



a place of mind

THE UNIVERSITY OF BRITISH COLUMBIA

eRecruit

User Guide – Staff Positions

UBC Human Resources - HR Management Systems

12/22/2016

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1

**Accessing the Position
Management/Recruitment
Portal**

1.1 Campus-Wide Login

A portal page for Position Management and eRecruit has been developed to ease system navigation. To access this page, log in to www.msp.ubc.ca using your CWL login credentials.

Management Systems Portal Home Sign out

Employee Login

CWL User ID:

CWL Password:

[Sign In](#)

[Forgot your CWL password](#)

What is CWL? [Find out here](#)

Don't have a CWL account? [Create one now](#)

Welcome Message

Welcome to your new Management Systems Portal.

For new and existing faculty and staff, find information and resources to help with HR and financial tasks from seeing your T4 slip to getting paid.

Off-Campus Access

UBC Virtual Private Network (VPN) is required for users accessing this system from off-campus or from the UBC Wireless Network. You must be logged into VPN prior to signing on.

Don't have VPN? [Go here to download it](#)

Signon To...

- See my T4
- Apply for a job
- Change my preferred name(s)
- Submit expense claims
- Create or update a vendor
- Review my pay
- Review my benefits
- Access FMS (authorized users)
- Access HRMS (authorized users)

Quicklinks

- [UBC Faculty and Staff](#)
- [UBC Careers](#)
- [UBC Directory](#)

UBC

UBC News

Tweets Follow

UBC News @ubcnews 26m

.@UBCLibrary acquires 13th-century papal document: ow.ly/KuPxw via @UA_magazine pic.twitter.com/ziQqyWD9IM

Tweet to @ubcnews

UBCO News

Tweets Follow

UBC FHSD @UBCFHSD 1h

#UBCO School of Nursing collaborate with @Interior_Health to create three short videos on NP integration news.ok.ubc.ca/hsd/?p=2865

Retweeted by UBC Okanagan News

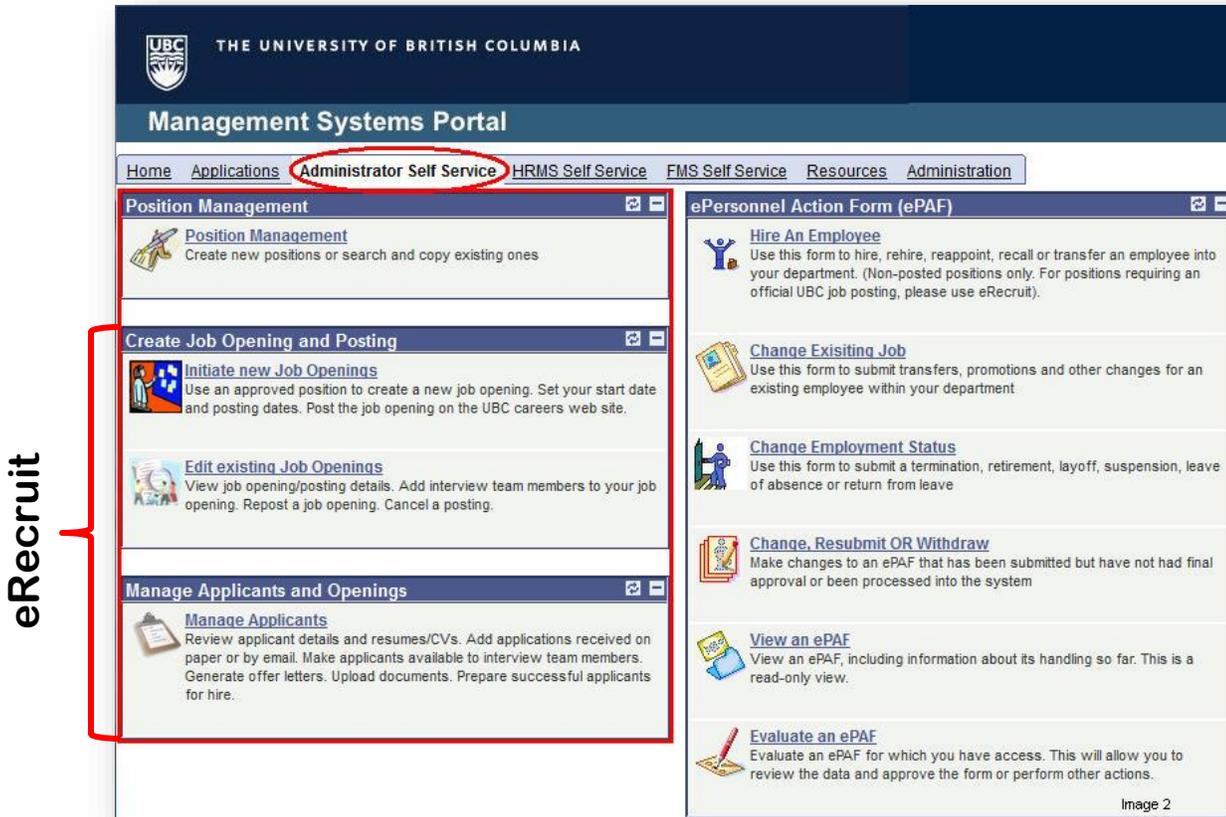
Expand

Tweet to @ubconews

Image 1

1.2 The Management Systems Portal

Once logged into the **Management System Portal**, select the **Administrator Self Service** tab to access the portal page (alternatively you can click on the **HRMS Live** hyperlink from the **Home** tab, or the **HRMS Reporting** hyperlink from the **Applications** tab, if you wish to bypass the portal navigation page below).



Once in PeopleSoft, you can choose to use the PeopleSoft Navigation Menu (below), or return to the Portal page to navigate to different areas within the recruitment process.

Position Management



eRecruit



2

Job Openings/Postings

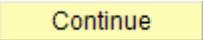
2.1 Create a Job Opening

Navigation: Recruitment>New Job Openings/Postings>Create New Job Opening/Posting

2.1.1 Search for a position

All job openings are created using an approved position which includes a job description.

Enter the Position Number you wish to use to create your Job Opening/Posting or if you don't know the code, click on the magnifying glass  for a list of valid values or search for it using the various search fields (Campus, VP/Faculty, Department, etc.).

Click on 

Create New Job Opening/Posting Page

Complete all or some of the fields below and click on the 'Continue' button.
Click on the magnifying glass to select from a list of valid values.

UBC Position #: 

OR

Enter information in the following fields to locate the Position Number

Campus:  Vancouver

VP/Faculty:  Faculty of Arts

Department Code:  History

Employment Group:  Management&Professional (AAPS)

Job Family:  Administration (02)

Job Code:  Administration, Level A

Job Title Key Word Search:

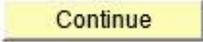
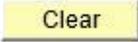
 

Image 47

Only those positions which match the criteria below will be available for selection:

- Overall position status is '**OK for eRecruit and ePAF**';
- '**Will you be posting this position?**' checkbox in Position Management is checked on.

Position Search Results

The following Positions exist which match your criteria.
To use one of these Positions, click the Check box and click on the 'Continue' button.

Position #	Employment Group	Job Family	Job Code	Classification Title	Business Title	Department
<input type="checkbox"/> 00001992	C29	ADMX29	285401	Administrative Support 3 (Gr6)	Administrative Support 3 (Gr6)	HIST
<input checked="" type="checkbox"/> 00009819	C29	GDSS29	286001	Grad Student Support 2 (Gr6)	Grad Student Support 2 (Gr6)	HIST
<input type="checkbox"/> 00014446	C29	FINA29	283901	Financial Proc. Spec 4 (Gr5)	Financial and Administrative Assistant	HIST
<input type="checkbox"/> 00027435	C16	RAT116	251405	Research Asst/Tech 3	Research Asst/Tech 3	HIST

[Continue](#)

[Back to Search Page](#)

Image 48

Select the position you wish to create a job opening for.

Click on [Continue](#)

2.1.2 Enter information as required

Complete fields indicated below as required.

Job Opening

Posting Title:	Communications Officer		
Job Opening Status:	Draft		
Classification Title:	Research&Facilitation, Level A	Job Code:	183701
Business Unit:	UBC01 UBC - Vancouver	Closing Date:	
Employment Group:	Management&Professional (AAPS)	FTE:	0.000000
Department:	GEOG Geography	Position #	00030818
Job Family:	37 Research & Facilitation		

[Save & Submit](#) [Save as Draft](#) [Cancel](#)

Created By:	1261592	M Mouse
Date Opened:	2013/03/13	
Available Openings:	<input type="text" value="1"/>	
Position#:	00030818	
Business Unit:	UBC01	UBC - Vancouver
Job Code:	183701	Research&Facilitation, Level A
Company:	01	University of British Columbia
Department:	GEOG	Geography
*Location:	GOG	Geography Bldg.
Recruiting Location:	<input type="text"/>	
Status Code:	Draft	
Status Reason:		
Status Date:	2013/03/13	
*Desired Start Date:	<input type="text"/>	Job End Date: <input type="text"/>
Date Authorized:		Ongoing? <input type="checkbox"/>
		Possibility of Extension? <input type="checkbox"/>

Employees Being Replaced		Customize Find	First	1 of 1	Last
Name	EmplID				
<input type="text"/>					

[+ Add Employees Being Replaced](#)

Image 49

Additional Job Specifications

Employee Type: *FTE:
Funding Type: Grant Funded Weekly Hours:
Employee Classification: Full/Part Time:
On Call:

Salary Range

Salary Admin Plan: M&P Grade: 004 Level: A Step:
Hiring Salary Range From:
Hiring Salary Range To: Under Review:

Minimum Education Level

Minimum Education Requirements
Undergraduate degree in a relevant discipline
Additional Education Preferences

Work Experience

Years of Work Experience
Minimum of two years experience or the equivalent combination of education and experience
Additional Work Experience Preferences
Experience working in an academic setting with knowledge of University policies and protocol an asset.

Interviewers (must be a UBC employee) Customize | Find | First 1 of 1 Last

Name	Interviewer ID
<input type="text"/>	<input type="text"/>

[+ Add Interviewers](#)

Job Postings and Posting Periods

Postings	Post Date	Remove Date (at 0:00)
<input type="text"/>	<input type="text"/>	<input type="text"/>

[+ Create New Job Posting/Repost](#)

Review and Confirm Approvers

Originator Comments (for your approvers or general comments)

Added by:
Last Updated by:

- **Available Openings:** Enter the number of positions available to be filled.
- **Location:** Choose the building location where the employee will be located.
- **Recruiting Location:** Indicates where the job opening is located (Point Grey Campus, Hospital Site, Agassiz, Robson Square, Kelowna).
- **Desired Start Date:** The approximate start date of the job once filled. This date can be changed at the job offer recruiting stage.
- **Job End Date:** For term positions, the last anticipated date of work.
- **Ongoing?:** For non-term positions, indicate that the job is ongoing.
- **Possibility of Extension?:** For term positions, indicate if there is a possibility that the job will be extended. If unsure, leave field blank.
- **Employees Being Replaced – Name:** Enter the name(s) of the former incumbents of the job opening. For informational purposes only.
- **Employee Type:** Indicate if the job will be filled on an hourly compensation rate basis or a salaried (semi-monthly) basis. This field defaults to 'Salaried' for all Faculty job openings.
- **FTE:** Indicate Full-Time Equivalent percentage. 1.000000 = 100% time; 0.500000 = 50% time. Defaults to 1.000000 is 'Full-Time' is selected.
- **Full/Part Time:** Defaults to Full-Time if FTE = 1.000000 or to Part-Time if FTE is less than 1.000000
- **Employee Classification:** Use for select unionized positions only. Values are: BCGEU (UBCO) – Auxiliary, CUPE 116 Seasonal, Leave Replacement, CUPE 2950 Sessional. This field does not appear for Faculty job openings.
- **On Call:** Use for select unionized positions only. This field does not appear for Faculty job openings.
- **Under Review:** Clicking on this checkbox will remove hiring salary information from the posting and replace it with the wording 'Under Review'.
- **Interviewers:** Enter the selection committee/interview team here. People identified as interview team members can access applications via self-service. Only active UBC employees can be added as interview team members.
- **Create New Job Posting/Repost:** Click on this hyperlink to create new job postings or repost a posting which was closed within the last 90 days (postings closed more than 90 days ago require a new Job Opening).
- **Comments:** Add your comments in respect to this job opening (for yourself or for your approvers).

Click on [Save as Draft](#) at any time to save partially completed Job Openings.

2.1.3 Create new job posting or repost

Click on the 'Create New Job Posting/Repost' link in the Job Opening page. The 'Posting Information' page will open.

This page has four sections:

- Optional Introductory Wording
- Job Description
- Additional Closing Wording
- Job Posting Destination

Posting Information

Job Postings

Posting Title: Communications Officer

Optional Introductory Wording Find First 1 of 1 Last

Visible: Internal and External
 Description Type: Introductory Wording
 Description ID: Free Form Text
 Description:

Job Description Find First 1 of 7 Last

Visible: Internal and External
 Description Type: Job Summary
 Description ID: Job Summary
 Description: The Communications Officer will be responsible for developing and implementing policies and procedures to ensure effective dissemination of knowledge and knowledge translation between academic and government stakeholders. This is a contract position with possibility of renewal.

Visible: Internal and External
 Description Type: Organizational Status
 Description ID: Organization Status
 Description: Housed in the Faculty of Arts, the Canadian Network for Research on Terrorism, Security and Society (TSAS) is a multi-university research centre working closely with Public Safety Canada and other government partners.

Visible: Internal and External
 Description Type: Work Performed
 Description ID: Work Performed
 Description: **Communications**
 - Promote research and events of the centre through social media and explore new mechanisms for disseminating information.
 - Write synthetic summaries of research material for a policy audience, and potentially, for media releases.
 - Produce daily news items on relevant topics, and a quarterly newsletter, including content and layout.
 - Manage email list, using judgement to ensure appropriateness of announcements.
 - Market and promote the network's programs and opportunities, including development of materials and identifying suitable target audiences.
 - Act as media liaison facilitating interactions between researchers and media.
Website
 - Participate in the development of a new website, providing input on design and drafting content.
 - Liaise with researchers across the country to develop rules and operationalize a virtual library. This will involve working with research assistants across the country.
 - Ensure that the content on the website remains current.
Operations
 - Responsible for coordinating and drafting annual reports.
 - Liaise with researchers and government officials using tact, diplomacy, and discretion.
 Evaluate effectiveness of procedures and suggest improvements.
 Perform other related duties as required.

Visible: Internal and External
 Description Type: Supervision Received
 Description ID: Supervision Received
 Description: The position will work with the Senior Project Coordinator under general direction of UBC Co-Director, Canadian Network for Research on Terrorism, Security and Society (TSAS). Must be self-directed, taking initiative, working within established policies, procedures and standards. Work will be reviewed against task objectives and conformity to standards.

Visible: Internal and External
 Description Type: Supervision Given
 Description ID: Supervision Given
 Description: May assign and check work of technicians, support staff or students.

Visible: Internal and External
 Description Type: Consequence of Error/Judgement
 Description ID: Consequence of Error/Judgement
 Description: Errors would have serious impact on the research project and future funding opportunities.

Visible: Internal and External
 Description Type: Qualifications
 Description ID: Qualifications
 Description: Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. Experience working in an academic setting with knowledge of University policies and protocol an asset. Ability to communicate effectively verbally and in writing. Bilingualism in English and French is a major asset, with reading comprehension in both languages required. Ability to exercise tact and discretion. Effective problem resolution, analytical and organizational skills. Ability to maintain accuracy and attention to detail.

Additional Closing Wording Find First 1 of 1 Last

Visible: Internal and External
 Description Type: Closing Wording
 Description ID: Equity/Immigration Statement
 Description: UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups: women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.

[Add Additional Wording](#)

Job Posting Destinations Customize | Find | First 1 of 1 Last

Destination	Posting Type	Post Date	Remove Date (at 0:00)	Posting Duration (Calendar days)	Posting Duration (Working days)
UBC Careers Website	IntExt	2013/03/14	2013/03/21	7	5

[Add Posting Destinations](#)

OK Cancel View Job Posting

Optional Introductory Wording

Optional Introductory Wording Find First 1 of 1 Last

Visible: Internal and External

Description Type: Introductory Wording

Description ID: Free Form Text

Description:

Image 52

This section is completely optional.

Any text can be added which will appear as the first paragraph in your job posting, above the job description.

This is where Internal Riders notification statement can be added for non-union positions. Or if you're re-posting your job opening for the purposes of accepting applicants responding to a positing advertised externally (i.e., newspaper, job board), you can insert the 'External Ad' text notification statement.

Important: Spell check any text you enter using the  icon.

Job Description

Job Description Find First 1 of 1 Last

Visible: Internal and External

Description Type: Job Description

Description ID: Job Description

Description:

Image 53

- The above box is representative of the 7 paragraphs normally found in a staff job description. The job Description section is mandatory and defaults from Position Management.
- Text in this section is display only and cannot be modified on this page.
- Modifications must be made in the Position Management and may require you to create a new Job Opening.

Important: Spell check any text you enter using the  icon.

Additional Closing Wording

Additional Closing Wording Find First 1-2 of 2 Last

Visible: Internal and External

Description Type: Closing Wording

Description ID: Equity/Immigration Statement

Description: UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.

+ [Add Additional Wording](#)

Visible: Internal and External

Description Type: Additional Wording

Description ID: Free Form Text

Description: Salary will be commensurate with qualifications and experience.

+ [Add Additional Wording](#)

Image 54

- The Equity/Immigration Statement is mandatory and automatically appears on all postings. This text is non-updateable. Changes to the equity statement must be requested through Faculty Relations or Human Resources Advisory Services.
- Additional wording with pre-written text is currently available for:
 - Free form text
 - Hyperlink to Department website

Important: Spell check any text you enter using the  icon.

Job Posting Destinations

Job Posting Destinations						
Destination	Posting Type	Post Date	Remove Date (at 0:00)	Posting Duration (Calendar days)	Posting Duration (Working days)	
UBC Careers Website	Int/Ext	2013/03/14	2013/03/21	7	5	Image 55

- **Destination:** 'UBC Careers Website' defaults for all postings and is mandatory. To add more posting destinations, click on the '[Add Posting Destinations](#)' hyperlink. Additional destination values are: AUCC University Affairs, CAUT Bulletin, Executive Search, Globe & Mail, Other, UBC Careers Website, Vancouver Province, Vancouver Sun. Note that UBC eRecruit is not integrated with these additional posting destinations. Their use is for informational purposes only.
- To record the name of a publication not included in the drop-down list, select 'Other'. A text box will then display where you can enter the specific name of the publication.

Job Posting Destinations						
Destination	Posting Type	Post Date	Remove Date (at 0:00)	Posting Duration (Calendar days)	Posting Duration (Working days)	Upload Publication Ad
UBC Careers Website	Int/Ext	2013/03/14	2013/03/21	7	5	
Vancouver Sun	Int/Ext	2013/03/22	2013/03/24			Upload Ad

- **Posting Type:** Defines posting audience – Internal/External Applicants. All UBC postings are open to internal and external applicants.
- **Post Date:** First day posting will appear in UBC Careers website. Defaults to the next calendar day, to ensure postings are available to applicants for the full number of days in the posting period, but may be changed to a future date. Post dates will be automatically adjusted if Job Opening/Posting approval is received after the original post date. For example, you create a job opening March 1, post date is March 2 and you receive approval on March 3. The post date will be adjusted to March 4, the day following the approval.
- **Remove Date:** First day posting will not appear in UBC Careers website (i.e., removed at 0:00 on 'remove date'). Defaults to the posting close date based on the posting duration prescribed by the given employment group (note that some employment groups do not have prescribed posting periods).
- **Posting Duration:** System calculates the posting duration in calendar days as well as business days, excluding public holidays.
- **Upload Publication Ad:** Upload a scanned version of your publication ad. Click on the garbage can to delete it.



- Posting dates are based on a 24-hour clock.
- Posting first appears on UBC Careers at 0:00 on the 'Post Date' specified.
- Postings are removed from UBC Careers at 0:00 on 'Remove Date' specified -- postings will not appear on the 'Remove Date'.

View Job Posting

Job Posting

Job ID: 99999999999999
Location:
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A
Business Title:
Department: Geography
Salary:
Desired Start Date:
Funding Type: Grant Funded
Closing Date: 2013/03/20 **Available Openings:** 1

[Return to Previous Page](#)

Job Summary

The Communications Officer will be responsible for developing and implementing policies and procedures to ensure effective dissemination of knowledge and knowledge translation between academic and government stakeholders. This is a contract position with possibility of renewal.

Organizational Status

Housed in the Faculty of Arts, the Canadian Network for Research on Terrorism, Security and Society (TSAS) is a multi-university research centre working closely with Public Safety Canada and other government partners.

Work Performed

Communications:

- Promote research and events of the centre through social media and explore new mechanisms for disseminating information.
- Write synthetic summaries of research material for a policy audience, and potentially, for media releases.
- Produce daily news items on relevant topics, and a quarterly newsletter, including content and layout.
- Manage email list, using judgement to ensure appropriateness of announcements.
- Market and promote the network's programs and opportunities, including development of materials and identifying suitable target audiences.
- Act as media liaison facilitating interactions between researchers and media.

Website:

- Participate in the development of a new website, providing input on design and drafting content.
- Liaise with researchers across the country to develop rules and operationalize a virtual library. This will involve working with research assistants across the country.
- Ensure that the content on the website remains current.

Operations:

- Responsible for coordinating and drafting annual reports.
- Liaise with researchers and government officials using tact, diplomacy, and discretion.

Evaluate effectiveness of procedures and suggest improvements.
Perform other related duties as required.

Supervision Received

The position will work with the Senior Project Coordinator under general direction of UBC Co-Director, Canadian Network for Research on Terrorism, Security and Society (TSAS). Must be self-directed, taking initiative, working within established policies, procedures and standards. Work will be reviewed against task objectives and conformity to standards.

Supervision Given

May assign and check work of technicians, support staff or students.

Consequence of Error/Judgement

Errors would have serious impact on the research project and future funding opportunities.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. Experience working in an academic setting with knowledge of University policies and protocol an asset. Ability to communicate effectively verbally and in writing. Bilingualism in English and French is a major asset, with reading comprehension in both languages required. Ability to exercise tact and discretion. Effective problem resolution, analytical and organizational skills. Ability to maintain accuracy and attention to detail.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.

[Return to Previous Page](#)

Image 57

Submit Job Opening for Approval

Before you can Save & Submit a Job Opening for approval, you need to first confirm the approvers.

Job Postings and Posting Periods

<u>Postings</u>	<u>Post Date</u>	<u>Remove Date (at 0:00)</u>	
Communications Officer	2013/03/14	2013/03/21	

[+ Create New Job Posting/Repost](#)

Review and Confirm Approvers

Originator Comments (for your approvers or general comments)

Image 58

Click on **Review and Confirm Approvers**

Approval Step	Approval Rank	Approver Category	User ID	Name
1	DeptAdm	Primary	TSUNGA	Ada Tsui
1	DeptAdm	Secondary	JENROSS	Janice Warden
1	DeptAdm	Secondary	JENROSS	Jennifer Palister
1	DeptAdm	Secondary	LESLIESF	Leslie Fernandez
1	DeptAdm	Secondary	SHLEYB2	Bailey Gross
2	FacultyAdm	Primary	SOYEE	Sue Yee
2	FacultyAdm	Secondary	SELLEN	Ellen Siu
3	FacultyAdm	Secondary	WAGAS	Nadine Janowski
3	FacultyAdm	Primary	ANNENACL	Anne MacLean

Are these Approvers/Steps correct? Yes If Yes button is not available for selection, the system detected a problem with your departmental approvals. No

Click [here](#) to review departmental approval steps for this transaction.

