated.
Actions	This contains the available options for ![icon] initiating onboarding or ![icon] 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 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 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 ACTIONS	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 ACTIONS	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

Hiring Manager → Budget Office → Human Resources
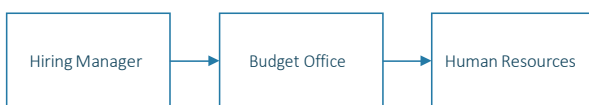
Job posting for regular/continuing position:

Hiring Manager → Department Head → Dean/AVP → VP → Budget Office → Human Resources
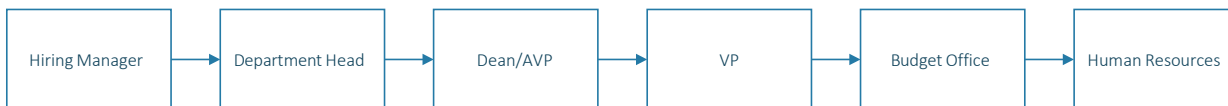
Job posting for term position:

Hiring Manager → Department Head → Budget Office → Human Resources
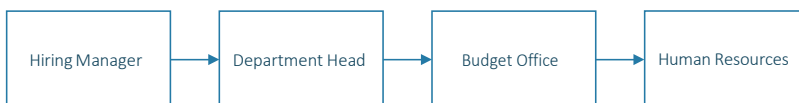
Job posting for Limited/Preferential hire:

Hiring Manager → Department Head → Dean/AVP → VP → Budget Office → Human Resources
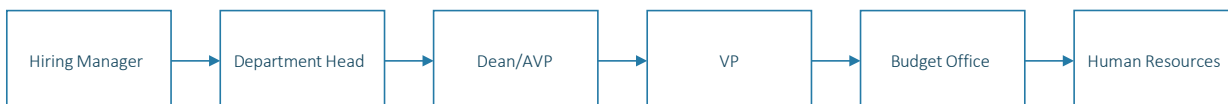
Offer Letters:
There is no formal approval process. This will be dictated by your department procedures and the Budget Office should not be included in this approval chain. If you have any questions please contact **uviccareers@uvic.ca**.

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.*

Hiring Manager → Budget Office → Human Resources
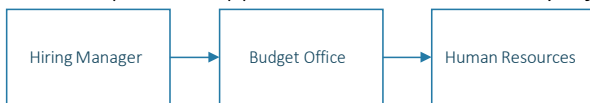
If you have any questions please contact uviccareers@uvic.ca.

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.

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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 that the 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:

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.