Click [here](#) for help with approver errors appearing on this page.

[Return](#)

Image 59

Job Postings and Posting Periods

<u>Postings</u>	<u>Post Date</u>	<u>Remove Date (at 0:00)</u>	
Communications Officer	2013/03/14	2013/03/21	

[+ Create New Job Posting/Repost](#)

Review and Confirm Approvers

Originator Comments (for your approvers or general comments)

Added by:
Last Updated by:

[Save & Submit](#) [Save as Draft](#) [Cancel](#)

Image 60

Click on [Save & Submit](#) to save Job Opening/Posting and submit for approval.

Approval page appears with name of the person the Job Opening was routed to for approval.

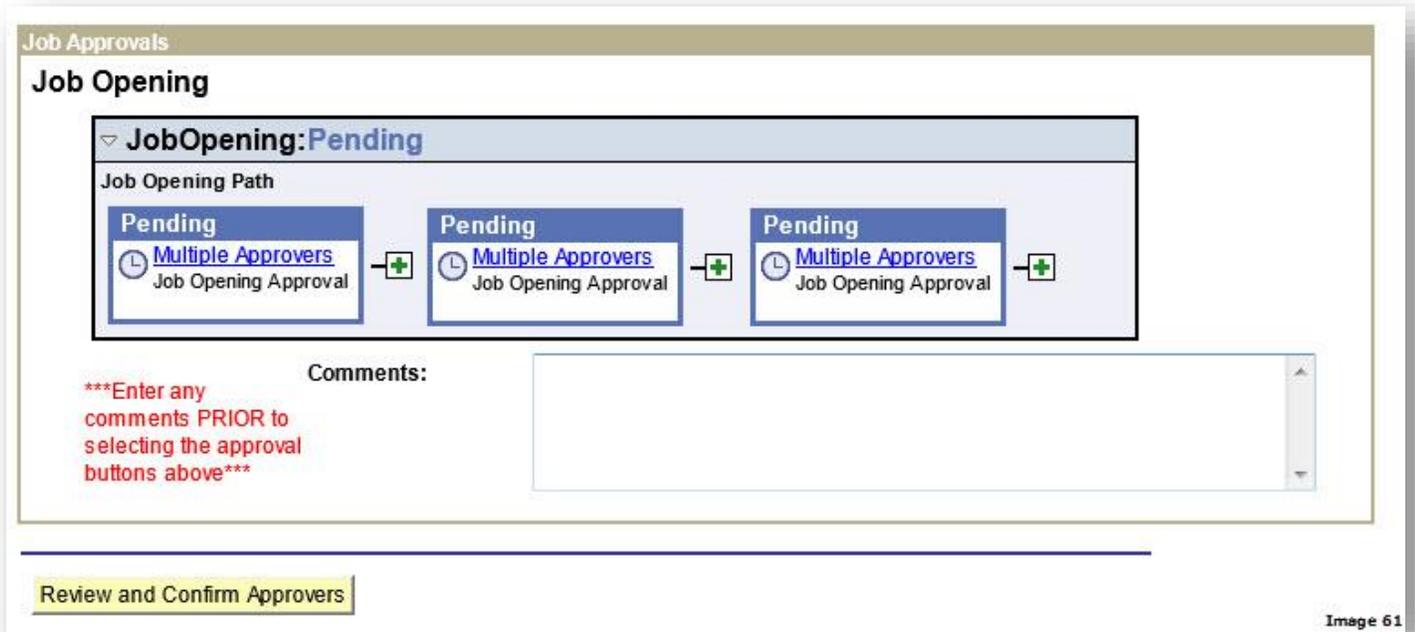


Image 61

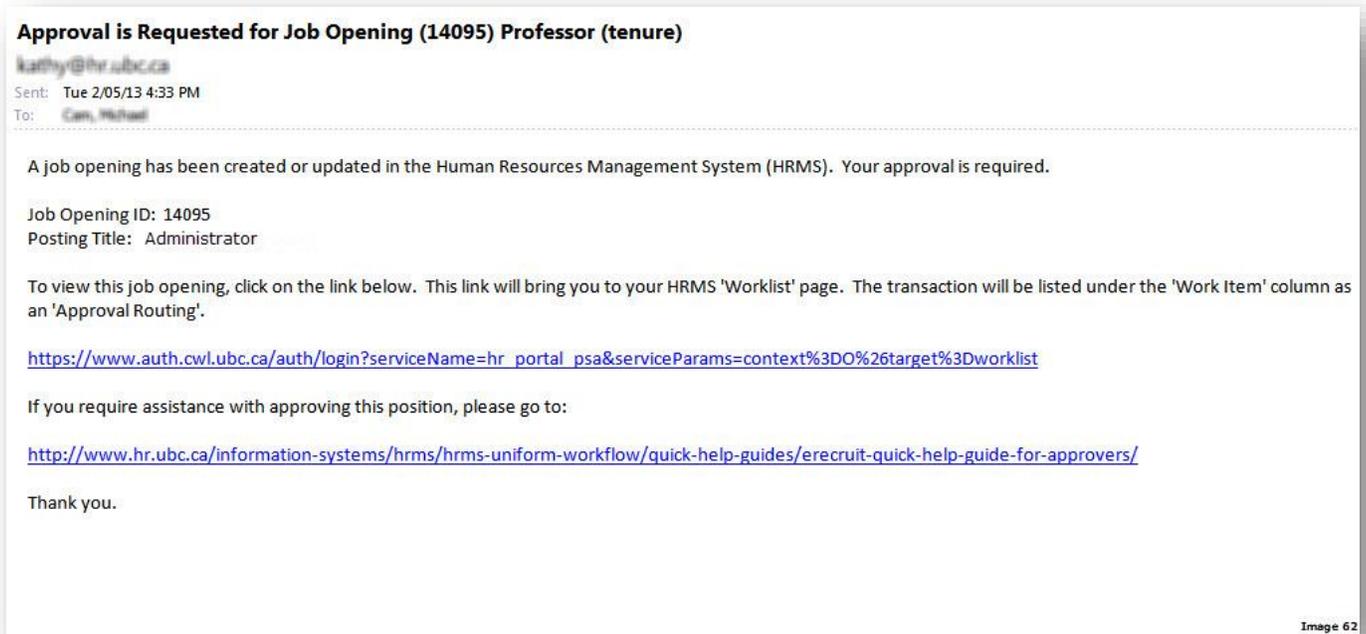
Note: All job openings/postings require approval.

2.2 Job Opening/Posting Approval Process

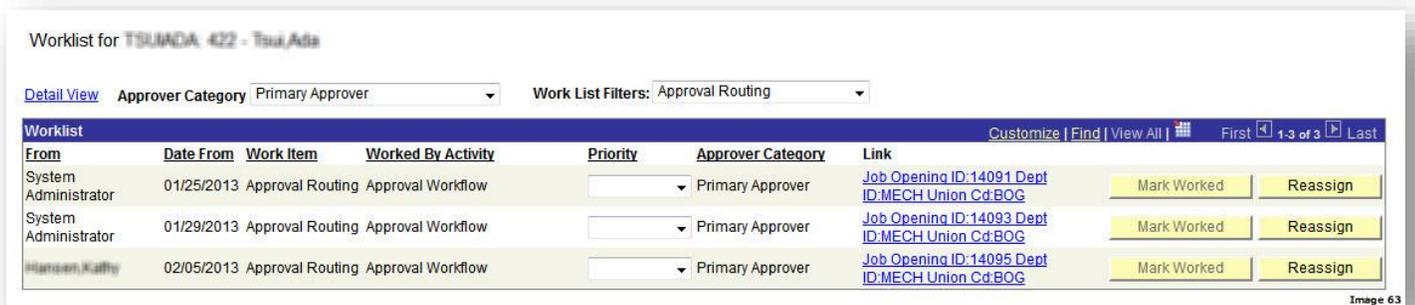
2.2.1 Approver is notified and accesses worklist

Approver is notified and accesses approval request either through the email notification or the PeopleSoft Worklist page.

Sample approval request email sent automatically to approver:



Approver's Worklist:



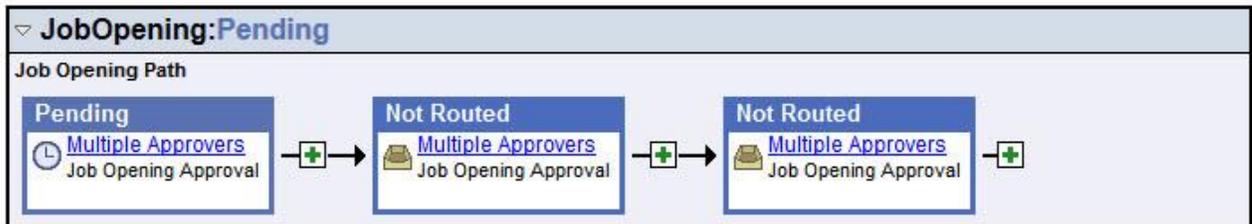
2.2.2 Approver enters approval or pushback

Created By: 5626315 [Kathy Bourdman](#)
Date Opened: 02/05/2013
Available Openings: 1
Reference Names/Contact information required from applicants? [What will this do?](#)
Position#: 00032098
Business Unit: UBC01 UBC - Vancouver
Job Code: 180101 Administrator
Company: 01 University of British Columbia
Department: MECH Mechanical Engineering
Location: CIC CICSR/Comp Sci Bldg
Recruiting Location: 1 Vancouver - Point Grey Campus
Status Code: Pending Approval
Status Reason:
Status Date: 02/05/2013
Desired Start Date: 07/01/2013 Job End Date: Ongoing?
Date Authorized:

Employees Being Replaced	
Customize Find First <input type="button" value="◀"/> 1 of 1 <input type="button" value="▶"/> Last	
Name	EmpID

Job Approvals

Job Opening



Approve

PushBack

Enter any comments PRIOR to selecting the approval buttons above

Comments:

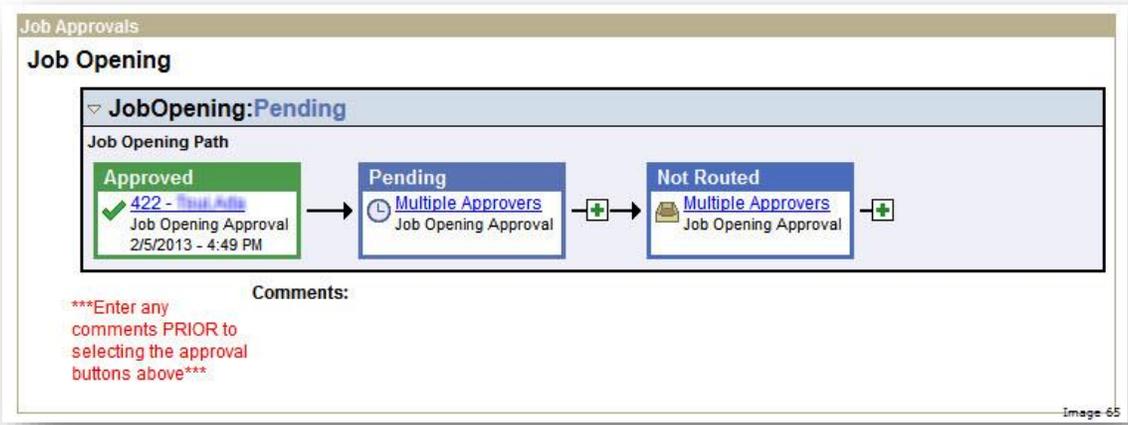
[Job Opening Details](#) Approvals

Image 64

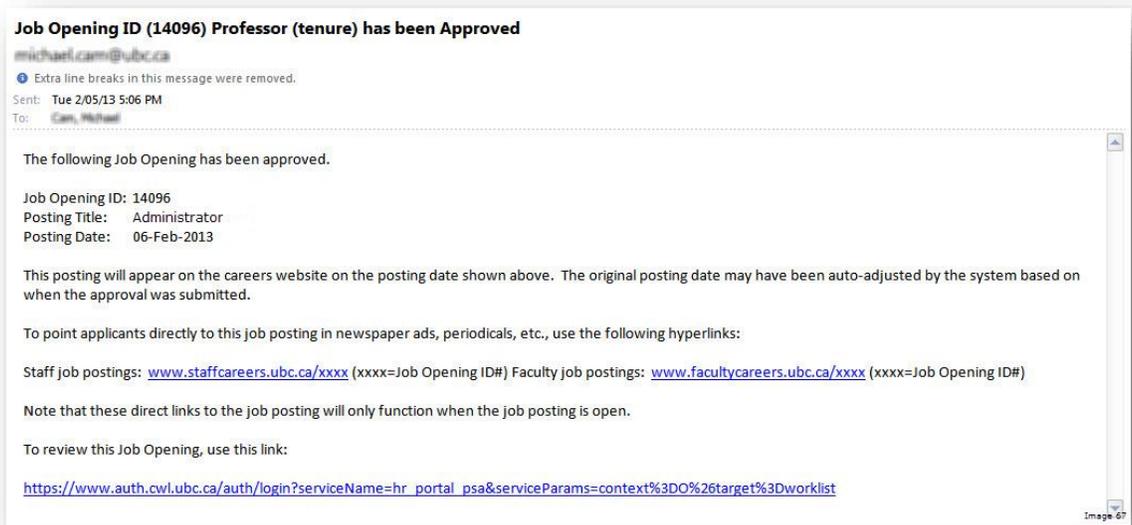
Reason for pushback must be provided in the comments section and must be entered prior to clicking on the pushback button. Comments should include instructions to the originator as to what needs to be modified in the Job Opening/Posting in order to obtain approval.

2.2.3 Job Opening is approved

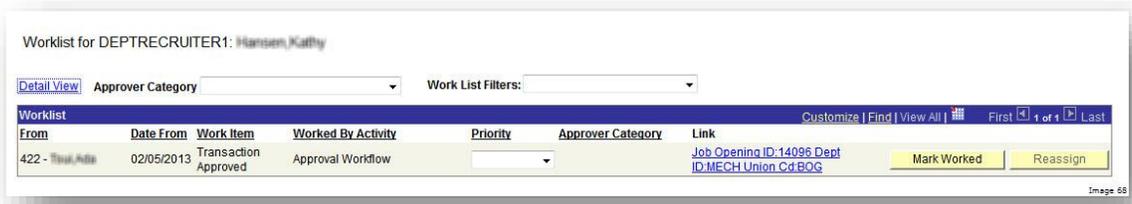
Click on Approve and the workflow reflects the current status.



In the case of full approval, originator is informed of Approver’s decision via email and Worklist entry is created.



Worklist Item Approved:



Originator can access the Job Opening to review approval and any comments from approver.

[Manage Applicants](#) | [Interview Schedule](#) | [Job Opening Details](#) | [Add New Applicant](#) | [Download Applicant List](#)

[Job Opening Details](#) Approvals

Created By: 5626315 [Kathy Soudreau](#)
Date Opened: 02/05/2013
Available Openings: 1
Reference Names/Contact information required from applicants? [What will this do?](#)
Position#: 00032098
Business Unit: UBC01 UBC - Vancouver
Job Code: 180101 Administrator
Company: 01 University of British Columbia
Department: MECH Mechanical Engineering
Location: CIC CICSR/Comp Sci Bldg
Recruiting Location: 1 Vancouver - Point Grey Campus
Status Code: Open
Status Reason:
Status Date: 02/05/2013
Desired Start Date: 07/01/2013 Job End Date: Ongoing?
Date Authorized: 02/05/2013

Employees Being Replaced	
Name	EmpID

Job Approvals

Job Opening

JobOpening: **Approved**

Job Opening Path

Approved

✓ [422 - Paul Allen](#)

Job Opening Approval

2/5/2013 - 5:06 PM

[Resubmit](#)

Comments:

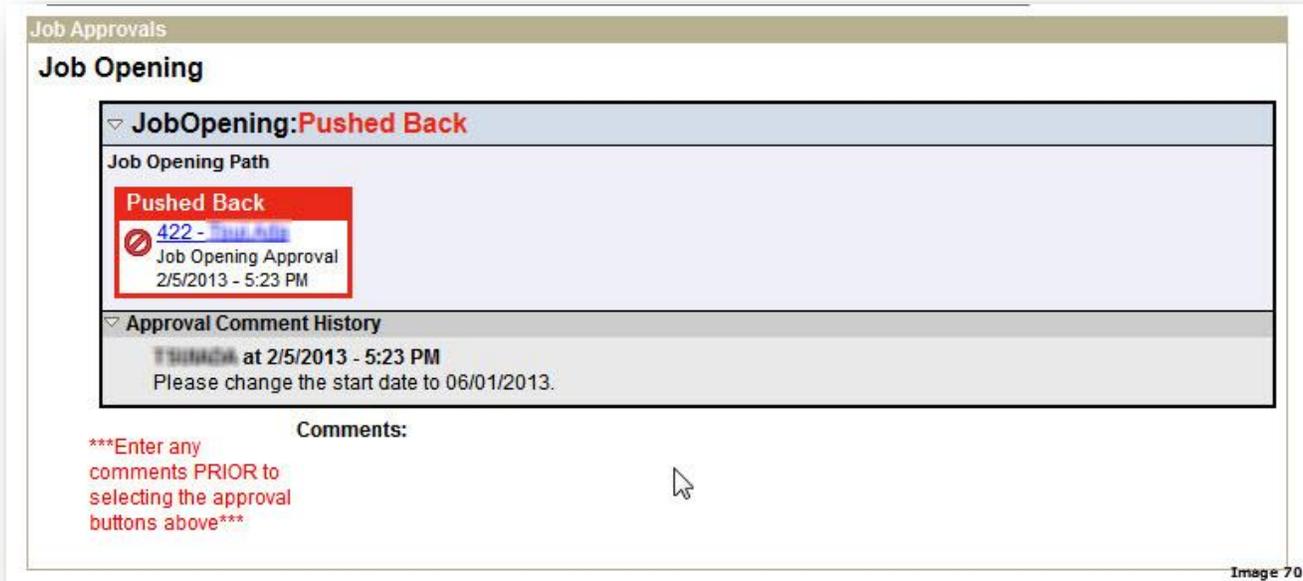
Enter any comments PRIOR to selecting the approval buttons above

Image 69

Once approval on Job Opening is received, the job posting will become available to applicants the following day or on the 'Post Date' if in the future. In all cases, postings will not become available to applicants until approval has been received.

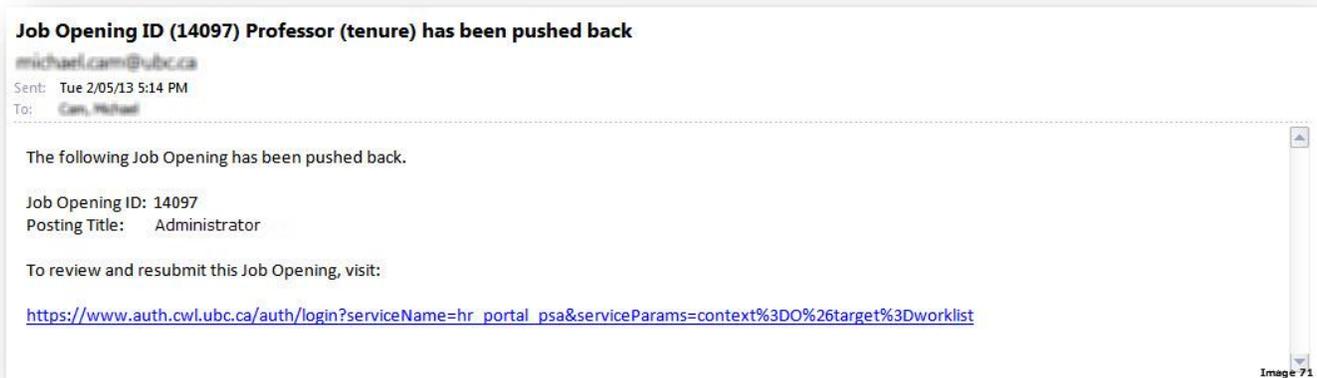
Job Opening is pushed back

Click on PushBack and the workflow reflects the current status.



In the case of a pushback, originator is informed of Approver's decision via email and Worklist entry is created.

Sample email of a pushback notification:



Worklist Item for pushback:

Worklist for KMHA: Workflow Administrator

Detail View Approver Category: [dropdown] Work List Filters: [dropdown]

From	Date From	Work Item	Worked By Activity	Priority	Approver Category	Link	
Boudreau, Robert M	2014/05/20	Transaction Pushed Back	Approval Workflow	[dropdown]		Offer ID: 13196 Dept ID: HRMS Union Cd: C29	Mark Worked Reassign

Originator accesses the Job Opening to review comments from Approver and reason for pushback.

Manage Applicants | [Interview Schedule](#) | Job Opening Details | [Add New Applicant](#) | [Download Applicant List](#)

[Job Opening Details](#) Approvals

Created By: 5626315 Kathy Boudreau
Date Opened: 02/05/2013
Available Openings: 1
Position#: 00032098
Business Unit: UBC01 UBC - Vancouver
Job Code: 180101 Administrator
Company: 01 University of British Columbia
Department: MECH Mechanical Engineering
*Location: CIC CICS/Comp Sci Bldg
Recruiting Location: 1 Vancouver - Point Grey Campus
Status Code: Pushbacked by Approver
Status Reason:
Status Date: 02/05/2013
*Desired Start Date: 07/01/2013 Job End Date: Ongoing?
Date Authorized:

Employees Being Replaced [Customize](#) | [Find](#) | First 1 of 1 Last
Name EmpID
[+ Add Employees Being Replaced](#)

Job Approvals

Job Opening

Job Opening: **Pushed Back**

Job Opening Path

Pushed Back
422 - [View All](#)
Job Opening Approval
2/5/2013 - 5:23 PM

Approval Comment History

Pushed Back at 2/5/2013 - 5:23 PM
Please change the start date to 06/01/2013.

[Resubmit](#)

Image 72

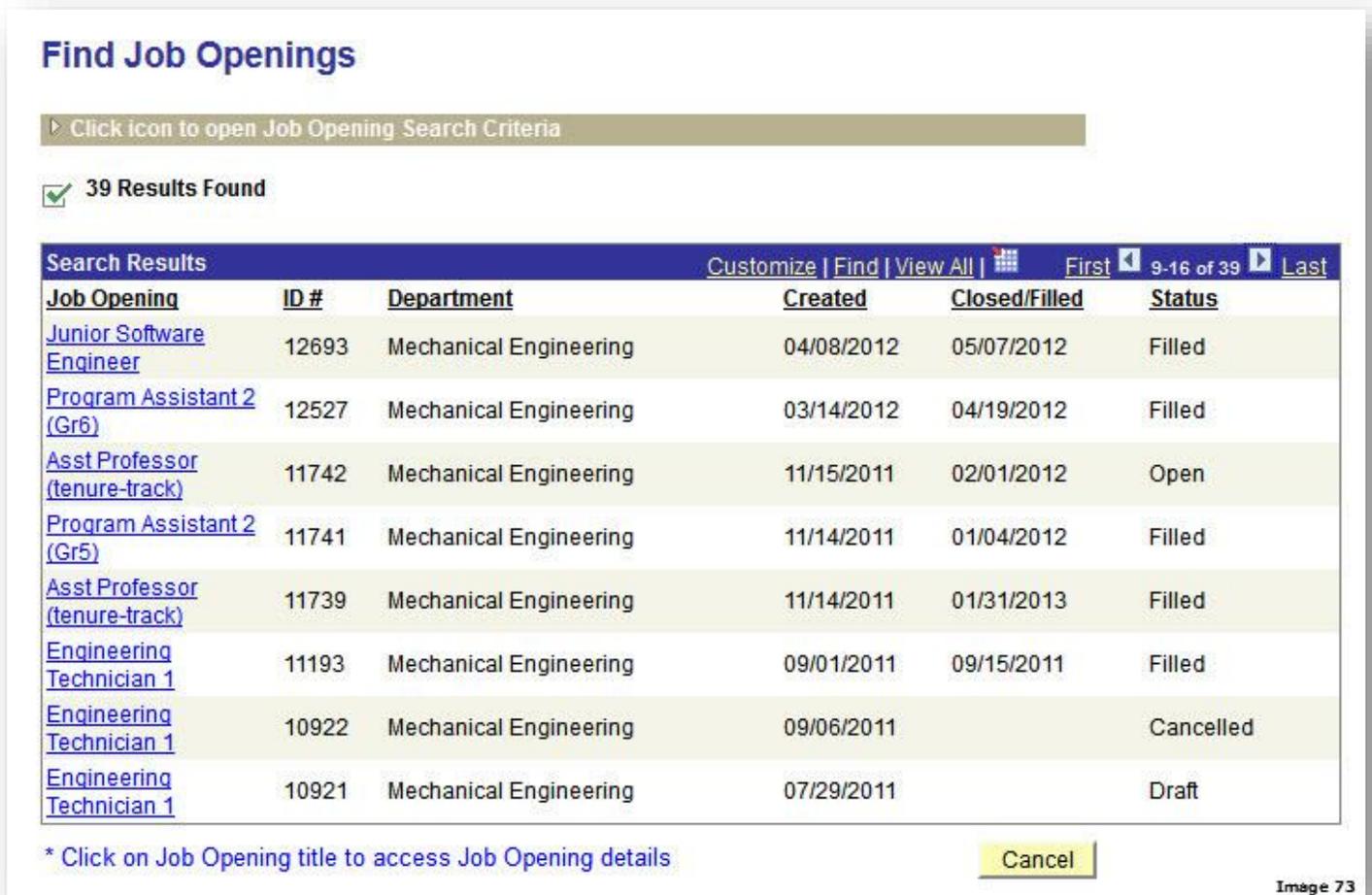
Originator makes recommended changes to Job Opening/Posting and clicks on [Resubmit](#) button and approval process repeats itself until an approval is received.

2.3 Repost a Job Posting

Job postings can be reposted within 90 days without re-approval. Reposts after the 90-day period, require you to create a new job opening and go through the approval process.

To repost a job, navigate to: **Manage Applicants and Openings**. Open your Job Opening and click on the **Job Opening Details** link.

Go to the bottom of the page to the 'Job Postings and Posting Periods' section. Click on **Create New Job Posting/Repost** to insert a new posting.



Find Job Openings

▶ Click icon to open Job Opening Search Criteria

✓ 39 Results Found

Search Results						Customize	Find	View All	First	9-16 of 39	Last
Job Opening	ID #	Department	Created	Closed/Filled	Status						
Junior Software Engineer	12693	Mechanical Engineering	04/08/2012	05/07/2012	Filled						
Program Assistant 2 (Gr6)	12527	Mechanical Engineering	03/14/2012	04/19/2012	Filled						
Asst Professor (tenure-track)	11742	Mechanical Engineering	11/15/2011	02/01/2012	Open						
Program Assistant 2 (Gr5)	11741	Mechanical Engineering	11/14/2011	01/04/2012	Filled						
Asst Professor (tenure-track)	11739	Mechanical Engineering	11/14/2011	01/31/2013	Filled						
Engineering Technician 1	11193	Mechanical Engineering	09/01/2011	09/15/2011	Filled						
Engineering Technician 1	10922	Mechanical Engineering	09/06/2011		Cancelled						
Engineering Technician 1	10921	Mechanical Engineering	07/29/2011		Draft						

* Click on Job Opening title to access Job Opening details

Cancel

Image 73

Job Opening

Job ID: 11742
Location: Vancouver - Point Grey Campus
Employment Group: Faculty (Fac Assn)
Business title: Administrator
Department: Mechanical Engineering
Full/Part Time: Full-Time **FTE:** 1.000000
Desired Start Date: 07/01/2012
Job End Date:
Funding Type: Budget Funded
Other:
Closing Date: 01/31/2012 **Available Openings:** 1

[Manage Applicants](#) | [Interview Schedule](#) | [Job Opening Details](#) | [Add New Applicant](#) | [Download Applicant List](#)

Manage Applicants

Display: All [Shortlisting Rules & Guidelines](#)

Applicants									
Customize Find First 1-280 of 280 Last									
	CDN Citizen?	Applicant Name	ID	Current Relationship with UBC	Disposition	Resume/CV	Last Updated	*Take Action	Comments
<input type="checkbox"/>	No	Abdulgani, Ammar B	102502	External Applicant	Decline		02/29/2012 11:15AM	*Select Action...	
<input type="checkbox"/>	No	Abdel, Samir	105669	External Applicant	Decline		02/23/2012 3:05PM	*Select Action...	

Image 74

Additional Job Specifications

Employee Type: Salaried **FTE:** 1.000000
Funding Type: Budget Funded **Full/Part Time:** Full-Time

Interviewers (must be a UBC employee)	
Name	Interviewer ID
<input type="text"/>	<input type="text"/>

[+ Add Interviewers](#)

Job Postings and Posting Periods

Postings	Post Date	Remove Date (at 0:00)
Administrator	11/16/2011	02/01/2012

[+ Create New Job Posting/Repost](#)

[Review and Confirm Approvers](#)

Image 75

In the **Job Opening-Posting Information** page, go to the bottom of the page to the 'Job Posting Destinations' section. Review the posting dates to determine when your posting will be reposted and click on **OK** button.

Note that viewing the job posting at this point using the **View Job Posting** button, will not show that the posting is a 'Repost'. You must save your data before the posting preview is updated.

Job Posting Destinations							Customize Find	First	1-2 of 2	Last
Destination	Posting Type	Post Date	Remove Date (at 0:00)	Posting Duration (Calendar days)	Posting Duration (Working days)	Upload Publication Ad				
UBC Careers Website	Int/Ext	2013/03/14	2013/03/21	7	5					
Vancouver Sun	Int/Ext	2013/03/22	2013/03/24			Upload Ad				

Your additional posting should now indicate **(Repost)** in the 'Job Postings and Posting Periods' section.

Click on **Save** to save your work. Your repost will appear the following working day in myCareers.

Job Postings and Posting Periods		
Postings	Post Date	Remove Date (at 0:00)
Admin Assistant 3	2013/02/25	2013/02/25
Admin Assistant 3 (Repost)	2013/03/15	2013/03/22

[+ Create New Job Posting/Repost](#)

2.4 Cancel a Job Posting

To remove or cancel a job posting, navigate to: **Manage Applicants and Openings**. Open your Job Opening and click on the **Job Opening Details** link. Go to the 'Job Postings and Posting Periods' section at the bottom of the page and click on the job title, under the 'Postings' heading, to be taken to the 'Job Opening/Posting information' page. Scroll down to the 'Job Posting Destinations' section.

To remove or cancel a job posting, change the 'Remove Date' of the posting to the same date as the 'Post Date'. This will remove the posting from the Careers site immediately.

Note: If applicants have already applied for a posting which you are now cancelling, you should inform them of such (see section 4.10 – Email Applicants).



Click on  [Save](#) to save your work.

2.5 Run Staff Job Posting Report

Paper job postings can be produced from the system at any time. Since new postings can open and/or close any day of the week, the list of job postings can vary from one to the next.

Navigation: Recruitment>Administration>Staff Job Postings Report

Step 1: Click on 'Add a New Value' tab.



Staff Job Postings Report

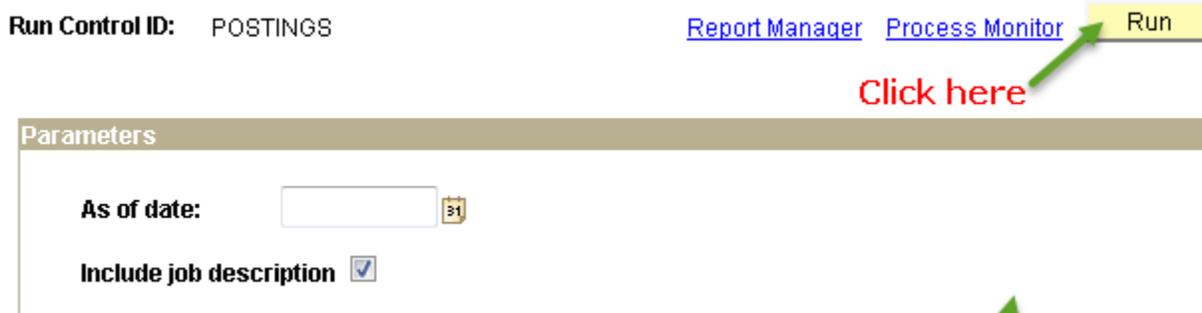
[Find an Existing Value](#) **Add a New Value**

Run Control ID:

[Find an Existing Value](#) | [Add a New Value](#)

- Enter a 'Run Control ID' value of your choice. 'POSTINGS' is used in the example above. Do not use spaces in your Run Control ID.
- Click on button.
- Note that this is a one-time step only. The Run Control ID you create will be stored in the database and can be retrieved using the 'Find an Existing Value' tab.

Step 2: Click on button to create Job Postings report for all open postings as of the run date.



Run Control ID: POSTINGS [Report Manager](#) [Process Monitor](#)

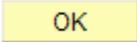
Click here

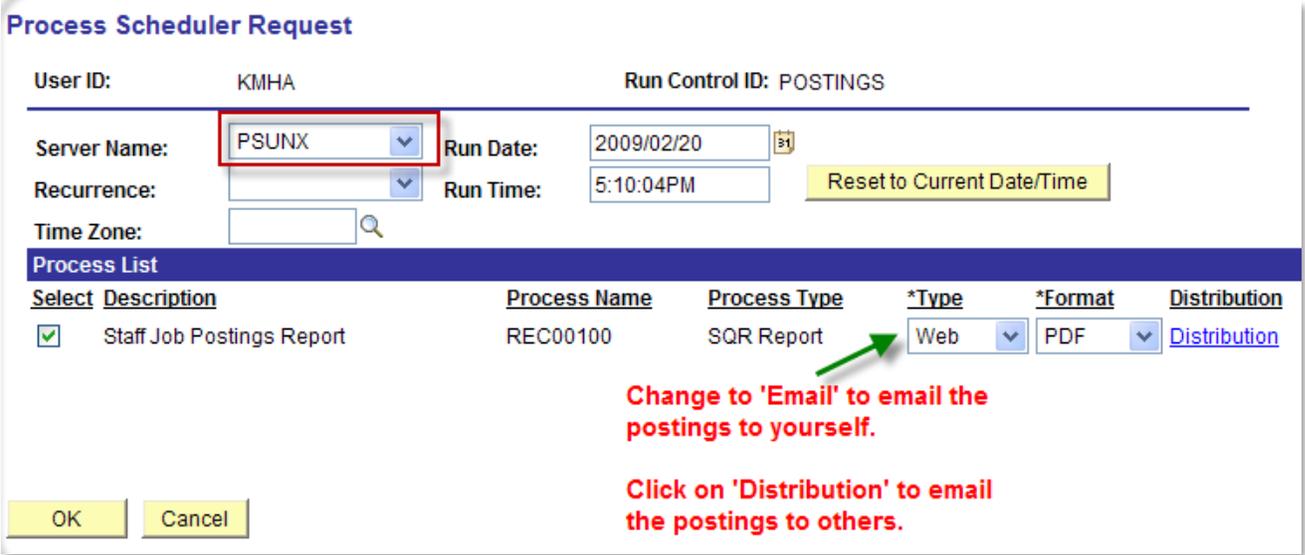
Parameters

As of date: 31

Include job description

- Leave the 'As of date' blank if you want all job postings open as of the report run date.
- Click on 'Include job description' if you want the entire job description included with the posting.

Step 3: If no value exists in 'Server Name' field, select 'PSUNX' and then the  button.



Process Scheduler Request

User ID: KMHA Run Control ID: POSTINGS

Server Name: PSUNX Run Date: 2009/02/20 

Recurrence:  Run Time: 5:10:04PM 

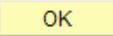
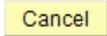
Time Zone: 

Process List

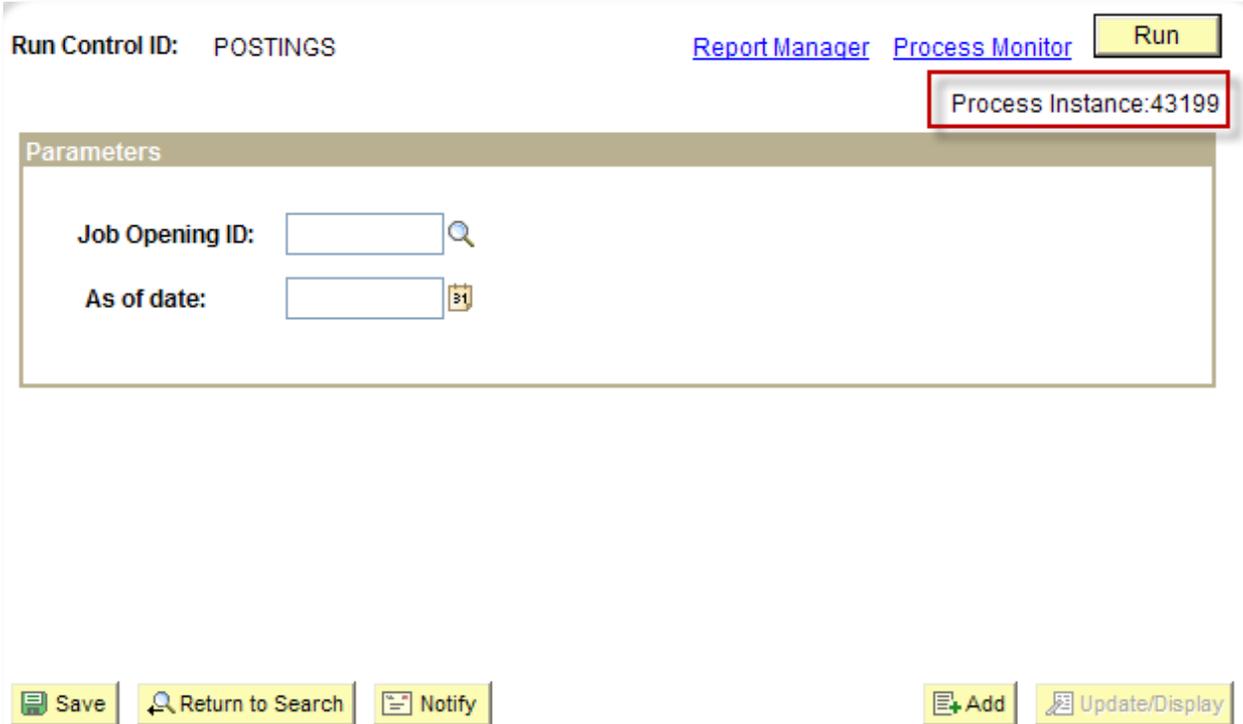
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Staff Job Postings Report	REC00100	SQR Report	Web 	PDF 	Distribution

Change to 'Email' to email the postings to yourself.

Click on 'Distribution' to email the postings to others.

Step 4: A 'Process Instance' number should now appear, indicating that you've successfully launched the report.



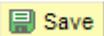
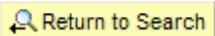
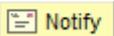
Run Control ID: POSTINGS [Report Manager](#) [Process Monitor](#) 

Process Instance:43199

Parameters

Job Opening ID: 

As of date: 



Use the 'Recurrence' field in the Process Scheduler Request page to schedule the Job Posting Report to run weekly or nightly.

Choose *Type=Email to automatically email the report.

If you do not email the posting report to yourself, the report can be retrieved via the Report Manager link or navigate to Reporting Tools>Report Manager

Step 5: Check on the process status.

Administration

View Reports For

User ID: RECRUITRAIN Type: [v] Last: 1 Days [v] Refresh

Status: [v] Folder: [v] Instance: [] to: []

Report List [Customize](#) | [Find](#) | [View All](#) | [] First 1 of 1 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status
<input type="checkbox"/>	35186	43201	Staff Job Postings Report	2009/02/20 5:25:23PM	Acrobat (*.pdf)	Processing

Click here to get current status

Administration

View Reports For

User ID: RECRUITRAIN Type: [v] Last: 1 Days [v] Refresh

Status: [v] Folder: [v] Instance: [] to: []

Report List [Customize](#) | [Find](#) | [View All](#) | [] First 1 of 1 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	35186	43201	Staff Job Postings Report	2009/02/20 5:25:23PM	Acrobat (*.pdf)	Posted	Details

When Status = 'Posted', the report is ready for download. Click on the [Details](#) link to access

Step 6: Download report.

Report Detail

Report

Report ID: 35186 Process Instance: 43201 [Message Log](#)

Name: REC00100 Process Type: SQR Report

Run Status: Success

Staff Job Postings Report

Distribution Details

Distribution Node: PSREPORTS Expiration Date: 2009/03/23

File List

Name	File Size (bytes)	Datetime Created
SQR_REC00100_43201.log	1,846	2009/02/20 5:25:46.000000PM PST
rec00100_43201.PDF	22,740	2009/02/20 5:25:46.000000PM PST
rec00100_43201.01	275	2009/02/20 5:25:46.000000PM PST

Distribute To

Distribution ID Type	*Distribution ID
User	RECRUITRAIN

Click PDF file link to download Job Posting Report

Sample Job Postings Report:

<div style="text-align: center;"> The University of British Columbia Staff Job Postings </div> <hr/> <p>PLEASE POST ON A BULLETIN BOARD IN A CONSPICUOUS PLACE</p> <p>THE UNIVERSITY OF BRITISH COLUMBIA</p> <p>APPLICATION INSTRUCTIONS</p> <p>All career opportunities can be accessed at: http://www.hr.ubc.ca/careers.</p> <p>INTERNAL APPLICANTS Internal applicants will apply for positions using the myCareers feature in the self-service web portal, accessible with their Campus Wide Log-in (CWL) ID.</p> <p>EXTERNAL APPLICANTS External applicants will create their online profile by visiting www.hr.ubc.ca/careers. Once you have selected the would like to apply for, you can create your online profile and upload your resume.</p> <p>For those wishing to apply using a paper format, please submit an application resume for each position for which considered, by specifying the Position and Job ID, to:</p> <p>THE UNIVERSITY OF BRITISH COLUMBIA Human Resources 360-2076 Westbrook Mall Vancouver, BC V8T 1Z1</p> <p>The Job Posting does not imply that any applicant will necessarily be selected for the position, nor is the classification a commitment by the University to appoint an applicant to the classification.</p> <p>Applications for each of the following vacancies should be received in Human Resources by 0300 on the position.</p> <p>VIEW OUR CAREER OPPORTUNITIES WEEKLY Sign up for Job Alerts within myCareers to receive email notifications when new opportunities are posted online.</p> <p>VIEW YOUR APPLICATION STATUS View the status of your application(s) by logging into myCareers. You can also choose to apply for multiple jobs same time.</p> <p>Note: Unless otherwise indicated, positions are full-time Monday to Friday. Research Grants, Capital Funds and Self-supporting positions can be continued only as long as funds are available.</p> <p>UBC hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to</p>	<div style="text-align: center;"> The University of British Columbia Staff Job Postings </div> <hr/> <p>Job Posting</p> <p>Job ID: 5157 Location: Vancouver - Point Grey Campus Employment Group: CUPE 2950 (25 hrs/wk) Job Category: CUPE 2950 Administrative Support Classification Title: Administrative Support 1 (Gr1) Business Title: Administrative Support 1 (Gr1) Department: eRecruiting Training Dept. SINR: Budget Funded Salary: \$29,472.00 (Annual) Full/Part Time: Full-Time Desired Start Date: 2009-04-01 Ongoing: Y Job End Date: Possibility of Extensions: N Funding Type: Budget Funded Other: Budget Funded Remove Date: 2009-03-05 Available Openings: 1</p> <p>Organizational Status</p> <p>Programs covered by the position include but may not be limited to: recommended, internal and affiliation scholarships and bursaries, UBC Entrance Scholarships, a number of external award programs. --This is a new paragraph: Yadda, yadda, yadda-- --This is a new paragraph: Yadda, yadda, yadda--</p> <p>Work Performed</p> <p>Provides general information to students, faculty and the general public about both merit and need-based programs offered by Student Financial Assistance and Awards. Files incoming cheques, e-mails students when cheques are available for pick-up and distributes same to students at the front counter. Redeposits cheques that have stale dated. Coordinates bulk mail-out for the over 6000 bursary notices.</p> <p>Assists with the photocopying and preparation of material for the Major Entrance Scholarship Committee. Coordinates bulk award notice mail-outs, receives and data enters scholarship applications. Receives, opens and distributes Incoming mail to appropriate DFA & Awards staff (or other University departments/faculties). Performs any other job-related duties as necessary in keeping with the requirements and qualifications of the job. Provides clerical support, under general supervision, for the administration of merit-based and need-based awards. --This is a new paragraph: Yadda, yadda, yadda-- --This is a new paragraph: Yadda, yadda, yadda--</p> <p>Supervision Received</p> <p>Provides clerical support, under general supervision, for the administration of merit-based and need-based awards. Programs covered by the position include but may not be limited to: recommended, internal and affiliation scholarships and bursaries, UBC Entrance Scholarships, a number of external award programs. This would include receiving information, entering data, tracking photocopying and filing; responding to oral and written enquiries regarding policies and procedures of government and UBC awards and financial assistance programs; and perform other related tasks. Provides clerical support, under general supervision, for the administration of merit-based and need-based awards. Programs covered by the position include but may not be limited to: recommended, internal and affiliation scholarships and bursaries, UBC</p>
---	---

3

Applying for Jobs

3.1 Apply for a Job Opening

Internal applicants and former employees can view job postings and apply for jobs via UBC's HRMS Self Service application at www.msp.ubc.ca. Applicants must have a valid CWL account.

NOTE: Former employees must have been employed at UBC within the past 18 months and have had an active CWL account prior to leaving the university, otherwise they must use the External applicant method described later in this chapter.

3.1.1 Internal applicants

Go to the **myCareer** portal pagelet.

The screenshot displays the UBC Management Systems Portal interface. At the top, the header includes the UBC logo, the text 'THE UNIVERSITY OF BRITISH COLUMBIA FINANCE AND HUMAN RESOURCES', and 'Management Systems Portal'. The date 'Fri, Feb 6, 15' and 'Home Sign out' links are also visible. Below the header, there are navigation tabs for 'Applications', 'Administrator Self Service', 'HRMS Self Service', 'FMS Self Service', 'Resources', and 'Administration'. A 'Personalize:' section offers 'Content' and 'Layout' options. The main content area is divided into several pagelets:

- myMessages**: A section for messages.
- myPersonal Info**: Contains links for 'Personal Summary', 'Home and Mailing Address', 'Phone Numbers', 'Email Addresses', 'Emergency Contacts', 'Citizenship & Visa Information', and 'Board Notice'.
- myPay**: Includes 'View Paycheque', 'Direct Deposit', 'Voluntary Deductions', 'Compensation History', 'myTotal Compensation', 'myExpense Reimbursements', and 'Year End Slips'.
- myBenefits**: Features 'View Benefit Enrolments', 'myPension', 'myPDR Summary (faculty only)', 'Tuition Waivers - Faculty', and 'Tuition Waivers - Staff'.
- myLearning**: Contains 'Program Registration'.
- mySurveys**: Includes 'Entrance Survey'.
- myCareer**: This pagelet is highlighted with a red border and contains 'Careers - Staff' and 'Careers - Faculty'.

3.1.2 External applicants

External Applicants log in to system via the Human Resources website at: www.hr.ubc.ca/careers. They can view and search for job postings but must register themselves in order to apply for jobs. Job postings will appear in the lower portion of the page.

The screenshot shows the HR website interface. At the top, there are two main sections: 'Basic Job Search' and 'Use your Email Address to login'. The 'Basic Job Search' section includes a 'Keywords:' input field, a 'Posted:' dropdown menu set to 'Anytime', and buttons for 'Search', 'Advanced Search', and 'Search Tips'. The 'Use your Email Address to login' section includes 'Email:' and 'Password:' input fields, and buttons for 'Login', 'Forgot your password?', and 'Register Now'.

Below these sections is a header for 'Latest Job Postings - The University of British Columbia'. A table lists job postings with columns for 'Job Information', 'Open Date', 'Close Date', 'Job Title', 'Job ID', 'Employment Group', 'Job Function', 'Department', and 'Location'. The table contains four rows of job listings.

Job Information	Open Date	Close Date	Job Title	Job ID	Employment Group	Job Function	Department	Location
<input type="checkbox"/>	2013/03/16	2013/03/22	Research Asst/Tech 3	15184	Technicians & Research Assists	Trades/Technical	James Hogg iCAPTURE Centre	Vancouver - Hospital Site
<input type="checkbox"/>	2013/03/16	2013/03/22	Online & Social Media Specialist	15141	Management&Professional (AAPS)	Management & Professional	The Sauder School of Business	Vancouver - Point Grey Campus
<input type="checkbox"/>	2013/03/16	2013/03/29	Assistant Manager- CDM Transgenics	14925	Management&Professional (AAPS)	Management & Professional	Rederivation Facility	Vancouver - Point Grey Campus
<input type="checkbox"/>	2013/03/16	2013/03/22	Associate Academic Advisor	15185	Management&Professional (AAPS)	Management & Professional	Arts Academic Advising	Vancouver - Point Grey Campus

If an applicant has registered previously, then they can login with the email and password they registered with. Otherwise, they will need to register by clicking on 'Register Now'. The following page will appear for them to enter their registration information.

Register

Enter your e-mail address below and create a password.

Please note that some email providers may place email in your junk mail folder. If you do not receive a confirmation email from us after submitting your application, please check your junk mail folder and if there, adjust your junk mail settings to ensure further emails are received correctly.

Enter Registration Information

*Email Address

*Password

*Confirm Password

[Return to Previous Page](#)

3.1.3 View and select the job posting

After the applicant has registered or logged in, they will be presented with their careers home page.

The screenshot displays the careers home page for the University of British Columbia. It features a search bar with a 'Keywords' field and a 'Posted' dropdown menu set to 'Anytime'. Below the search bar are buttons for 'Search', 'Advanced Search', and 'Search Tips'. To the right, the 'My Career Tools' section includes links for '1 Applications', '0 Attachments', '3 Saved Resumes', and 'My Profile', along with a 'Set Up Job Alert' button. A 'Notifications' box indicates that the user has no notifications. The main section, titled 'Latest Job Postings - The University of British Columbia', shows a table of job listings with columns for 'Select', 'Open Date', 'Close Date', 'Job Title', 'Job ID', 'Employment Group', 'Job Function', 'Department', and 'Location'. The table lists four job postings, each with a checkbox in the 'Select' column and a hyperlink for the job title. At the bottom of the table are 'Save Jobs' and 'Apply Now' buttons. The page is labeled 'Image 80' in the bottom right corner.

Select	Open Date	Close Date	Job Title	Job ID	Employment Group	Job Function	Department	Location
<input type="checkbox"/>	2013/03/16	2013/03/22	Research Asst/Tech 3	15184	Technicians & Research Assists	Trades/Technical	James Hogg iCAPTURE Centre	Vancouver - Hospital Site
<input type="checkbox"/>	2013/03/16	2013/03/22	Online & Social Media Specialist	15141	Management&Professional (AAPS)	Management & Professional	The Sauder School of Business	Vancouver - Point Grey Campus
<input type="checkbox"/>	2013/03/16	2013/03/29	Assistant Manager- CDM Transgenics	14925	Management&Professional (AAPS)	Management & Professional	Rederivation Facility	Vancouver - Point Grey Campus
<input type="checkbox"/>	2013/03/16	2013/03/22	Associate Academic Advisor	15185	Management&Professional (AAPS)	Management & Professional	Arts Academic Advising	Vancouver - Point Grey Campus

Full job descriptions and more details about the job can be viewed by clicking on the job title hyperlink.

Applicants can also select the job(s) they would like to apply for and click the **Apply Now** button to continue.

This is the page that shows the full description of the job (after clicking the job title hyperlink).

Job Posting

Job ID: 15097
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Houseperson
Business Title: Houseperson
Department: Conferences & Accommodation
Salary: \$17.69 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013/05/01
Funding Type: Self Funded
Other: Sessional

Closing Date: 2013/03/17 **Available Openings:** 6

[Save Job](#)

[Apply Now](#)

[Return to Previous Page](#)

Job Summary

Positions in this classification prepare room venues and provide general assistance for conferences and miscellaneous meetings.

Organizational Status

Reports to Head Housestaff Person.

Work Performed

Loads equipment, tables, chairs, furnishings, supplies, and other related material into vehicle, drives transport vehicle to destination and unloads.
Sets up and removes tables, chairs, floor coverings, dividers, decorations and other related equipment and furniture for all conference venues.
Services conference venues by supplying and placing water, glasses, table coverings, demonstration materials, supplies and other miscellaneous exhibit equipment as required.
Attends conference venues and facilities to monitor status and provide on-site assistance to conference organizers and attendees.
Contacts Campus Security or RCMP if safety or security of persons, event or facilities is in jeopardy.
Connects and operates simple audio visual and public address systems.
Performs minor clean up work in meeting rooms and common areas as required.

Supervision Received

Works under general supervision of Head House Staff who reports to the Housestaff Coordinator.

Supervision Given

May assist in training of new House Staff.

Consequence of Error/Judgement

Determines sequence of duties and response to client requirements. Inappropriate decisions may impair service delivery, harm the reputation of Conferences and Accommodation or even jeopardize future working relationships with groups and clients.

Qualifications

Ability to ride a bicycle.
Effective oral and written communication skills.
Ability to follow written and/or verbal instructions and floor plans.
Ability to work independently or as part of a team.
Ability to work a flexible schedule which may include mornings, evening, graveyards, weekends and holidays.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.

[Save Job](#)

[Apply Now](#)

[Return to Previous Page](#)

Image 81

After reviewing the posting, they can save the job, apply for the job, or [Return to Previous Page](#). Saving the job will take you to the list of currently saved jobs.

Complete your profile (for new registrations). If the applicant is newly registered on the site, they may be asked to complete their profile before applying.

My Profile

You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

Member Information

User Name: michael.corn@stbc.ca
Password: [Change Password](#)
Preferred Method of contact: Not Specified

Legal Name (as it appears on your Social Insurance Card or other Government Identity Card)

Name Prefix:
***First Name:**
Middle Name:
***Last Name:**

Address

Country: Canada
Address 1:
Address 2:
Address 3:
Address 4:
City: **Province:**
Postal:

Email Address

Primary Email Type: Primary
Email Address: michael.corn@stbc.ca [Remove](#)

Phone

Primary Phone Type:
Phone Number: **Extension:** [Remove](#)

[+ Add Another Phone Number](#)

[Return to Previous Page](#)

Image 83

3.1.4 Upload your resume or CV

The first step of the application process asks how you'd like to proceed with your resume/CV submission.

[Apply Now](#)

Choose Resume / CV

The personal information you provide through the UBC online recruiting software is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act, RSBC 1996, c.165 ("FIPPA"). The required personal information is collected for the purposes of supporting and evaluating your application for employment with UBC and for aggregate statistical purposes. The personal information will be used, retained and only disclosed by UBC in accordance with FIPPA.

If you have any questions about the collection of information, please contact Human Resources by [Email](#) or by phone at 604/822-8111.

IMPORTANT INSTRUCTIONS ON USING THIS SITE:

- Avoid using the browser's back button as it may have unpredictable results
- To cancel an application mid-way, please use the 'Return to Previous Page' or 'Close Application' buttons.
- Use 'Save for Later' if you want to complete an application at a later time.

Please follow all instructions to ensure the success of your application. Your success is our priority.

STEPS:

1. Upload cover letter, Resume, CV and any other supporting application documents. Once submitted, the system will merge each of your uploaded documents into one single PDF file.
Note: to ensure formatting from your original documents is retained, ensure your document(s) are submitted in portrait mode, avoid margins which exceed one inch and avoid manual formatting.
2. Provide work experience and education (if not in your Resume/CV).
3. Provide information on whether you have previously worked at UBC and your immigration status.
4. Submit your application.

Once you've submitted your application, you will not be able to alter your application.

Upload your Resume/CV Package

Upload a new resume/CV

Accepted file types: .doc, .docx, .pdf

[Continue](#) | [Return to Previous Page](#)

Image 82

Clicking on '**Upload a new resume/CV**' brings you to the following page:

Upload Resume/CV & Supporting Documents

Upload your application documents by clicking on the 'Add Attachment' link below.

Multiple documents (Resume, CV, cover letter, other supporting application documents) may be uploaded.

Each attachment you upload must not exceed 12 megabytes in size and the file name must not exceed 64 characters in length.

By clicking on 'Continue', the system will merge and convert your documents in to one single PDF document. Documents will be merged in the order listed.

Resume/CV & Supporting Documents

No attachment has been uploaded to this applicant's profile

Accepted file types: .doc, .docx, .pdf

[+ Add Attachment](#)

[Return to Previous Page](#)

[Continue to Next Step](#)

Image 84

Upload all documents attachments which make up you complete resume package (resume/CV, cover letter, etc.). Continue to click on **Add Attachment** until all your individual documents are uploaded. The system will prompt you to find and upload your documents after you click on **Add Attachment**.



The image shows a file upload interface. It consists of a text input field on the left, a 'Browse...' button on the right, and two buttons below the input field: 'Upload' and 'Cancel'.

Image 85

Click on [Browse...](#) button to select and upload your file.

Once you have selected a file to upload, the page will be updated with the current set of uploaded documents. You may continue to add additional documents by clicking on **'Add Another Attachment'**.

Upload Resume/CV & Supporting Documents

Upload your application documents by clicking on the 'Add Attachment' link below.

Multiple documents (Resume, CV, cover letter, other supporting application documents) may be uploaded.

Each attachment you upload must not exceed 12 megabytes in size and the file name must not exceed 64 characters in length.

By clicking on 'Continue', the system will merge and convert your documents in to one single PDF document. Documents will be merged in the order listed.

Attachments Customize | Find | First 1 of 1 Last

File Name	
Resume.docx	Delete

Accepted file types: .doc, .docx, .pdf

[+ Add Another Attachment](#)

[Return to Previous Page](#) [Continue to Next Step](#)

Image 86

All documents uploaded will be merged into one single PDF document. Ensure that the documents you've uploaded appear in the order you'd like them to appear in the final merged document (i.e., cover letter first, then resume/CV).

Click on [Continue to Next Step](#) once all your documents have been uploaded. The following page will appear. Click on OK to continue or Return to Previous Page.

Your uploaded attachments will now be merged into one PDF document.

Please ensure your documents have been uploaded in the order you wish them to appear in the merged document.

Once the merge process has completed, please open and check your merged resume package to ensure your document(s) appears as you expect. In some cases, some formatting may be lost or page breaks may appear incorrectly. Refer to Step 1 of instructions page for known issues which may cause your document to appear differently than your original document(s). If there was a problem with your merged resume package, do not submit your application, modify your original documents as required and start over.

Do you wish to continue?

[OK](#) [Return to Previous Page](#)

Image 87

The next step is to complete the remainder of their application. The top part of the application page shows the job applied for, as well as any attachments that were uploaded for this application. It is important for applicants to open their merged resume/CV document to ensure their documents were merged as they expected. Click on the  icon on the **Complete Application** page to open the merged resume/CV.

[Apply Now](#)

Complete Application

You are applying for:

[Human Resources Advisor](#)

[Remove](#)

[Add Another Job to Application](#)

Boudreau-3228-2013-03-17-09-54.pdf 

[Remove and Replace Resume/CV](#)

M Mouse
1234 Main St
Disneyland

[Edit Profile](#)

[Save for later](#)

[Submit](#)

[Cancel Application](#)

[Withdraw Application](#)

[Careers Home](#)

Complete Application

Preferences

Desired Start Date:

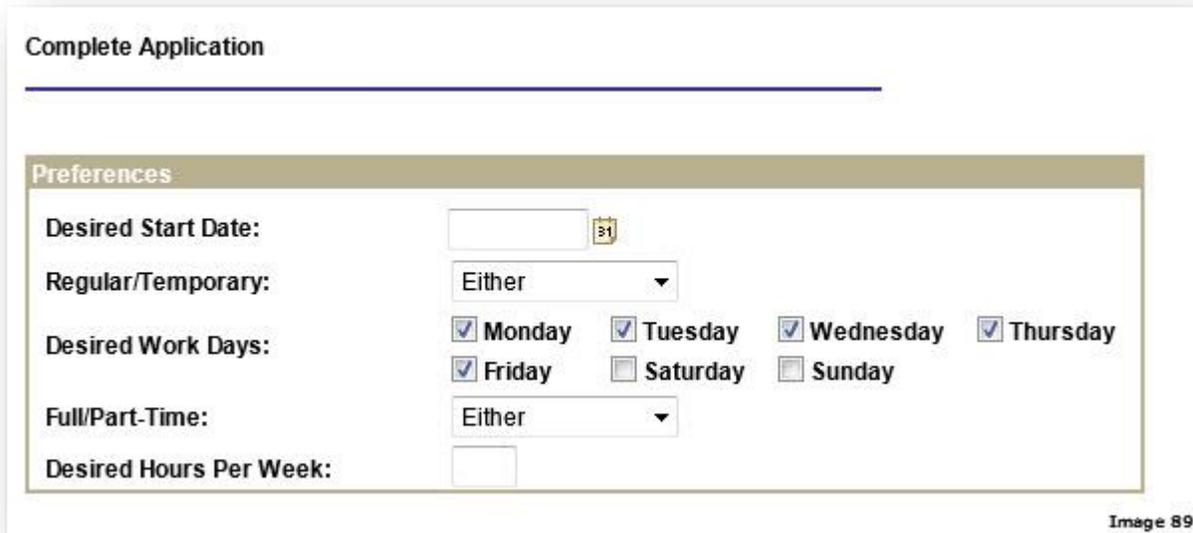


Image 88

3.1.5 Enter your work experience

Complete the on-line application – Preferences.

Provide information on desired start date, work days and full time or part time.



The screenshot shows a web form titled "Complete Application" with a sub-section "Preferences". The form contains the following fields and options:

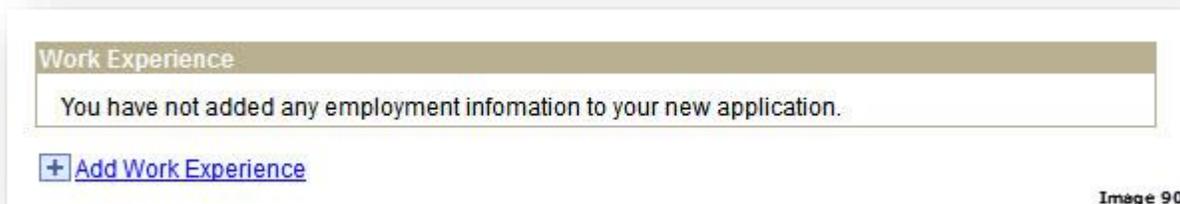
- Desired Start Date:** A text input field with a calendar icon.
- Regular/Temporary:** A dropdown menu with "Either" selected.
- Desired Work Days:** A set of checkboxes for days of the week: Monday (checked), Tuesday (checked), Wednesday (checked), Thursday (checked), Friday (checked), Saturday (unchecked), and Sunday (unchecked).
- Full/Part-Time:** A dropdown menu with "Either" selected.
- Desired Hours Per Week:** A text input field.

Image 89

3.1.6 Enter your work experience

Complete the on-line application – Work Experience section.

Click on [Add Work Experience](#) to add employment history details.



The screenshot shows a web form titled "Work Experience". The main content area contains the text: "You have not added any employment information to your new application." Below this text is a blue button with a plus sign and the text "Add Work Experience".

Image 90

3.1.7 Enter your education history

Complete the on-line application – Education History section.

Select 'Highest Education Level' from list of values and enter education history by clicking on education hyperlinks.

Education History

Highest Education Level: A-Not Indicated

To add a secondary school, click the Add Secondary Education History hyperlink below . To change information for a school, click the hyperlink under School field. Click on delete icon to remove corresponding Secondary School Information.

Secondary Education

You have not added any secondary education information to your application.

[+ Add Secondary Education History](#)

To add a degree, click the Add Post-Secondary Education History hyperlink below Post-Secondary. To change information for a degree, click the hyperlink under Degree field. Click on delete icon to remove corresponding degree.

Post-Secondary Education

You have not added any education information to your application.

[+ Add Post-Secondary Education History](#)

Image 91

3.1.8 Complete the questionnaire

Complete the on-line application – Application Questionnaire section:

Application Questionnaire

Current Employment Status:

- Never worked at UBC
- Worked at UBC within the last year
- Worked at UBC more than a year ago
- Current UBC Faculty/Staff member or student employee. (Are you applying through the correct Careers site? You must apply through UBC's Faculty/Staff Self Service portal in order to maintain your internal rights/status to job postings).

Are you a Canadian Citizen or have Permanent Resident status?

- Yes
- No

Do you have a Canadian Social Insurance number which starts with a 9?

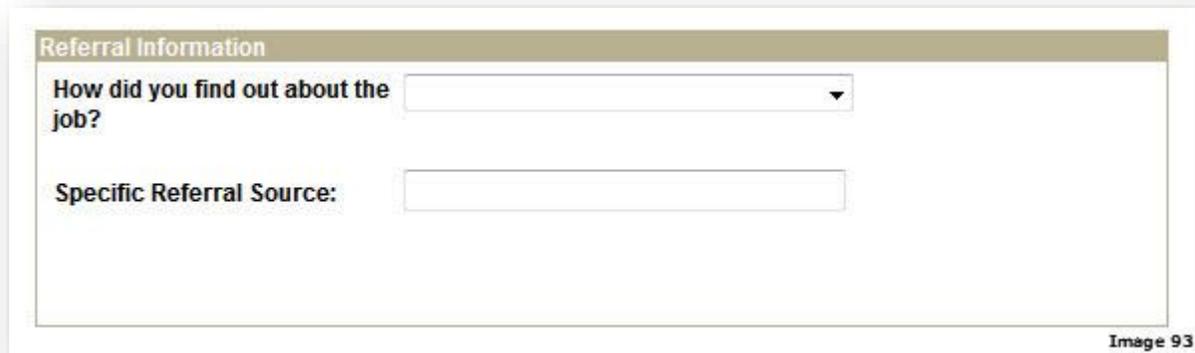
- Yes
- No

Image 92

3.1.9 Complete the referral information

Complete the on-line application – Referral Information section.

Select from list of referral sources. Complete 'Specific Referral Source' if referral source not listed.



The screenshot shows a form titled "Referral Information" with a light green header. Below the header, there are two input fields. The first is a dropdown menu labeled "How did you find out about the job?". The second is a text input field labeled "Specific Referral Source:". The form is enclosed in a white box with a thin border. In the bottom right corner of the box, the text "Image 93" is visible.

3.1.10 Submit the application

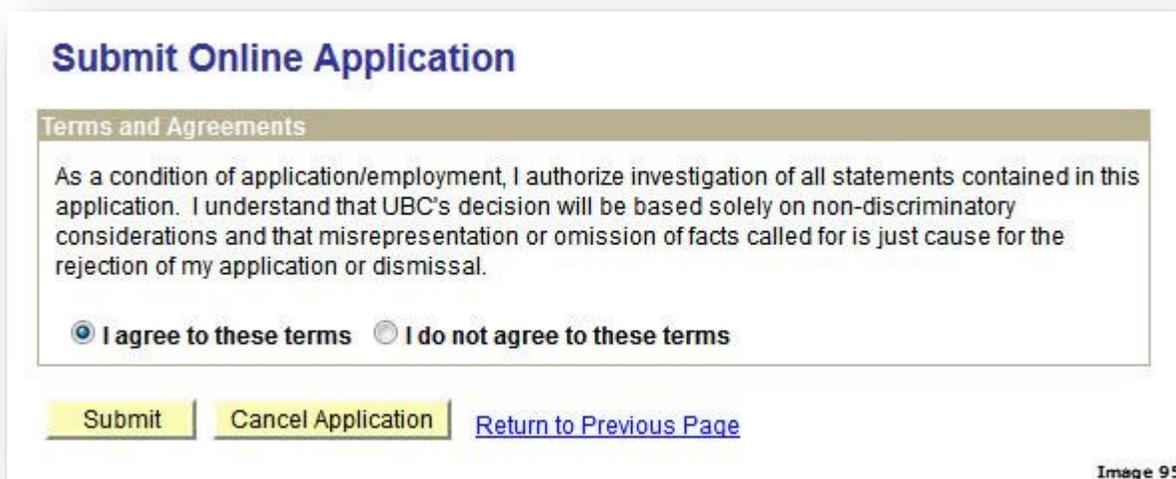


The screenshot shows a horizontal bar with a light blue background. At the top left of the bar, the text "Complete Application" is displayed. Below this text, there are five buttons: "Save for later", "Submit", "Cancel Application", "Withdraw Application", and "Careers Home". The "Submit" button is highlighted in yellow. The "Careers Home" button is a blue link. The bar is flanked by horizontal lines above and below. In the bottom right corner of the bar, the text "Image 94" is visible.

Click on  button to submit application.

3.1.11 Agree to terms (External Applicants)

Review the Terms and Agreements. You will not be permitted to submit your application if you do not agree to the terms stipulated.



Submit Online Application

Terms and Agreements

As a condition of application/employment, I authorize investigation of all statements contained in this application. I understand that UBC's decision will be based solely on non-discriminatory considerations and that misrepresentation or omission of facts called for is just cause for the rejection of my application or dismissal.

I agree to these terms I do not agree to these terms

Submit **Cancel Application** [Return to Previous Page](#)

Image 95

3.1.12 Confirmation email

Applicants receive a confirmation to the email address provided in their profile.

Your online resume has been successfully submitted

UBC_NOREPLY@UBC.CA

Sent: Wed 2/06/13 10:41 AM

To: Cam, Michael

(Please Note: This message was automatically generated. Please do not respond.)

Dear Michael Cam,

Thank you for expressing an interest in the following position(s) submitted on 2013-02-06:

14082- Administrator

The search committee/interview team will review applications following the application deadline. Recruiting practices at UBC can differ from department to department. Some departments contact all applicants, some just shortlisted applicants. We encourage you to view the status of your application by logging in to the myCareer application and using the 'My Career Tools' feature.

For more information about what it's like to work at UBC, visit our virtual Welcome and Resource Centre at www.ubc.ca/welcome.

For more information on how we're building a better workplace, visit our Focus on People website at www.focusonpeople.ubc.ca.

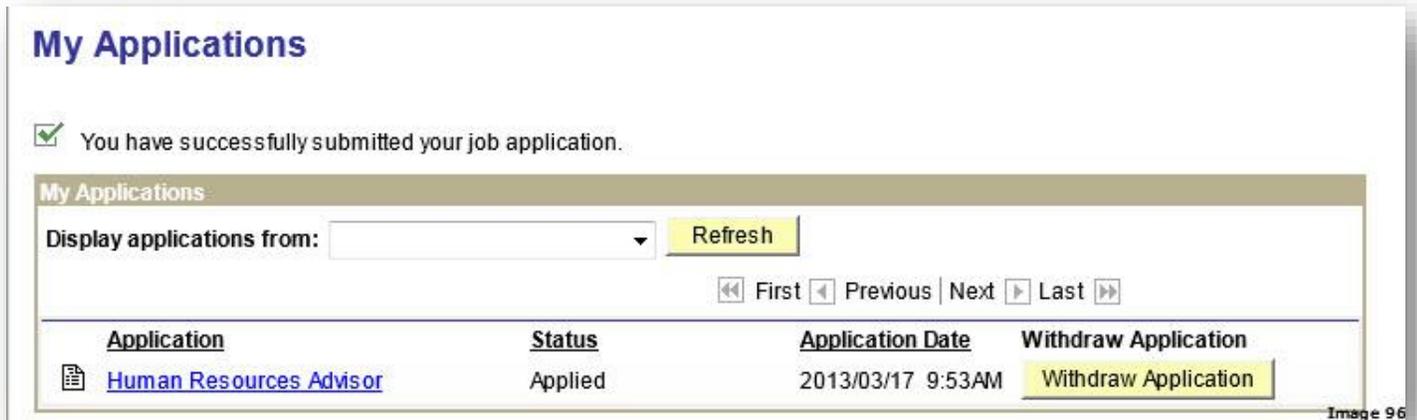
To review your information, click the following link.

https://mycareers.adm.ubc.ca/psc/erecruit/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_HM_PRE&Action=A&SiteId=1

Image 97

3.1.13 My Applications

My Applications provides the applicant with information on the status of their application, the ability to withdraw an application and to replace a resume/CV.



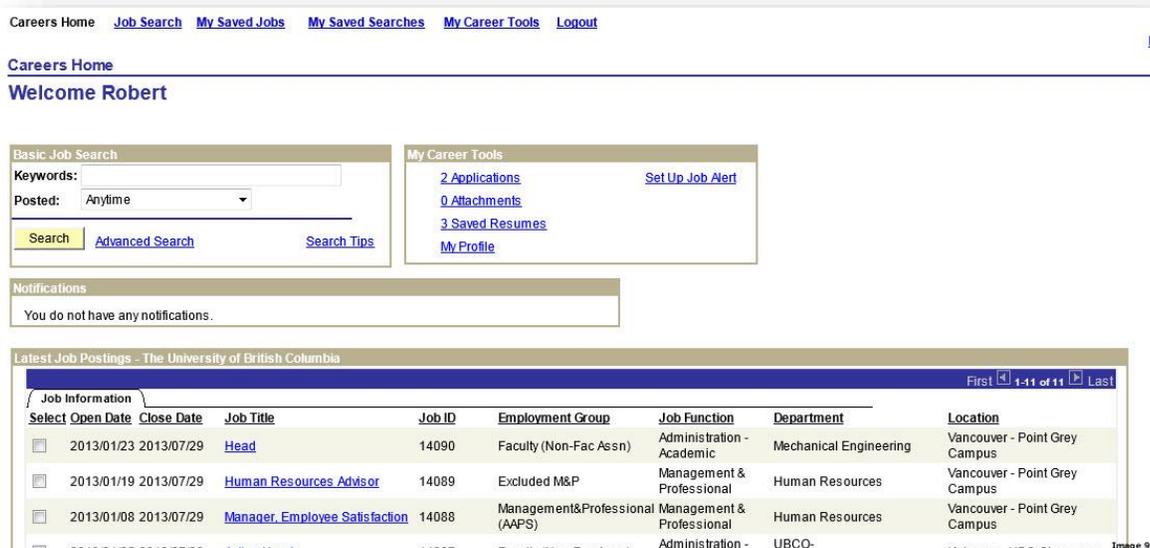
Application status will be updated to indicate progress (i.e., applied, interview, position filled, etc.)

Applicants may withdraw their application at any time by clicking on the [Withdraw Application](#) push button.

Applicants may also update their resume at any time by drilling into your application. From the **Careers Home** page, applicants can access their applications by clicking on the **'# Applications'** hyperlink under **My Career Tools**.

3.2 Careers Home

This is the main page where applicants access job postings and tools to manage their application environment.



3.3 My Careers Tools

This page shows applicants their current applications.

The screenshot displays the 'My Career Tools' section of a web application. At the top, there are navigation links: [Careers Home](#), [Job Search](#), [My Saved Jobs](#), [My Saved Searches](#), [My Career Tools](#), and [Logout](#). Below these is the heading 'My Career Tools' and the user's name 'Robert'. A link for [Edit Profile](#) is also present.

The 'My Applications' section features a dropdown menu set to 'Within Last Week' and a 'Refresh' button. Navigation controls include 'First', 'Previous', 'Next', and 'Last' buttons.

Application	Status	Application Date	
 Human Resources Advisor	Applied	2013/03/17 9:53AM	Withdraw Application

The 'Resumes' section contains a table with the following data:

Resume Title	Attached File	Created	Delete Resume
Resume-Package-Boudreau-3228-119320.pdf	Resume-Package-Boudreau-3228-119320.pdf	2010/06/09 2:11PM	
Boudreau-3228-2013-03-17-09-54.pdf	Boudreau-3228-2013-03-17-09-54.pdf	2013/03/17 9:54AM	

At the bottom left of the resumes section is a link for [Return to Previous Page](#). The page is labeled 'Image 99' in the bottom right corner.

3.3.1 Application Status

From My Career Tools, application status will be updated to indicate progress (i.e., applied, interview, position filled, etc.)

3.3.2 Application Withdrawal

From My Career Tools, applicants may withdraw their application at any time by clicking on the

[Withdraw Application](#)

push button.

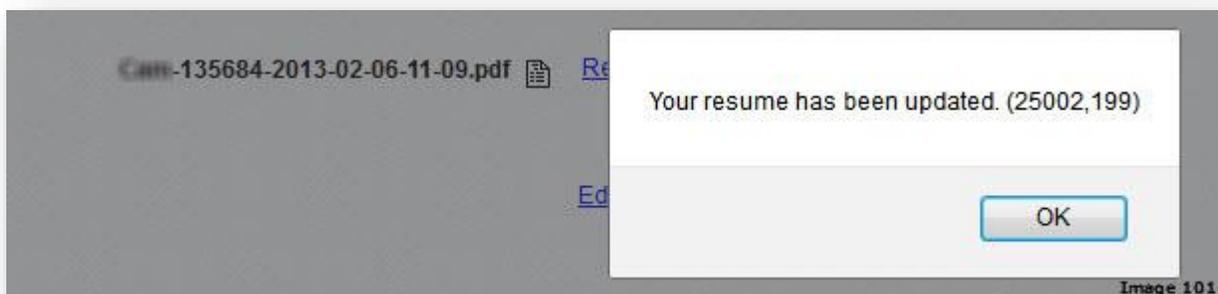
3.3.3 Replace Resume/CV

From My Career Tools, applicants can replace their resume/CV by clicking on the hyperlinked posting name in the Application column of the My Applications section.

Once on the 'Apply Now' page, Click on 'Remove and Replace Resume/CV'. The system will prompt you through the resume/CV upload process.



After you've uploaded your updated resume/CV, click on the [Save New Resume](#) button:

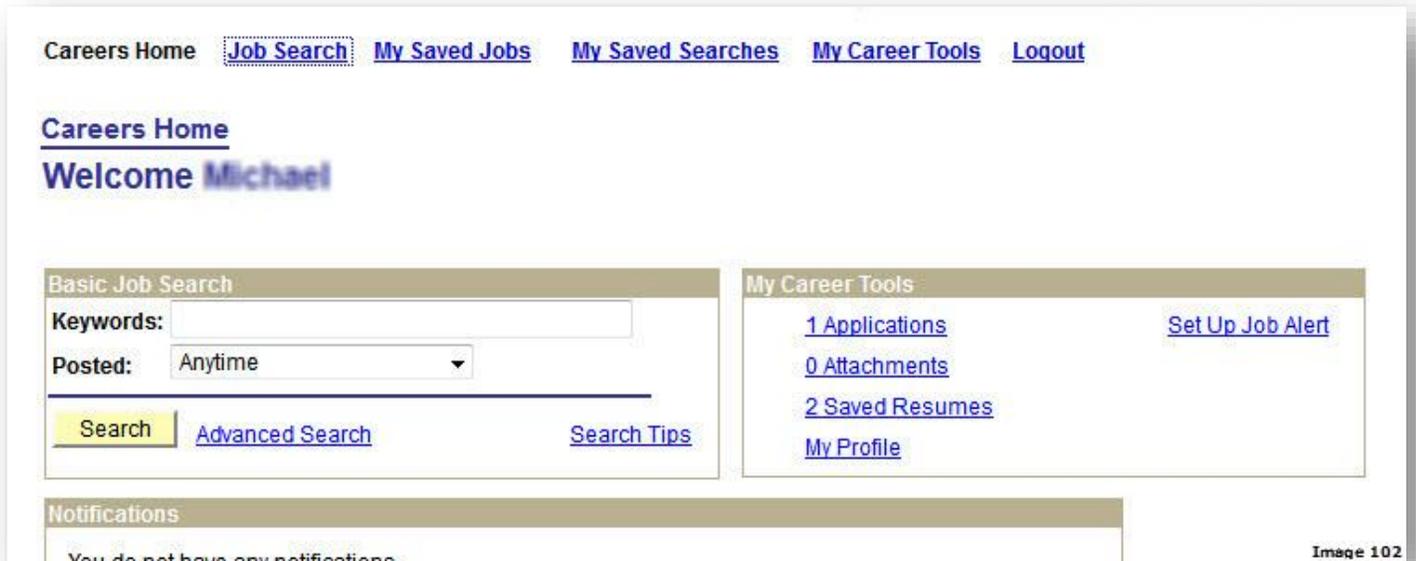


3.4 Search for Jobs

There are several methods to search for job openings.

3.4.1 Basic Searches

Basic Searches can be performed on the Careers Home page or from the Job Search page – [Job Search](#) link. Search for jobs that contain key words that fall within specific posting dates.



3.4.2 Advanced Searches

Advanced searched enables you to enter additional search criteria. You can save your search criteria as a saved search or as a 'Job Alert'. As new job openings are posted, the system will automatically notify you if any new job openings match the search criteria set up in your Job Alert. You will receive an email with a link to the UBC Careers site and your job alert search results. The system also posts a notification in the Notifications box on the Careers Home page.

Job Search/Set Up Job Alerts

Advanced Job Search

[Search](#)[Clear](#)[Set Up Job Alert](#)[Basic Search](#)[Search Tips](#)

Enter Keywords:

Select Locations:

To select multiple locations hold down the Ctrl key (Command key for Macs) while clicking selections

Select Empl. Group:

- Agassiz Farm Workers
- BCGEU UBC-Okanagan
- BCGEU UBC-Vancouver
- BCGEU UBC-Vancouver Kids Club
- BCGEU UBC-Vancouver(Auxiliary)
- CUPE 116 (Aquatic Centre)
- CUPE 116 (Cler/Sec/Bookstore)
- CUPE 116(Service/Techs/Trades)
- CUPE 2278 (Non-CR Instructors)

Select Job Function:

- Administration
- Administration - Academic
- Clerical/Secretarial/Library
- Faculty

Full/Part Time:

Regular/Temporary:

Job Opening ID:

Desired Pay:

Find Jobs Posted Within:

Display Results Sorted By:

[Search](#)[Clear](#)[Set Up Job Alert](#)[Basic Search](#)[Search Tips](#)

[Return to Previous Page](#)

Image 103

3.5 Job Alerts

Select criteria for Job Alert and then click on **Set Up Job Alert** to save and run your Job Alert.

Save Search/Job Alert.

Save Search/Set Up Job Alert

Save Search/Job Alert

*Name your search/Job Alert:

Use As Job Alert

Send Job Alert notification to this email Address:

Image 104

Run the search manually or let the system notify you automatically. Click on [My Saved Searches](#) to access your saved searches/Job Alerts

Careers Home Job Search My Saved Jobs My Saved Searches My Career Tools Logout

My Saved Searches

Saved Search	Created On	Job Agent Email Address	Run Search
NEW FACULTY POSTINGS	2013-02-06	applicant@mail.com	Edit Delete <input type="button" value="Run Search"/>

[Job Search](#)

Image 105

3.6 Manage your Profile/Career Tools

3.6.1 My Profile – External Applicants

For external applicants, profile information is created and maintained within the Careers site. Changes to Profile information should be made prior to submitting applications.



Edit Profile

You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

Member Information

User Name: michael.cam@utbc.ca
Password: [Change Password](#)
Preferred Method of contact: EMail

Legal Name (as it appears on your Social Insurance Card or other Government Identity Card)

Name Prefix:
***First Name:** John
Middle Name:
***Last Name:** Smith

Address

Country: Canada
Address 1: 123 Main Street
Address 2:
Address 3:
Address 4:
City: Vancouver **Province:** British Columbia
Postal: V1V 1V1

Email Address

Primary Email Type: Primary
Email Address: john.smith@mail.com [Remove](#)

Phone

Primary Phone Type: Home
Phone Number: 604/123-4567 **Extension:** [Remove](#)

[+ Add Another Phone Number](#)

[Save](#) [Return to Previous Page](#)

Image 107

3.6.2 My Profile – Internal Applicants

For internal applicants, profile information is retrieved from your personal data information entered in UBC’s Human Resources Management System (HRMS). Therefore, any changes to your profile information appearing in myCareers must be made via UBC’s HRMS Self Service application. Profile information appearing incorrect in myCareers needs to be corrected in HRMS Self Service prior to submitting your application.

My Profile

Need to update your Profile? Go to 'myPersonal Info' in UBC Faculty and Staff Self Service.

Name

Name Format: English
Name Prefix: Mr
First Name: Michael
Middle Name:
Last Name: Cam
Name Suffix:

Address

Country: Canada
Address 1: 6081 Duncans Place
Address 2:
Address 3:
Address 4:
City: Richmond **Province:** British Columbia
Postal: V7C 4N8

Email Address

Primary Email Type: Primary
Email Address: noemail@ubc.ca

Phone

Alternate Phone Type: Campus
Phone Number: 604922-4002 **Extension:**

Alternate Phone Type: Cellular
Phone Number: 604374-4272 **Extension:**

Primary Phone Type: Home
Phone Number: 604272-4262 **Extension:**

Image 108

3.7 My Saved Jobs

Save jobs that you may be interested in and apply to these jobs at a later date (but before the closing date).

Latest Job Postings - The University of British Columbia

First 1-11 of 11 Last

Select	Open Date	Close Date	Job Title	Job ID	Employment Group	Job Function	Department	Location
<input type="checkbox"/>	2012/11/27	2013/07/29	Technician IV	14079	BCGEU UBC-Okanagan	Trades/Technical	UBCO- BarberArts&SciencesUnit 3	Vancouver - Point Grey Campus
<input type="checkbox"/>	2013/01/19	2013/07/29	Human Resources Advisor	14089	Excluded M&P	Management & Professional	Human Resources	Vancouver - Point Grey Campus
<input type="checkbox"/>	2013/01/08	2013/07/29	Manager, Employee Satisfaction	14088	Management&Professional (AAPS)	Management & Professional	Human Resources	Vancouver - Point Grey Campus

Save Jobs Apply Now

Image 110

View your saved jobs by clicking on the [My Saved Jobs](#) link.

Careers Home [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

[Careers Home](#)
Welcome Michael

Basic Job Search	My Career Tools
Keywords: <input type="text"/> Posted: Anytime	2 Applications 0 Attachments Set Up Job Alert

Image 111

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

My Saved Jobs

You have successfully saved your new jobs.

Job Title	Job ID	Location	Status
<input type="checkbox"/> Human Resources Advisor	14089	Vancouver - Point Grey Campus	Open
<input type="checkbox"/> Manager, Employee Satisfaction	14088	Vancouver - Point Grey Campus	Open
<input type="checkbox"/> Technician IV	14079	Vancouver - Point Grey Campus	Open
<input type="checkbox"/> Research Asst/Tech 1	9356	Vancouver - Point Grey Campus	Filled
<input type="checkbox"/> Secretary I	5675	Kelowna - UBC Okanagan	Filled

[Select All](#) [Deselect All](#) [Apply Now](#) [Delete](#)

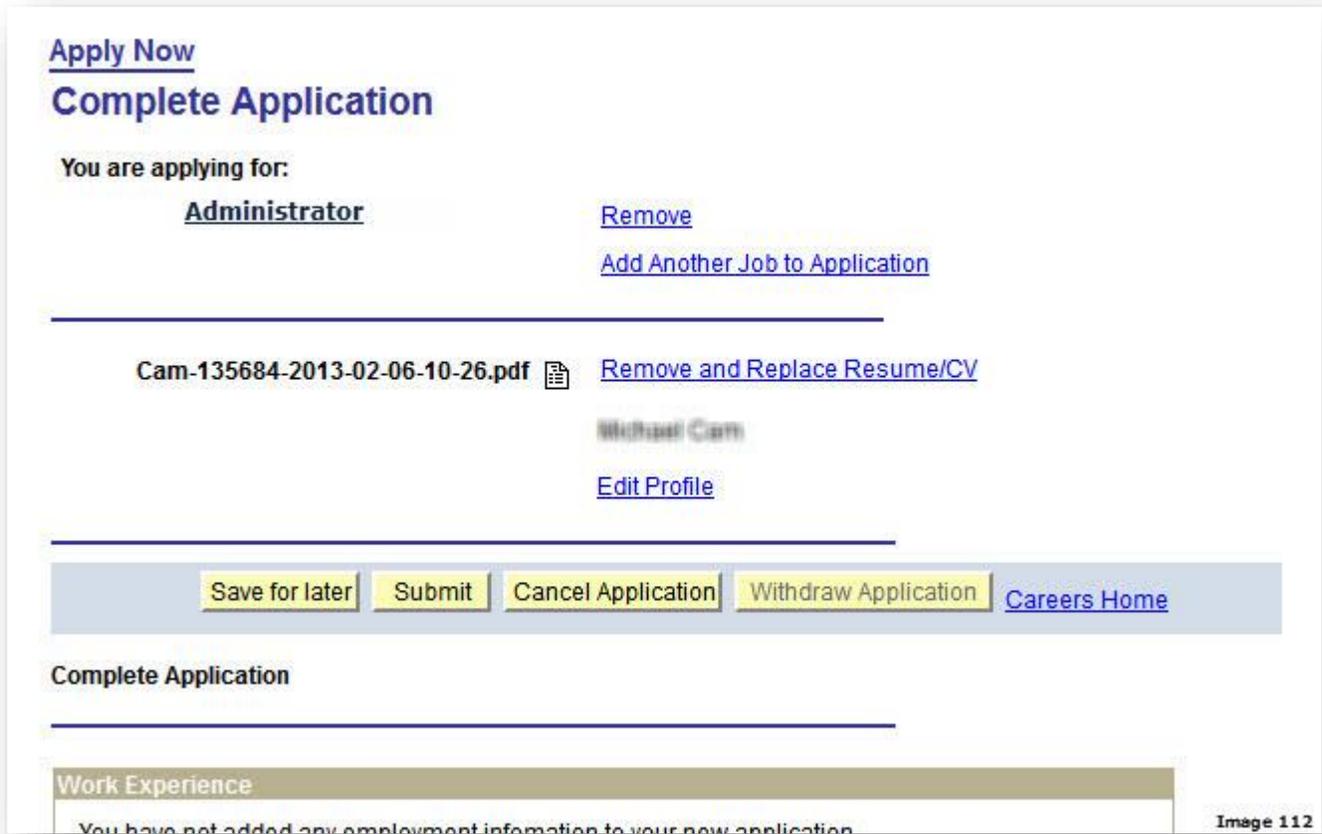
[Return to Previous Page](#) [Find Jobs](#)

Image 109

3.8 Draft or Incomplete Applications

3.8.1 Save for Later

You can save a draft of your application and submit the application at a later time (but before the closing date). To save a draft, click the 'Save for Later' button at the bottom of the application page.



Your saved application appears under status 'Draft'.

3.8.2 Draft Status

You can see the application in 'My Career Tools' with a status of 'Draft'.

The screenshot displays the 'My Career Tools' section of a web application. At the top, there is a navigation menu with links for 'Careers Home', 'Job Search', 'My Saved Jobs', 'My Saved Searches', 'My Career Tools', and 'Logout'. Below the navigation, the user's name 'Michael Cam' is shown, along with an 'Edit Profile' link. The main content area is titled 'My Applications' and includes a filter for 'Display applications from: Within Last Week' and a 'Refresh' button. Navigation controls for the application list include 'First', 'Previous', 'Next', and 'Last'. The application list table has columns for 'Application', 'Status', and 'Application Date', with a 'Withdraw Application' button for each entry. Below this, the 'Resumes' section shows a table with columns for 'Resume Title', 'Attached File', 'Created', and 'Delete Resume'.

Application	Status	Application Date	
Administrator 1	Applied	02/06/2013 10:04AM	Withdraw Application
Administrator 2	Draft Application	02/06/2013 11:36AM	Withdraw Application

Resume Title	Attached File	Created	Delete Resume
Cam-135684-2013-02-06-10-26.pdf	Cam-135684-2013-02-06-10-26.pdf	02/06/2013	

Image 113

3.9 Interview Schedules

Hiring managers can elect to notify applicants of upcoming interviews by email and via a notification on the applicant's myCareer home page.

Click the subject link in the Notifications area to access the Interview Details page.

The screenshot shows the 'Careers Home' page for a user named John. It features a 'Basic Job Search' section with a 'Keywords' input field, a 'Posted' dropdown menu set to 'Anytime', and a 'Search' button. Below the search bar are links for 'Advanced Search/Set Up Job Alerts' and 'Search Tips'. To the right is a 'My Career Tools' section with links for '11 Applications', '1 Attachments', '8 Saved Resumes', and 'My Profile'. The 'Notifications' section displays a table with one notification from the University of British Columbia regarding an 'Interview Schedule: Staff Physician' received on 2009/02/24 at 2:22PM. The notification row is highlighted with a red border. Navigation buttons for 'Select All', 'Deselect All', and 'Delete' are located below the table. The page is labeled 'Image 114' in the bottom right corner.

The interview schedule includes the date and time, the name of each interviewer, and location of the interview.

The screenshot shows the 'Interview Details' page for John Smith. It displays the interview date as 'When: 2009-03-15' and the position as 'Position: 5068-Staff Physician'. Below this is an 'Agenda' table with the following data:

Start Time	End Time	Date	Interviewer	Location
9:00AM	10:00AM	2009/03/15	Jane Smith	GENERAL SERVICES ADMIN. BUILDING

The page is labeled 'Image 115' in the bottom right corner.

4

**Managing Openings and
Applicants**

4.1 Manage Applicants Page Overview

Once you have created your job opening and posting, most of the remaining recruiting tasks can be launched from one central page we call the '360-degree Page'. From this page you'll be able to:

- Review job opening/posting details
- Review applicant data including resume attachments
- Review internal applicants' relationship with UBC (i.e., current Job, Service Date, Seniority, etc.)
- Download an applicant list to Excel
- Manually add applicants
- Shortlist applicants
- Decline applicants
- Manage interviews
- Prepare job offers
- Produce offer letters
- Manage pre-hire checklists
- Manage and upload pre-hire documents (i.e., signed offer letters, copy of SIN card, etc.)
- Prepare applicants for hire
- Send emails to applicants
- Review applicants' current application 'Disposition' status

Job Opening

Job ID: 9758
Location: Vancouver - Point Grey Campus
Classification Title: Service Worker - Bldg Ops
Employment Group: CUPE 116(Service/Techs/Trades)
Business title: Service Worker - Building Operations
Job Family: Trades - CUPE 116
Department: Building Ops - Custodial
Hiring Range: \$33,828.00 - \$35,676.00
Full/Part Time: Full-Time **FTE:** 1.000000
Desired Start Date: 2011/03/14 **Level:** **Ongoing:** Yes
Job End Date: **Possibility of Extension:** No
Funding Type: Budget Funded
Other:
Closing Date: 2012/03/11 **Available Openings:** 1

[Manage Applicants](#) |
 [Interview Schedule](#) |
 [Job Opening Details](#) |
 [Add New Applicant](#) |
 [Download Applicant List](#)

Manage Applicants										
Display: All		Shortlisting Rules & Guidelines				Applicant Prioritization Complete <input checked="" type="checkbox"/>				
Priority	CDN Citizen?	Applicant Name	ID	Current Relationship with UBC	Disposition	Resume/CV	Last Updated	*Take Action	Comments	
<input type="checkbox"/>	3 Yes	Wong, David	71835	Current CUPE 116	Interview		2012/02/27 8:05PM	*Select Action...		
<input type="checkbox"/>	4 No	Beauchemin, Marc	71833	External Applicant	Decline		2012/02/27 8:06PM	*Select Action...		
<input type="checkbox"/>	4 Yes	Doe, John	3227	Former Employee	Route/SLst		2012/02/27 8:06PM	*Select Action...		
<input type="checkbox"/>	4 Yes	Smith, Jane	71834	External Applicant	Route/SLst		2012/02/27 8:06PM	*Select Action...		

[Select All](#) [Deselect All](#) **Group Action:** *Select Action... [Go](#)

[Need more information on Applicant Priority?](#)

Image 116

4.2 Manually Add Applicants

Manually linking applicants to job openings may be required for recall candidates, applicants who do not have access to a PC and have submitted paper applications or a preferred candidate being hired into a posting with an internal rider.

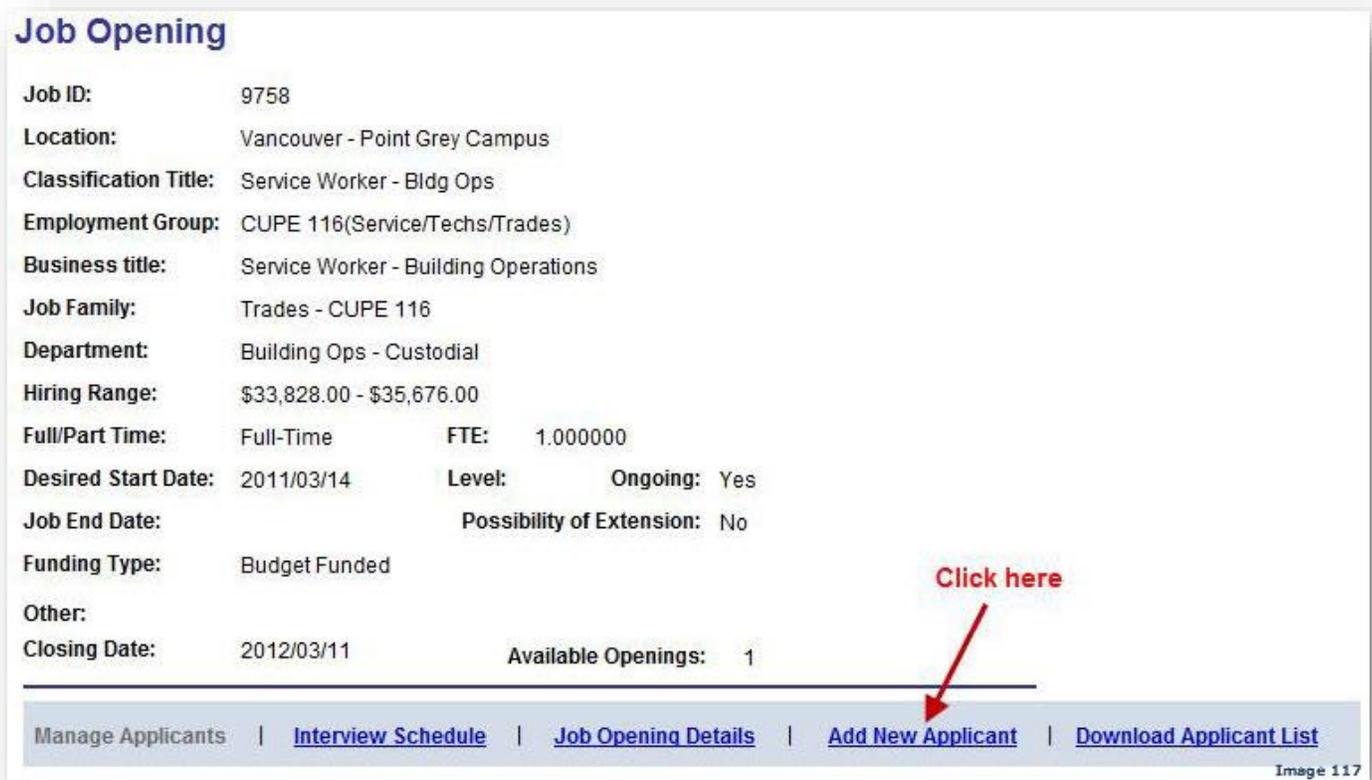
Navigation:

Recruitment>Manage Your Applicants>Manage Applicants and Openings

or

Recruitment>Manage Your Applicants>Add New Applicant to Opening

Click on the '[Add New Applicant](#)' link.



Job Opening

Job ID:	9758			
Location:	Vancouver - Point Grey Campus			
Classification Title:	Service Worker - Bldg Ops			
Employment Group:	CUPE 116(Service/Techs/Trades)			
Business title:	Service Worker - Building Operations			
Job Family:	Trades - CUPE 116			
Department:	Building Ops - Custodial			
Hiring Range:	\$33,828.00 - \$35,676.00			
Full/Part Time:	Full-Time	FTE:	1.000000	
Desired Start Date:	2011/03/14	Level:	Ongoing:	Yes
Job End Date:		Possibility of Extension:	No	
Funding Type:	Budget Funded			
Other:				
Closing Date:	2012/03/11	Available Openings:	1	

Click here

[Manage Applicants](#) | [Interview Schedule](#) | [Job Opening Details](#) | [Add New Applicant](#) | [Download Applicant List](#)

Image 117

In the **Add New Applicant** page, you have the option of adding an internal (or former employee) or external applicant.

To add an **internal** applicant, enter the Employee ID. Personal information will automatically populate from their HRMS record.

To add an **external** applicant, leave the 'Applicant Type' value set to 'External'. Manually add personal information. Click on

[Link Applicant to Job](#) to continue.

Add New Applicant

Applicant Information

EmpID:	<input type="text"/>	*Applicant Type:	External Applicant
Status Date:	2009/02/25	Preferred Contact:	Not Specified

Legal Name

Name Prefix:	<input type="text"/>
*First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
*Last Name:	<input type="text"/>

Address

Country:	Canada		
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
Address 3:	<input type="text"/>		
Address 4:	<input type="text"/>		
City:	<input type="text"/>	Province:	<input type="text"/>
Postal:	<input type="text"/>		

Email Addresses

Customize | Find | First 1 of 1 Last

Preferred	Email Type	Email Address
<input type="checkbox"/>	Primary	<input type="text"/>

[+ Add Email Address](#)

Phone Numbers

Customize | Find | First 1 of 1 Last

Preferred	Phone Type	Telephone	Extension	Country Code
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[+ Add Phone Number](#)

[Link Applicant to Job](#) [Return to Applicant List](#)

Image 118

Enter the reason (optional) for manually adding the applicant and then click on the Submit button.

Link to Job Opening

Enter Disposition Information

Status Code: Linked

Status Reason: **Duty to Accommodate Candidate**

Status Date:

Enter Job Opening: Other

Job Opening ID: 5157
Administrative Support 1 (Gr 1)

Submit Cancel

Image 119

On the next page, you can add Applicant Notes (optional), and Applicant Data (which includes the ability to upload the applicant's resume, by clicking on the View Application link that is located there). Applicant data should be added for applicants you are forwarding on to your interview team for review. To skip this step, click on the 'Return to Applicant List' link.

Manage Applicant: John Doe
Applicant Activity

Name: John Doe
Applicant ID: 3227
Contact: None
Phone: 555/555-5555
Email: john.doe@email.com

Address: 1234 Main Street
Vancouver BC V6T 1Z1

Applicant Activity: **Applicant Notes/Emails** Applicant Data Interview Schedule

Current Status

Job Opening	Disposition	Application Date	Resume/CV
Industry Grants Officer - 9808	Applied	2012/02/27	

Image 120

4.3 Applicant Priority Assignment – Staff Job Openings.

The system assigns applicant priority numbers based on the employment group of the job opening. Applicant prioritization is completed when job postings close. Prioritization for CUPE 116, CUPE 2950 and BCGEU-UBCO job postings are reviewed and finalized by central Human Resources as postings close.

Rule of Thumb  Applicants with the lowest priority numbers have highest priority

 Non-unionized postings, all priority numbers = 99 (no priority)

Note: Duty to Accommodate applicants always have #1 priority for all job postings except Faculty jobs.

Central Human Resources is responsible for reviewing and releasing applicants against job postings for CUPE 116, CUPE 2950 and BCGEU-UBCO positions. This is to ensure that prioritization numbers are set correctly and that all recall/placement/duty to accommodate applicants are appropriately dealt with.

Note: Applicant priority numbers do not appear for Faculty job openings.

Priority Number Assignment

CUPE 2950 Postings

Priority #	Priority Group
1	Internal Applicants - Duty to Accommodate
2	Internal Applicants - Placements & Recalls
3	Internal Applicants - Active CUPE 2950
4	Internal Applicants – Non CUPE 2950 and all external applicants and former employees

CUPE 116/IUOE Postings

Priority #	Priority Group
1	Internal Applicants - Duty to Accommodate
2	Internal Applicants – Active CUPE 116, IUOE – Union Code, Department Code same as posting
3	Internal Applicants - Active CUPE 116, IUOE – Union Code same as posting, Department Code and Job Code different than posting
4	Internal Applicants – Non CUPE 116, IUOE
5	External Applicants & Former Employees

BCGEU-UBCO Postings

Priority #	Priority Group
1	Internal Applicants - Duty to Accommodate
2	Internal Applicants – Active BCGEU-UBCO
3	Internal Applicants – Non BCGEU-UBCO
5	External Applicants & Former Employees

All Other Postings

Priority #	Priority Group
1	Internal Applicants - Duty to Accommodate
99	All other applicants

4.4 Review Applicants

From the 360-degree page, drill into Applicant Names to view applicant data and attachments.

Click on the Resume icon, if present, to open the Resume attachment. You may need to allow pop-ups or adjust your internet security to enable file downloads (see below).

Drill into 'Current Relationship with UBC' values to view current employment information for internal applicants.

Click on 'Return to Applicant List' link to return to the 360-degree page.

Job Opening

Job ID: 14056
Location: Vancouver - Point Grey Campus
Classification Title: General Clerk
Employment Group: CUPE 116 (Cler/Sec/Bookstore)
Business title: General Clerk Warehouse
Job Family: Clerical, CUPE 116
Department: Bookstore
Hiring Range: \$16.55 (Hourly)
Full/Part Time: Part-Time **FTE:** 1.000000
Desired Start Date: 2012/10/01 **Level:** Ongoing: Yes
Job End Date: **Possibility of Extension:** No
Funding Type: Self Funded
Other:
Closing Date: 2012/09/30 **Available Openings:** 3

[Manage Applicants](#) | [Interview Schedule](#) | [Job Opening Details](#) | [Add New Applicant](#) | [Download Applicant List](#)

Manage Applicants

Display:

[Shortlisting Rules & Guidelines](#)

Applicant Prioritization Complete

Applicants										
Priority	CDN Citizen?	Applicant Name	ID	Current Relationship with UBC	Disposition	Resume/CV	Last Updated	*Take Action	Comments	
4	Unk	[REDACTED]	135723	Former Employee	Linked		2013/02/26 3:00PM	*Select Action...		

[Select All](#) [Deselect All](#)

Group Action:

[Need more information on Applicant Priority?](#)

[Save](#)

[Return to Previous Page](#)

Image 121

4.5 Reviewing Applicants – Interview/Selection Team

4.5.1 Routing/Shortlisting Applicants

Interview Team members you designated in your Job Opening, can review applicant details as soon as you change an applicant's disposition to 'Route/Shortlist' or 'Interview'. Applicant will only be available to your interview team members when they are moved to one of these two statuses. Moving applicants to a different status (i.e., Prepare Job Offer, Decline, etc.), will cause those applicants to be removed from the page the interview team uses.

Job Opening

Job ID: 9758
Location: Vancouver - Point Grey Campus
Classification Title: Service Worker - Bldg Ops
Employment Group: CUPE 116(Service/Techs/Trades)
Business title: Service Worker - Building Operations
Job Family: Trades - CUPE 116
Department: Building Ops - Custodial
Hiring Range: \$33,828.00 - \$35,676.00
Full/Part Time: Full-Time FTE: 1.000000
Desired Start Date: 2011/03/14 Level: Ongoing: Yes
Job End Date: Possibility of Extension: No
Funding Type: Budget Funded
Other:
Closing Date: 2012/03/11 Available Openings: 1

Manage Applicants | Interview Schedule | Job Opening Details | Add New Applicant | Download Applicant List

Manage Applicants

Display: All Shortlisting Rules & Guidelines Applicant Prioritization Complete

Applicants Customize | Find | First 1-5 of 5 Last

	Priority	CDN Citizen?	Applicant Name	ID	Current Relationship with UBC	Disposition	Resume/CV	Last Updated	*Take Action	Comments
<input checked="" type="checkbox"/>	3	Unk	Wong,David	71835	Current CUPE 116	Route/SLst		2012/02/27 9:07PM	*Select Action...	
<input checked="" type="checkbox"/>	4	No	Beauchemin,Marc	71833	External Applicant	Route/SLst		2012/02/27 9:07PM	*Select Action...	
<input checked="" type="checkbox"/>	4	Unk	Cai,Ming	71836	Former Employee	Route/SLst		2012/02/27 9:07PM	*Select Action...	
<input checked="" type="checkbox"/>	4	Yes	Doe,John	3227	Former Employee	Route/SLst		2012/02/27 9:07PM	*Select Action...	
<input checked="" type="checkbox"/>	4	Yes	Smith,Jane	71834	External Applicant	Route/SLst		2012/02/27 9:07PM	*Select Action...	

Select All Deselect All Group Action: *Select Action... **Go** Need more information on Applicant Priority?

Save *Select Action... Decline Applicant Email Applicant Manage Interviews Return to Previous Page

Route/Short List Applicant

Image 122

To route all applicants to your interview team, select **Select All, Group Action: Route/Short List Applicant**.

Click on the **Go** button to continue.

Manage Applicant:
Short-Listed Applicants

Applicants	
Applicant	Name
135684	Cam, Michael

Select Status

Status Code: Route/Short Listed

Status Reason:

Submit

- 2nd Shortlist
- 3rd Shortlist
- Final Shortlist
- Preliminary Shortlist
- Route Applicants to Intw.Team

Image 123

If you wish, select a reason for the routing and then click on the button.

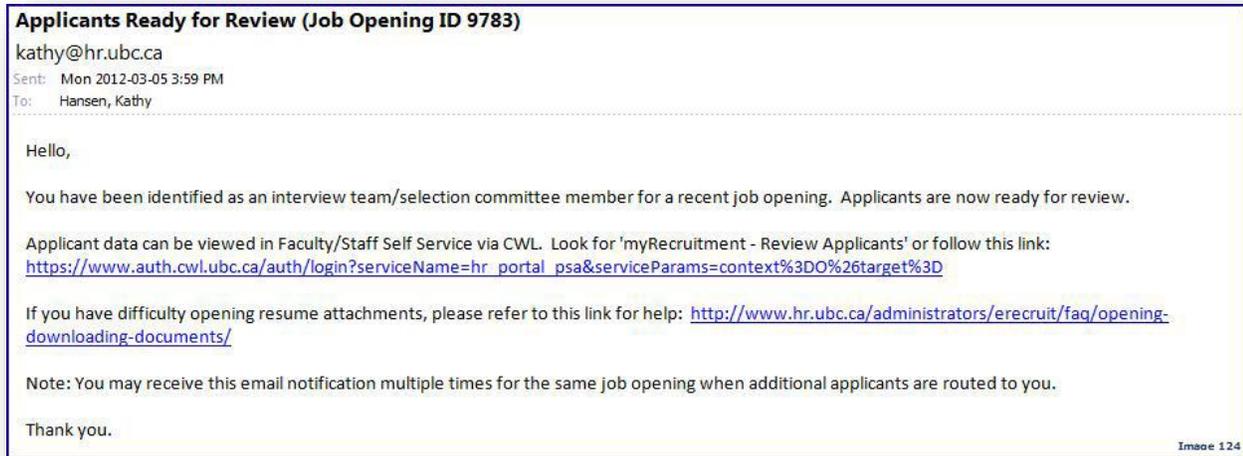
Important Note:

Applicant disposition statuses are visible to the applicant in their 'myCareer' home page.

However, some disposition statuses are changed for the applicant:

What you See	What the Applicant Sees
Applied	Applied
Route/Shortlist	Reviewing Resumes
Interview	Interview
Draft Offer	Applied
Offer Pending	Applied
Offer Approved	Applied
Prepare for Hire	Hired
Hired	Hired
Decline	Position Filled or Cancelled
Withdrawn	Withdrawn

All designated interview team members (as listed in the Job Opening Details page), will receive a notification email as soon as applicants are changed to disposition status 'Route/Shortlist':



Interview team members use a self-service page to review applicants.

Navigation: HRMS Self Service>myRecruitment>Review applications



Review Applicants

Click on Job Opening ID below to review applicants

Job Openings							First	1-12 of 12	Last
<u>Job Opening ID</u>	<u>Posting Title</u>	<u>Department</u>	<u>Posting/Job Ad</u>	<u>Open Date</u>	<u>Closing Date</u>	<u>Email Me When New Applicants Apply</u>			
7795	Asst Professor (tenure-track)	Michael Smith Labs	View Posting/Ad	2010/06/02	2012/03/30	<input checked="" type="checkbox"/>			
9677	Business Analyst	UBC IT - Business Analysts	View Posting/Ad	2011/02/18	2011/02/24	<input checked="" type="checkbox"/>			
9686	Research Asst/Tech 2	Chemistry	View Posting/Ad	2011/02/21	2011/02/27	<input type="checkbox"/>			
9691	Research Asst/Tech 3	Hematology Division	View Posting/Ad	2011/02/22	2011/02/28	<input checked="" type="checkbox"/>			
9771	Assoc Professor (tenure)	UBCO- BarberArts&SciencesUnit 1	View Posting/Ad	2011/12/31	2012/12/30	<input checked="" type="checkbox"/>			
9773	Dean	UBCO-BarberSchool-Dean'sOffice	View Posting/Ad	2011/12/31	2012/12/30	<input checked="" type="checkbox"/>			
9776	Asst Professor (tenure-track)	Geography	View Posting/Ad	2011/12/31	2012/12/30	<input checked="" type="checkbox"/>			
9777	Asst Professor (tenure-track)	Geography	View Posting/Ad	2011/12/31	2012/12/30	<input checked="" type="checkbox"/>			
9783	Asst Professor (tenure-track)	Geography	View Posting/Ad	2011/12/31	2012/12/30	<input checked="" type="checkbox"/>			
9786	Front Counter 3 (Gr4)	Geography	View Posting/Ad	2011/10/25	2011/11/01	<input checked="" type="checkbox"/>			
9800	Grad Student Support 2 (Gr6)	Geography	View Posting/Ad	2012/01/18	2012/12/30	<input checked="" type="checkbox"/>			
9801	Assistant Professor (tenure track)	Geography	View Posting/Ad	2011/12/31	2012/12/30	<input type="checkbox"/>			

[Save](#) Image 126

Click on **Job Opening ID** link to move to the applicant listing.

Click on the [View Posting/Ad](#) push button to see the original job posting.

Use the **Email me when New Applicants Apply** checkbox to turn on/off email notifications you receive (as an interview team member) as new applicants are routed to you for review. Ensure you click on the [Save](#) button if you use this feature.

Drilling into the Job Opening ID in the first page of the Review Applicants component, displays this secondary page:

Review Applicants

[What do priority numbers mean?](#)
[Having trouble opening Resume/CV Attachments?](#)

Job Opening: 5001 Open Date:
 Posting Title: FOR TESTING PURPOSES ONLY Closing Date:
 Department: Human Resources

[Open Selected Resume/CV](#)

[Download Applicant List](#) [Select All](#) [Deselect All](#)

Applicant Name	Applicant ID	Application Date	Current Relationship with UBC	CDN Citizen /Perm. Resident	Priority # (staff only)	Date Resume/CV Updated	Open Resume/CV	View Application	Application Reviewed	Date Application Reviewed	My Ranking
Smith, Jane	39276	03/16/2010	External Applicant	Y	99		<input type="checkbox"/>	Open Resume/CV View Application	<input checked="" type="checkbox"/>	04/11/2012 8:56AM	
Smith, Brent	39291	03/16/2010	External Applicant	Y	99		<input checked="" type="checkbox"/>	Open Resume/CV View Application	<input type="checkbox"/>		
Smith, Jane	39276	03/16/2010	External Applicant	Y	99		<input checked="" type="checkbox"/>	Open Resume/CV View Application	<input type="checkbox"/>		
Boudreau, Robert	5487	03/31/2009	External Applicant	Y	99		<input checked="" type="checkbox"/>	Open Resume/CV View Application	<input type="checkbox"/>		
Hansen, Kathy	6955	03/16/2010	External Applicant	Y	99		<input checked="" type="checkbox"/>	Open Resume/CV View Application	<input type="checkbox"/>		
Boudreau, Robert	5491	03/31/2009	External Applicant	N	99		<input checked="" type="checkbox"/>	Open Resume/CV View Application	<input type="checkbox"/>		
Greer, John	39282	03/16/2010	External Applicant	Y	99		<input checked="" type="checkbox"/>	Open Resume/CV View Application	<input type="checkbox"/>		
Lee, Edmund	3184	02/28/2010	Current M&P (AAPS)	Y	99		<input checked="" type="checkbox"/>	Open Resume/CV View Application	<input type="checkbox"/>		
Kumpauer, Emily Elizabeth	42395	04/19/2010	Current M&P (AAPS)		99		<input type="checkbox"/>	Open Resume/CV View Application	<input type="checkbox"/>		
Jordan, Alana Danielle	3180	03/13/2009	Current M&P (AAPS)		99		<input checked="" type="checkbox"/>	Open Resume/CV View Application	<input type="checkbox"/>		
Boudreau, Kathy	3160	03/16/2010	Current M&P (AAPS)	Y	99		<input checked="" type="checkbox"/>	Open Resume/CV View Application	<input type="checkbox"/>		
Boudreau, Kathy	3160	11/08/2009	Current M&P (AAPS)	Y	99		<input checked="" type="checkbox"/>	Open Resume/CV View Application	<input type="checkbox"/>		
Boudreau, Kathy	3160	03/13/2009	Current M&P (AAPS)	Y	99		<input checked="" type="checkbox"/>	Open Resume/CV View Application	<input checked="" type="checkbox"/>	04/11/2012 8:56AM	Test
Boudreau, Kathy	3160	03/16/2010	Current M&P (AAPS)	Y	99		<input checked="" type="checkbox"/>	Open Resume/CV View Application	<input type="checkbox"/>		
Boudreau, Kathy	3160	03/16/2010	Current M&P (AAPS)	Y	99		<input checked="" type="checkbox"/>	Open Resume/CV View Application	<input checked="" type="checkbox"/>	04/11/2012 8:56AM	Test
Fordham, Susan F	31199	12/10/2009	Current CUPE 2950		99		<input type="checkbox"/>	Open Resume/CV View Application	<input type="checkbox"/>		

[Select All](#) [Deselect All](#) [Save](#)

[Open Selected Resume/CV](#) [Return to Previous Page](#)

Note: If Open Resume/CV button is greyed out, applicant did not submit a Resume/CV.

Image 127

This page lists all applicants routed to the interview team members by the department recruiter.

All displayed values can be re-sorted by clicking on a column header.

- **Applicant Name:** Displays name supplied by the applicant (LastName,FirstName).
- **Applicant ID:** Applicant Identification number assigned by the system.
- **Current Relationship to UBC:** External Applicant, Former Employee or current UBC employee and current employment affiliation.
- **CDN Citizen/Perm.Resident:** Canadian citizenship Y/N based on information supplied by applicant.
- **Priority#:** Applicant priority number (staff only). Click on [What do priority numbers mean?](#) link for more information on priority numbers.
- **Date Resume/CV Updated:** Indicates the date and time an applicant updated their resume (if blank no updates have taken place).
- **Open Resume/CV:** Open individual resume/CV packages by clicking the [Open Resume/CV](#) button. If button is greyed out, no resume/CV package exists for that particular applicant. See instructions on next page for how to open and print multiple resume/CVs.
- **View Application:** Click on the [View Application](#) link to view an applicant summary page. See View Application information section on page 108.
- **Application Reviewed:** Keep track of applications you have reviewed by selecting this checkbox. Ensure you click on the [Save](#) button if you use this feature.
- **Date Applications Reviewed:** Records the date and time you selected the 'Applications Reviewed' checkbox.
- **My Ranking:** Free-form field to record a ranking or comment for each applicant. Ensure you click on the [Save](#) button if you use this feature.

4.5.2 Opening and Printing Resumes/CVs

Use the [Open Resume/CV](#) and the [Open Selected Resume/CV](#) buttons in the Review Applicants page to open resume/CV packages, individually or in bulk.

Note: If button is greyed out, no resume exists for that particular applicant.

To open and print an individual resume/CV package, click on the [Open Resume/CV](#) button against a single applicant. The system will open a secondary window which displays a PDF version of the applicant's resume/CV package.

For problems with opening resume/CV attachments, refer to section **5.3 Opening/Viewing Attachments - Troubleshooting FAQs** below on **page 121**. The resume/CV package can now be printed using your browser's print functionality.

To open and print multiple resume/CV packages, select the applicants' by using the individual checkboxes or use the [Select All](#) hyperlink to select all applicants with resume/CV attachments.

The screenshot below illustrates how to open and print all resume/CV's submitted by all applicants:

Applicant List											
Applicant Name	Applicant ID	Application Date	Current Relationship with UBC	CDN Citizen /Perm. Resident	Priority # (staff only)	Date Resume/CV Updated	Open Resume/CV	View Application	Applica Review		
Smith, Jane	39276	03/16/2010	External Applicant	Y	99		<input type="checkbox"/>	Open Resume/CV	View Application	<input checked="" type="checkbox"/>	
Smith, Brent	39291	03/16/2010	External Applicant	Y	99		<input checked="" type="checkbox"/>	Open Resume/CV	View Application	<input type="checkbox"/>	
Smith, Jane	39276	03/16/2010	External Applicant	Y	99		<input checked="" type="checkbox"/>	Open Resume/CV	View Application	<input type="checkbox"/>	
Boudreau, Robert	5487	03/31/2009	External Applicant	Y	99		<input checked="" type="checkbox"/>	Open Resume/CV	View Application	<input type="checkbox"/>	
Hansen, Kathy	6955	03/16/2010	External Applicant	Y	99		<input checked="" type="checkbox"/>	Open Resume/CV	View Application	<input type="checkbox"/>	
Boudreau, Robert	5491	03/31/2009	External Applicant	N	99		<input checked="" type="checkbox"/>	Open Resume/CV	View Application	<input type="checkbox"/>	
Green, John	39282	03/16/2010	External Applicant	Y	99		<input checked="" type="checkbox"/>	Open Resume/CV	View Application	<input type="checkbox"/>	
Lee, Edmund	3184	02/28/2010	Current M&P (AAPS)	Y	99		<input checked="" type="checkbox"/>	Open Resume/CV	View Application	<input type="checkbox"/>	
Kumpauer, Emily Elizabeth	42395	04/19/2010	Current M&P (AAPS)		99		<input type="checkbox"/>	Open Resume/CV	View Application	<input type="checkbox"/>	
Jordan, Aline Danielle	3180	03/13/2009	Current M&P (AAPS)		99		<input checked="" type="checkbox"/>	Open Resume/CV	View Application	<input type="checkbox"/>	
Boudreau, Kathy	3160	03/16/2010	Current M&P (AAPS)	Y	99		<input checked="" type="checkbox"/>	Open Resume/CV	View Application	<input type="checkbox"/>	
Boudreau, Kathy	3160	11/08/2009	Current M&P (AAPS)	Y	99		<input checked="" type="checkbox"/>	Open Resume/CV	View Application	<input type="checkbox"/>	
Boudreau, Kathy	3160	03/13/2009	Current M&P (AAPS)	Y	99		<input checked="" type="checkbox"/>	Open Resume/CV	View Application	<input checked="" type="checkbox"/>	
Boudreau, Kathy	3160	03/16/2010	Current M&P (AAPS)	Y	99		<input checked="" type="checkbox"/>	Open Resume/CV	View Application	<input type="checkbox"/>	
Boudreau, Kathy	3160	03/16/2010	Current M&P (AAPS)	Y	99		<input checked="" type="checkbox"/>	Open Resume/CV	View Application	<input checked="" type="checkbox"/>	
Fordham, Susan F	31199	12/10/2009	Current CUPE 2950		99		<input type="checkbox"/>	Open Resume/CV	View Application	<input type="checkbox"/>	

[Select All](#) [Deselect All](#)
[Open Selected Resume/CV](#)

Image 128

The system will open a secondary window which displays a PDF version of all applicants' resume/CV packages, merged into one single document which can then be printed.

4.5.3 View Application Data

When selecting the [View Application](#) link against a single applicant, the following applicant data summary page will display:

Applicant Name: Jane Greene

Job Opening ID: 9783 Open Date: 2011/12/31
Posting Title: Asst Professor (tenure-track) Close Date: 2012/12/30
Department: Geography

Personal Information

Name: Jane Greene
Applicant ID: 71811 Cdn Citizen/Perm Resident: Y
Contact: EMail Address:
Phone: 555/555-5555
Email: noemail@abc.com

Application Information

Date Entered: 2012/01/25
Highest Education Level: I-Master's Level Degree

Education

Degree	Issue Date	School Name	Province/State	Country
Associate of Engineering	2000/06/30	UBC	Alberta	Canada
Bachelor of Medicine	1990/06/01	UBC	British Columbia	Canada
Doctor of Medicine	2011/06/01	UBC	British Columbia	Canada

Work Experience

Start Date	End Date	Employer	Position	Province/State	Country
2009/01/01		ZZZ Company			Canada
2000/06/01	2003/04/01	GHI Company			Canada
1986/01/01	1990/12/31	DEF Company			Canada
1980/01/01	1985/12/31	ABC Company			Canada

References

Name	Employer	Position	View Contact Info.
John Doe	XYZ Company	Director	View Contact Info.
Betty Loo	XYZ Company	Manager	View Contact Info.
Roger Connor	ZZZ Company	Director	View Contact Info.
Henry Smith	123 Company	Director	View Contact Info.
Janet Smith	789 Company Inc.	Director	View Contact Info.

References/Referees Letters Received

Referee Name	Upload Date	Ref. Letter
Roger Connor	2012/02/01 2:31PM	
Henry Smith	2012/02/02 3:46PM	

Applicant Questionnaire [View Responses](#)

Interview Team/Selection Committee Comments

Name	Public Comments:	My Private Comments:
Ng, Raymond	<input type="text"/>	<input type="text"/>
Boudreau, Robert M	<input type="text"/>	<input type="text"/>
Hansen, Kathy	<input type="text"/>	<input type="text"/>

Please note that the Public Comments will be made available to the applicant upon request. The Private Comments will be treated in confidence and will not be disclosed.

[View Next Applicant](#) [Return to Previous Page](#)

Image 129

Click here to retrieve reference contact information

Enter comments you want to share with your departmental recruiter and interview team members in **Public Comments**. Enter comments only you can see in **My Private Comments**.

NOTE: Both public and private comments about an applicant may be disclosed in accordance with terms of the Freedom of Information and Protection of Privacy Act.

4.6 Schedule Interviews and Review Interview Schedule

Similar to shortlisting, you can manage interviews for individual or multiple applicants. This is an optional step.

Job Opening

Job ID: 9793
Location: Vancouver - Point Grey Campus
Classification Title: Admin Assistant 3
Employment Group: Exec.Admin(non-union clerical)
Business title: Admin Assistant 3
Job Family: Secretarial - Non Union
Department: Human Resources
Hiring Range: \$39,471.00 - \$43,856.00
Full/Part Time: Full-Time **FTE:** 1.000000
Desired Start Date: 2011/12/01 **Level:** Ongoing: No
Job End Date: 2011/12/31 **Possibility of Extension:** No **Manage Interviews for Multiple Applicants**
Funding Type: Budget Funded
Other: **Manage Interviews for Individual Applicants**
Closing Date: 2012/03/12 **Available Openings:** 1

[Manage Applicants](#) | [Interview Schedule](#) | [Job Opening Details](#) | [Add New Applicant](#) | [Download Applicant List](#)

Manage Applicants

Display: All [Shortlisting Rules & Guidelines](#) Applicant Prioritization Complete

Applicants									
Priority	CDN Citizen?	Applicant Name	ID	Current Relationship with UBC	Disposition	Resume/CV	Last Updated	*Take Action	Comments
<input type="checkbox"/>	99	No	Beauchemin, Marc	71833	External Applicant	Route/SLst	2012/03/07 3:49PM	*Select Action...	
<input type="checkbox"/>	99	Unk	Christy, Suzanne	71934	Current Exec.Admin	Route/SLst	2012/03/07 3:49PM	*Select Action... 1-Route/Short List Applicant 2-Decline Applicant 3- Manage Interviews 4-Prepare Job Offer 5-Pre-Hire Checklist 6-Applicant Attachments 7-Prepare For Hire Email Applicant	
<input type="checkbox"/>	99	No	Connor, Mary	71826	External Applicant	Route/SLst	2012/03/07 3:49PM	*Select Action...	
<input type="checkbox"/>	99	Yes	Doe, John	3227	External Applicant	Route/SLst	2012/03/07 3:49PM	*Select Action...	
<input type="checkbox"/>	99	Yes	Greene, Jane	71811	External Applicant	Route/SLst	2012/03/07 3:49PM	*Select Action...	
<input type="checkbox"/>	99	Yes	Robinson, Jean	71825	External Applicant	Route/SLst	2012/03/07 3:49PM	*Select Action...	
<input type="checkbox"/>	99	Unk	Wang, Abby	71933	Current CUPE 2950	Route/SLst	2012/03/07 3:49PM	*Select Action...	
<input type="checkbox"/>	99	Yes	Wong, Quinn	71830	External Applicant	Route/SLst	2012/03/07 3:49PM	*Select Action...	

[Select All](#) [Deselect All](#) **Group Action:** *Select Action...
Decline Applicant
Email Applicant
Manage Interviews
Route/Short List Applicant [Go](#) [Need more information on Applicant Priority?](#)

Image 134

Important Note:

Applicant disposition statuses are visible to the applicant in their 'myCareer' home page.

However, some disposition statuses are changed for the applicant:

What you See	What the Applicant Sees
Applied	Applied
Route/Shortlist	Reviewing Resumes
Interview	Interview
Draft Offer	Applied
Offer Pending	Applied
Offer Approved	Applied
Prepare for Hire	Hired
Hired	Hired
Decline	Position Filled or Cancelled
Withdrawn	Withdrawn

Job Opening

Interview Schedule

Listed below are the interview schedules for the applicant(s) selected. Create a new interview schedule or update an existing schedule. Click on Delete icon to remove corresponding interviewers. Use the Add Interviewer hyperlink to add interviewers not defined within the Job Opening.

Posting Title: Administrative Support 1 (Gr1) **Job Opening ID:** 5157
Job Opening Status: Open
Classification Title: Administrative Support 1 (Gr1) **Job Code:** 285201
Business Unit: UBC01 UBC - Vancouver **Closing Date:** 2009/03/05
Employment Group: CUPE 2950 (35 hrs/wk) **FTE:** 1.000000
Department: WXYZ eRecruiting Training Dept.
Job Family: ADMX29 CUPE 2950 Administrative Suppt **Job Description #** [00000251](#)

Carole Jones

Applicant Name: Carole Jones **ID:** 3654

Notify Interview Team [What will this do?](#) **Notify Applicant** [What will this do?](#)

Interview Schedule

<u>Interviewer ID</u>	<u>Interviewer Name</u>	<u>Interview Date</u>	<u>Interview Type</u>	<u>Start Time</u>	<u>End Time</u>	<u>Location</u>
1261592	M Mouse	2009/03/15	Campus	9:00AM	10:00AM	GENERAL

[+ Add Interviewer](#)

Image 135

- Details into this page should only be entered after applicants and interviewers have been contacted outside of this system and they have agreed to dates and times.
- Enter the Interview Date, Interview Type, Start Time, End Time and Location.
- Clicking on 'Notify Interview Team' and/or 'Notify Applicant' will generate and send notification emails to Interview Team/Applicant. Note that these emails assume that interviewers and applicants have already been contacted with the interview details.
- Click on 'Add Interviewer' link to add additional interviewers. However, it is advisable to add additional interviewers to your Job Opening before scheduling interviews, as interviewers added to the Interview Schedule page will not be able to view applicants via Faculty/Staff Self Service. Only those designated in the Interview Team in your Job Opening will be given access to review applicants.

Disposition values update to 'Interview' for applicants selected. These applicants will be accessible by your interview team.

You can review individual interview schedules for applicants by clicking on their 'Interview' disposition or click on **Interview Schedule** link to review the entire interview schedule.

Job Opening

Job ID: 9793
Location: Vancouver - Point Grey Campus
Classification Title: Admin Assistant 3
Employment Group: Exec.Admin(non-union clerical)
Business title: Admin Assistant 3
Job Family: Secretarial - Non Union
Department: Human Resources
Hiring Range: \$39,471.00 - \$43,856.00
Full/Part Time: Full-Time **FTE:** 1.000000
Desired Start Date: 2011/12/01 **Level:** Ongoing: No
Job End Date: 2011/12/31 **Possibility of Extension:** No
Funding Type: Budget Funded
Other:
Closing Date: 2012/03/12 **Available Openings:** 1

[Click here to view Interview Schedule for all applicants](#)

[Click here to view individual Interview Schedules](#)

[Manage Applicants](#) | [Interview Schedule](#) | [Job Opening Details](#) | [Add New Applicant](#) | [Download Applicant List](#)

Manage Applicants

Display: All [Shortlisting Rules & Guidelines](#) Applicant Prioritization Complete

Applicants Customize | Find | First 1-8 of 8 Last

	Priority	CDN Citizen?	Applicant Name	ID	Current Relationship with UBC	Disposition	Resume/CV	Last Updated	*Take Action	Comments
<input checked="" type="checkbox"/>	99	No	Beauchemin, Marc	71833	External Applicant	Interview		2012/03/07 7:08PM	*Select Action...	
<input checked="" type="checkbox"/>	99	Unk	Christy, Suzanne	71934	Current Exec. Admin	Interview		2012/03/07 7:08PM	*Select Action...	
<input checked="" type="checkbox"/>	99	No	Connor, Mary	71826	External Applicant	Interview		2012/03/07 7:08PM	*Select Action...	
<input type="checkbox"/>	99	Yes	Doe, John	3227	External Applicant	Route/SLst		2012/03/07 3:49PM	*Select Action...	
<input type="checkbox"/>	99	Yes	Greene, Jane	71811	External Applicant	Route/SLst		2012/03/07 3:49PM	*Select Action...	
<input type="checkbox"/>	99	Yes	Robinson, Jean	71825	External Applicant	Route/SLst		2012/03/07 3:49PM	*Select Action...	
<input type="checkbox"/>	99	Unk	Wang, Abby	71933	Current CUPE 2950	Route/SLst		2012/03/07 3:49PM	*Select Action...	
<input type="checkbox"/>	99	Yes	Wong, Quinn	71830	External Applicant	Route/SLst		2012/03/07 3:49PM	*Select Action...	

[Select All](#) [Deselect All](#) Group Action: *Select Action... [Need more information on Applicant Priority?](#)

Image 136

Review **Interview Schedule** for all applicants.

Note that John Smith was not shortlisted nor selected for interview but appears on this page with no interview date/time.

Job Opening
Interview Schedule

Listed below are the interview schedules for the applicant(s) selected. Create a new interview schedule or update an existing schedule. Click on Delete icon to remove corresponding interviewers. Use the Add Interviewer hyperlink to add interviewers not defined within the Job Opening.

Posting Title: Administrative Support 1 (Gr1) **Job Opening ID:** 5157
Job Opening Status: Open
Classification Title: Administrative Support 1 (Gr1) **Job Code:** 285201
Business Unit: UBC01 UBC - Vancouver **Closing Date:** 2009/03/05
Employment Group: CUPE 2950 (35 hrs/wk) **FTE:** 1.000000
Department: WXYZ eRecruiting Training Dept.
Job Family: ADMX29 CUPE 2950 Administrative Suppt **Job Description #:** 00000251

Carole Jones

Applicant Name: Carole Jones **ID:** 3654
 Notify Interview Team [What will this do?](#) **Notify Applicant** [What will this do?](#)

Interview Schedule

Interviewer ID	Interviewer Name	Interview Date	Interview Type	Start Time	End Time	Location
1261592	M Mouse	2009/03/15	Campus	9:00AM	10:00AM	General Ser

[+ Add Interviewer](#)

Catherine Anderson

Applicant Name: Catherine Anderson **ID:** 3244
 Notify Interview Team [What will this do?](#) **Notify Applicant** [What will this do?](#)

Interview Schedule

Interviewer ID	Interviewer Name	Interview Date	Interview Type	Start Time	End Time	Location
1261592	M Mouse	2009/03/15	Campus	10:00AM	11:00AM	General

[+ Add Interviewer](#)

John Smith

Applicant Name: John Smith **ID:** 3638
 Notify Interview Team [What will this do?](#) **Notify Applicant** [What will this do?](#)

Interview Schedule

Interviewer ID	Interviewer Name	Interview Date	Interview Type	Start Time	End Time	Location
1261592	M Mouse					

[+ Add Interviewer](#)

Karen MacDonald

Applicant Name: Karen MacDonald **ID:** 3656
 Notify Interview Team [What will this do?](#) **Notify Applicant** [What will this do?](#)

Interview Schedule

Interviewer ID	Interviewer Name	Interview Date	Interview Type	Start Time	End Time	Location
1261592	M Mouse	2009/03/15	Campus	11:00AM	12:00PM	General

[+ Add Interviewer](#)

Linda Fung

Applicant Name: Linda Fung **ID:** 3657
 Notify Interview Team [What will this do?](#) **Notify Applicant** [What will this do?](#)

Interview Schedule

Interviewer ID	Interviewer Name	Interview Date	Interview Type	Start Time	End Time	Location
1261592	M Mouse	2009/03/15	Campus	1:00PM	2:00PM	General

[+ Add Interviewer](#)

[Save & Submit](#) [Cancel](#) [Return to Previous Page](#)

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Interview Team members you designated in your Job Opening can review Interview Schedules as soon as you schedule interviews in the system.

Interview team members use a self-service page to review Interview Schedules

Navigation: HRMS Self Service>myRecruitment>Interview Schedule



An interview schedule will appear for each job opening the interviewer is designated as an interview team member and interviews have been scheduled.



Schedule Interview

Interview Schedule

Listed below are the interview schedules for the applicant(s) selected.

Job ID: 5157
Location: Vancouver - Point Grey Campus
Classification Title: Administrative Support 1 (Gr1)
Employment Group: CUPE 2950 (35 hrs/wk)
Business title: Administrative Support 1 (Gr1)
Job Family: CUPE 2950 Administrative Suppt
Department: eRecruiting Training Dept.
Hiring Range: \$29,472.00 - \$33,504.00
Full/Part Time: Full-Time **FTE:** 1.000000
Desired Start Date: 01/04/2009 **Level:** Ongoing: Yes
Job End Date: **Possibility of Extension:** No
Funding Type: Budget Funded
Other:
Remove Date: 05/03/2009 **Available Openings:** 1

Carole Jones

Applicant Name: Carole Jones **ID:** 3654

▼ Interview Schedule

Interviewer Name	Interview Date	Interview Type	Start Time	End Time	Location
M Mouse	15/03/2009	Campus	9:00AM	10:00AM	General Services Admin.building

Catherine Anderson

Applicant Name: Catherine Anderson **ID:** 3244

▼ Interview Schedule

Interviewer Name	Interview Date	Interview Type	Start Time	End Time	Location
M Mouse	15/03/2009	Campus	10:00AM	11:00AM	General

Karen MacDonald

Applicant Name: Karen MacDonald **ID:** 3656

▼ Interview Schedule

Interviewer Name	Interview Date	Interview Type	Start Time	End Time	Location
M Mouse	15/03/2009	Campus	11:00AM	12:00PM	General

Linda Fung

Applicant Name: Linda Fung **ID:** 3657

▼ Interview Schedule

Interviewer Name	Interview Date	Interview Type	Start Time	End Time	Location
M Mouse	15/03/2009	Campus	1:00PM	2:00PM	General

Cancel [Return to Previous Page](#)

4.7 Download Applicant List

You may download a list of applicants along with key information about each applicant, into an Excel spreadsheet.

Job Opening

Job ID: 9793
Location: Vancouver - Point Grey Campus
Classification Title: Admin Assistant 3
Employment Group: Exec.Admin(non-union clerical)
Business title: Admin Assistant 3
Job Family: Secretarial - Non Union
Department: Human Resources
Hiring Range: \$39,471.00 - \$43,856.00
Full/Part Time: Full-Time **FTE:** 1.000000
Desired Start Date: 2011/12/01 **Level:** Ongoing: No
Job End Date: 2011/12/31 **Possibility of Extension:** No
Funding Type: Budget Funded
Other:
Closing Date: 2012/03/12 **Available Openings:** 1

Click here to download an applicant list into an Excel spreadsheet

[Manage Applicants](#) | [Interview Schedule](#) | [Job Opening Details](#) | [Add New Applicant](#) | Download Applicant List

Manage Applicants

Display: All [Shortlisting Rules & Guidelines](#) Applicant Prioritization Complete

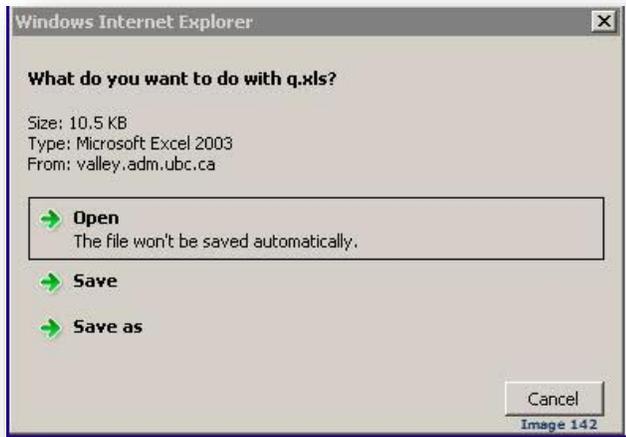
[Applicants](#) [Customize](#) | [Find](#) | [First](#) | [1-8 of 8](#) | [Last](#)

	Priority	CDN Citizen?	Applicant Name	ID	Current Relationship with UBC	Disposition	Resume/CV	Last Updated	*Take Action	Comments
<input checked="" type="checkbox"/>	99	No	Beauchemin, Marc	71833	External Applicant	Interview		2012/03/07 7:08PM	*Select Action...	
<input checked="" type="checkbox"/>	99	Unk	Christy, Suzanne	71934	Current Exec. Admin	Interview		2012/03/07 7:08PM	*Select Action...	
<input checked="" type="checkbox"/>	99	No	Connor, Mary	71826	External Applicant	Interview		2012/03/07 7:08PM	*Select Action...	
<input type="checkbox"/>	99	Yes	Doe, John	3227	External Applicant	Route/SLst		2012/03/07 3:49PM	*Select Action...	
<input type="checkbox"/>	99	Yes	Greene, Jane	71811	External Applicant	Route/SLst		2012/03/07 3:49PM	*Select Action...	
<input type="checkbox"/>	99	Yes	Robinson, Jean	71825	External Applicant	Route/SLst		2012/03/07 3:49PM	*Select Action...	
<input type="checkbox"/>	99	Unk	Wang, Abby	71933	Current CUPE 2950	Route/SLst		2012/03/07 3:49PM	*Select Action...	
<input type="checkbox"/>	99	Yes	Wong, Quinn	71830	External Applicant	Route/SLst		2012/03/07 3:49PM	*Select Action...	

[Select All](#) [Deselect All](#) Group Action: *Select Action... [Go](#) [Need more information on Applicant Priority?](#)

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Click on the Download Applicant List hyperlink. The following dialogue box will appear:



Select 'Open' to view a 'read-only' version of the spreadsheet.

Select 'Save as' if you wish to edit the spreadsheet.

Sample Excel report:

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N
2	Applicant List for Job Opening		Total number of applicants											
3	Job Opening ID	Posting Title	Department Name	Applicant Name	Applicant ID	Current Relation	CDN Citizen	Disposition	Address	City	Phone	Email	Highest Education Level	Recruiter Comments
4	9793	Admin Assistant 3	Human Resources	Beauchemin, Marc	71833	External Applicant	No	Interview			555/555-5555	noemail@ubc.ca	A-Not Indicated	
5	9793	Admin Assistant 3	Human Resources	Christy, Suzanne	71834	Current Exec. Admin	Unk	Interview				noemail@ubc.ca	A-Not Indicated	
6	9793	Admin Assistant 3	Human Resources	Connor, Mary	71826	External Applicant	No	Interview			555/555-5555	demo2@sas.com	A-Not Indicated	
7	9793	Admin Assistant 3	Human Resources	Doe, John	3227	External Applicant	Yes	Route/Short Listed	1234 Main Street	Vancouver	555/555-5555	john.doe@email.com	J-Doctorate (Academic)	
8	9793	Admin Assistant 3	Human Resources	Greene, Jane	71811	External Applicant	Yes	Route/Short Listed	1234 Main Street	New Westminster	555/555-5555	noemail@abc.com	I-Master's Level Degree	
9	9793	Admin Assistant 3	Human Resources	Robinson, Jean	71825	External Applicant	Yes	Route/Short Listed			555/555-5555	noemail@abc.com	F-2-Year College Degree	
10	9793	Admin Assistant 3	Human Resources	Wang, Abby	71833	Current CUPE 2950	Unk	Route/Short Listed	9341203 Street	Langley		noemail@abc.com	A-Not Indicated	
11	9793	Admin Assistant 3	Human Resources	Wong, Quinn	71830	External Applicant	Yes	Route/Short Listed			444/444-4444	noemail@ubc.ca	A-Not Indicated	

4.8 Decline Applicants

Similar to shortlisting and managing interviews, you can decline individual or multiple applicants.

This is an optional step. The system will automatically set all unsuccessful applicants to the 'Decline' disposition after you have hired your successful applicant via eRecruit.

Job Opening

Job ID: 9793
 Location: Vancouver - Point Grey Campus
 Classification Title: Admin Assistant 3
 Employment Group: Exec Admin(non-union clerical)
 Business title: Admin Assistant 3
 Job Family: Secretarial - Non Union
 Department: Human Resources
 Hiring Range: \$39,471.00 - \$43,856.00
 Full/Part Time: Full-Time FTE: 1.000000
 Desired Start Date: 2011/12/01 Level: Ongoing: No
 Job End Date: 2011/12/31 Possibility of Extension: No
 Funding Type: Budget Funded
 Other:
 Closing Date: 2012/03/12 Available Openings: 1

Manage Applicants | Interview Schedule | Job Opening Details | Add New Applicant | Download Applicant List

Manage Applicants

Display: All Shortlisting Rules & Guidelines Applicant Prioritization Complete

Priority	CDN Citizen?	Applicant Name	ID	Current Relationship with UBC	Disposition	Resume/CV	Last Updated	*Take Action	Comments
<input type="checkbox"/>	99 No	Beauchemin, Marc	71833	External Applicant	Interview		2012/03/07 7:08PM	*Select Action...	
<input type="checkbox"/>	99 Unk	Christy, Suzanne	71934	Current Exec Admin	Interview		2012/03/07 7:08PM	*Select Action...	
<input type="checkbox"/>	99 No	Connor, Mary	71826	External Applicant	Interview		2012/03/07 7:08PM	*Select Action...	
<input type="checkbox"/>	99 Yes	Doe, John	3227	External Applicant	Route/SLst		2012/03/07 3:49PM	*Select Action...	
<input type="checkbox"/>	99 Yes	Greene, Jane	71811	External Applicant	Route/SLst		2012/03/07 3:49PM	*Select Action... 1-Route/Short List Applicant 2-Decline Applicant	
<input type="checkbox"/>	99 Yes	Robinson, Jean	71825	External Applicant	Route/SLst		2012/03/07 3:49PM	3-Manage Interviews 4-Prepare Job Offer	
<input type="checkbox"/>	99 Unk	Wano, Abby	71933	Current CUPE 2950	Route/SLst		2012/03/07 3:49PM	5-Pre-Hire Checklist 6-Applicant Attachments	
<input type="checkbox"/>	99 Yes	Wonn, Quinn	71830	External Applicant	Route/SLst		2012/03/07 3:49PM	7-Prepare For Hire Email Applicant	

Select All Deselect All Group Action: *Select Action... Go Need more information on Applicant Priority?

*Select Action...
 Decline Applicant
 Email Applicant
 Manage Interviews
 Route/Short List Applicant

Image 145

Enter the reason applicant was declined (optional). Comments may also be added.

Manage Applicant:

Applicant Declined

Decline Applicant

Applicant	Name
71826	Connor, Mary

Select Status

Status Code: Decline

Status Reason:

Comments:

Submit

Another Applicant was Hired
 Another Job
 Failed In-Basket Test
 Job Opening Cancelled
 Lacks Minimum Qualifications
 Lacks Required Credentials
 Lacks Required Education
 Lacks Required Experience
 Manually Linked In Error
 Misrepresentation
 No Show for Interview
 No Skills Match
 Not Selected
 Offer Rejected
 Other
 Poor Interview
 Selected for Other Position
 Unable to Contact
 Underqualified
 Withdrew Application

Image 147

Applicant's Disposition status changes to 'Decline'.

Manage Applicants | Interview Schedule | Job Opening Details | Add New Applicant | Download Applicant List

Manage Applicants

Display: All Shortlisting Rules & Guidelines Applicant Prioritization Complete

Applicants Customize | Find | First 1-8 of 8 Last

Priority	CDN Citizen?	Applicant Name	ID	Current Relationship with UBC	Disposition	Resume/CV	Last Updated	*Take Action	Comments
<input type="checkbox"/>	99 No	Beauchemin, Marc	71833	External Applicant	Interview		2012/03/07 7:08PM	*Select Action...	
<input type="checkbox"/>	99 Unk	Christy, Suzanne	71934	Current Exec Admin	Interview		2012/03/07 7:08PM	*Select Action...	
<input type="checkbox"/>	99 No	Connor, Mary	71826	External Applicant	Decline		2012/03/07 7:40PM	*Select Action...	
<input type="checkbox"/>	99 Yes	Doe, John	3227	External Applicant	Route/SLst		2012/03/07 3:49PM	*Select Action...	
<input type="checkbox"/>	99 Yes	Greene, Jane	71811	External Applicant	Route/SLst		2012/03/07 3:49PM	*Select Action...	
<input type="checkbox"/>	99 Yes	Robinson, Jean	71825	External Applicant	Route/SLst		2012/03/07 3:49PM	*Select Action...	
<input type="checkbox"/>	99 Unk	Wang, Abby	71933	Current CUPE 2950	Route/SLst		2012/03/07 3:49PM	*Select Action...	
<input type="checkbox"/>	99 Yes	Wong, Quinn	71830	External Applicant	Route/SLst		2012/03/07 3:49PM	*Select Action...	

Select All Deselect All Group Action: *Select Action... Go [Need more information on Applicant Priority?](#) Image 148

Important Note:

Applicant disposition statuses are visible to the applicant in their 'myCareer' home page.

However, some disposition statuses are changed for the applicant:

What you See

- Applied
- Route/Shortlist
- Interview
- Draft Offer
- Offer Pending
- Offer Approved
- Prepare for Hire
- Hired
- Decline**
- Withdrawn

What the Applicant Sees

- Applied
- Reviewing Resumes
- Interview
- Applied
- Applied
- Applied
- Hired
- Hired
- Position Filled or Cancelled**
- Withdrawn

4.9 Email Applicants

Similar to routing/shortlisting, managing interviews and declining applicants, you can email individual or multiple applicants.

Job Opening

Job ID: 9793
Location: Vancouver - Point Grey Campus
Classification Title: Admin Assistant 3
Employment Group: Exec.Admin(non-union clerical)
Business title: Admin Assistant 3
Job Family: Secretarial - Non Union
Department: Human Resources
Hiring Range: \$39,471.00 - \$43,856.00
Full/Part Time: Full-Time FTE: 1.000000
Desired Start Date: 2011/12/01 Level: Ongoing: No
Job End Date: 2011/12/31 Possibility of Extension: No
Funding Type: Budget Funded
Other:
Closing Date: 2012/03/12 Available Openings: 1

Manage Applicants | Interview Schedule | Job Opening Details | Add New Applicant | Download Applicant List

Manage Applicants

Display: All Shortlisting Rules & Guidelines Applicant Prioritization Complete

Priority	CDN Citizen?	Applicant Name	ID	Current Relationship with UBC	Disposition	Resume/CV	Last Updated	*Take Action	Comments
<input type="checkbox"/>	99 No	Beauchemin, Marc	71833	External Applicant	Interview		2012/03/07 7:08PM	*Select Action...	
<input type="checkbox"/>	99 Unk	Christy, Suzanne	71934	Current Exec. Admin	Interview		2012/03/07 7:08PM	*Select Action...	
<input type="checkbox"/>	99 No	Connor, Mary	71826	External Applicant	Interview		2012/03/07 7:08PM	*Select Action...	
<input type="checkbox"/>	99 Yes	Doe, John	3227	External Applicant	Route/SLst		2012/03/07 3:49PM	*Select Action...	
<input type="checkbox"/>	99 Yes	Greene, Jane	71811	External Applicant	Route/SLst		2012/03/07 3:49PM	*Select Action... 1-Route/Short List Applicant 2-Decline Applicant 3-Manage Interviews 4-Prepare Job Offer 5-Pre-Hire Checklist 6-Applicant Attachments 7-Prepare For Hire Email Applicant	
<input type="checkbox"/>	99 Yes	Robinson, Jean	71825	External Applicant	Route/SLst		2012/03/07 3:49PM		
<input type="checkbox"/>	99 Unk	Wang, Abby	71933	Current CUPE 2950	Route/SLst		2012/03/07 3:49PM		
<input type="checkbox"/>	99 Yes	Wong, Quinn	71830	External Applicant	Route/SLst		2012/03/07 3:49PM		

Select All Deselect All Group Action: *Select Action... Go Need more information on Applicant Priority?

- *Select Action...
- Decline Applicant
- Email Applicant**
- Manage Interviews
- Route/Short List Applicant

Image 149

Send Email to Applicant

Preview

Send

Cancel

Note: These emails are sent from UBC_NOREPLY@UBC.CA
Applicants will not be privy to your email address nor will they
be able to respond to the email.

Message Type and Method

Contact Method: Email

Recipient Information

To: John Doe, Jane Greene, Jean Robinson

Cc: [Find](#)

Bcc: kathy@hr.ubc.ca [Find](#)

****Important Note:** email recipients will only see their OWN name/email address in the email they receive. They will not be privy to other applicants' names/email addresses.

Sender Information

From: Kathy Hansen

Message

*Subject:

Message:

Attachments

No attachments have been added to this Correspondence

[+ Add Attachment](#) [- Delete Attachment](#)

Preview

Send

Cancel

Note: These emails are sent from UBC_NOREPLY@UBC.CA
Applicants will not be privy to your email address nor will they
be able to respond to the email.

Image 150

As the originator of the email, your email address will be added as a 'bcc', but may be manually removed.

This email address is extracted from your self-service information (primary email type).

4.10 Making an offer

Once the interview process is over, you should be ready to offer the job to one of your applicants.

Select the applicant you'd like to prepare a job offer for by using the Take Action value of '4-Prepare Job Offer':

Job Opening

Job ID: 9793
Location: Vancouver - Point Grey Campus
Classification Title: Admin Assistant 3
Employment Group: Exec.Admin(non-union clerical)
Business title: Admin Assistant 3
Job Family: Secretarial - Non Union
Department: Human Resources
Hiring Range: \$39,471.00 - \$43,856.00
Full/Part Time: Full-Time FTE: 1.000000
Desired Start Date: 2011/12/01 Level: Ongoing: No
Job End Date: 2011/12/31 Possibility of Extension: No
Funding Type: Budget Funded
Other:
Closing Date: 2012/03/12 Available Openings: 1

Manage Applicants | Interview Schedule | Job Opening Details | Add New Applicant | Download Applicant List

Manage Applicants

Display: All Shortlisting Rules & Guidelines Applicant Prioritization Complete

Applicants Customize | Find | First 1-8 of 8 Last

	Priority	CDN Citizen?	Applicant Name	ID	Current Relationship with UBC	Disposition	Resume/CV	Last Updated	*Take Action	Comments
<input type="checkbox"/>	99	No	Beauchemin, Marc	71833	External Applicant	Interview		2012/03/07 7:08PM	*Select Action...	
<input type="checkbox"/>	99	Unk	Christy, Suzanne	71934	Current Exec.Admin	Interview		2012/03/07 7:08PM	1-Route/Short List Applicant 2-Decline Applicant 3-Manage Interviews 4-Prepare Job Offer 5-Pre-Hire Checklist 6-Applicant Attachments 7-Prepare For Hire Email Applicant	
<input type="checkbox"/>	99	No	Connor, Mary	71826	External Applicant	Decline		2012/03/07 7:40PM		
<input type="checkbox"/>	99	Yes	Doe, John	3227	External Applicant	Route/SLst		2012/03/07 3:49PM		
<input type="checkbox"/>	99	Yes	Greene, Jane	71811	External Applicant	Route/SLst		2012/03/07 3:49PM		
<input type="checkbox"/>	99	Yes	Robinson, Jean	71825	External Applicant	Route/SLst		2012/03/07 3:49PM	*Select Action...	
<input type="checkbox"/>	99	Unk	Wang, Abby	71933	Current CUPE 2950	Route/SLst		2012/03/07 3:49PM	*Select Action...	
<input type="checkbox"/>	99	Yes	Wong, Quinn	71830	External Applicant	Route/SLst		2012/03/07 3:49PM	*Select Action...	

Select All Deselect All Group Action: Go [Need more information on Applicant Priority?](#)

Image 151

Select 4-Prepare Job Offer for successful applicant

Complete all required fields in Prepare Job Offer page and click on the 'Save' button:

Prepare Job Offer

Applicant Name: [Redacted] **Date Entered:** 2012/03/06
Applicant ID: 71833
Posting Title: Admin Assistant 3 **Job Opening ID:** 9793
Job Opening Status: Open
Employment Group: Exec.Admin(non-union clerical)
Business Title: Admin Assistant 3
Department: Human Resources
Hiring Range: \$39,471.00 - \$43,856.00
Full/Part Time: Full-Time **FTE:** 1.000000
Desired Start Date: 2011/12/01 **Level:** Ongoing: No
Job End Date: 2011/12/31 **Possibility of Extension:** No
Funding Type: Budget Funded
Other:
Closing Date: 2012/03/12 **Available Openings:** 1

Offer

Offer Details

Job Opening: 9793
Business Unit: UBC01
Job Code: 220810 Admin Assistant 3
Offer Date: 2012/03/10 [i]
***Status:** Pending Approval
Created By: Kathy Hansen

Salary Range

	Minimum	Midpoint	Maximum
Hourly	21.640000	24.040000	26.450000
Daily	151.810000	168.680000	185.540000
Monthly	3289.250	3654.670	4020.080
Annual	39471.000	43856.000	48241.000

***Appointment Start Date:** 2012/04/01 [i] **Appointment End Date:** [i] **Ongoing?**

Job Offer Components

Component	*Total Offer Amount	Currency	Frequency
Monthly Salary	3600.000000 [i]	CAD	Monthly

Is this job offer an extension of a current term position?
Special Earnings? [i]
***Foreign Worker?** Not Applicable

Generate Offer Letters

Select Letter Type: Staff & Faculty Letters **Generate Offer Letter**

Originator Comments (for your approvers or general comments)

Added By:
 Last Updated By:
[Add Another Comment](#) Previous Comment Next Comment

Funding Details

Monthly Paid: **Hourly Paid:**
Account and Compensation Find First [i] 1 of 1 [i] Last
 *Begin Date: 2012/04/01 End Date: [i] Remove Date Range

Ref #	Earnings Code	Speed Chart	Account	Description	%	Compensation (Monthly/Hrly)	Annualized (Monthly Only)
	REG	CWJB	541000	G0000 323400		3600.000000	43200.000000 [i] [d]

Add Date Range

Review and Confirm Approvals

Prior to submitting your offer for approval, you may be required to provide your approver with additional supporting documentation (ie. Work Permit for foreign workers, copy of SIN card, Funding Transfer form, etc).

In order to do this, click on 'Save for Later' below and then 'Return to Previous Page' in order to return to the main Manage Applicants page. Select '6-Applicant Attachments' in the 'Take Action' pull down menu. When done, select the 'DraftOffer' disposition for your applicant to reaccess this page.

Click on the 'Edit Offer' button to modify or finalize offer details and submit for approval.

[Save for Later](#) [Submit](#) [Cancel](#) [Return to Previous Page](#)

Image 152

Ensure you enter all fields in sequence, as they appear on the page in order to avoid an error message.

- The **Total Offer Amount** should reflect the total monthly base compensation amount. This would include things such as administrative stipends, honoraria, non-university funds (NUF) or memo appointment earnings(MAP). However, ensure to separate out different types of earnings in the **Account and Compensation** section (i.e., REG=\$5000, ADM=\$1000).
- **Appointment Start Date, Appointment End Date** and the **Ongoing** fields default from the Job Opening but may be overridden on the Offer page.
- **Foreign Worker** is a required field and must be completed before the offer letter is generated. If your offer is not being made to a foreign worker, select 'Not Applicable'.
- All job offers require that an offer letter be generated. Click on **Generate Offer Letter** after completing all fields preceding the link.
- Enter any comments for yourself or for your approver.
- **Earnings Code, Speedchart** and **Account** are required fields and must be completed prior to submitting your offer for approval.
- Once your offer has been approved, offer details cannot be modified and will be transferred to the **Prepare for Hire** step.
- You may be required to provide your approver with further documentation on your applicant, such as the signed offer letter, immigration documentation for foreign workers, copy of Social Insurance Card, etc. All these types of documents can be uploaded (scanned copies) and reviewed by your approver (see: **Manage and View Applicant Attachments**). Ensure that any documentation you want available to your approver is uploaded prior to submitting your offer.

Complete all required fields in Prepare Job Offer page and click on the **Submit** button. If you have not already done so, you may be asked to click on 'Review and Confirm Approvers' to confirm the approvers for this transaction.

Review and Confirm Approvers

Click on 'Review and Confirm Approvers' and you will be presented with a list of approvers which have been determined by the rules entered into the Workflow Rules Repository for your department.

Approvers List

Approval Step	Approval Rank	Approver Category	User ID	Name
1	DeptAdm	Secondary	RRHARRIS	Raymond Harris
1	DeptAdm	Primary	BRUNNIES	Barbara Brunnie
2	FMS SgnAut	Primary	CASTLEL	Lisa Castle

Are these Approvers/Steps correct? Yes No

If Yes button is not available for selection, the system detected a problem with your departmental approvals.

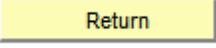
Click [here](#) to review departmental approval steps for this transaction.

Click [here](#) for help with approver errors appearing on this page.

Return

Image 154

If the list is correct, confirm this by selecting **Yes** and click on .

If the list is **not** correct, select **No** and click on . Contact your department workflow admin to review and modify the rules that has been setup for your department. After the problem has been fixed, re-submit the position for approval and review the list again.

After your job offer has been submitted, an 'Approvals' page appears indicating who the job offer was routed to for approval and review.

Disposition Details

Applicant Name: [REDACTED] Date Entered: 2009/02/25
Applicant ID: 3654
Posting Title: Administrative Support 1 (Gr1) Job Opening ID: 5157
Job Opening Status: Open
Employment Group: CUPE 2950 (35 hrs/wk)
Business Title: Administrative Support 1 (Gr1)
Department: eRecruiting Training Dept.
Hiring Range: \$29,472.00 - \$33,504.00
Full/Part Time: Full-Time FTE: 1.000000
Desired Start Date: 2009/04/01 Level: Ongoing: Yes
Job End Date: Possibility of Extension: No
Funding Type: Budget Funded
Other:
Remove Date: 2009/03/05 Available Openings: 1

[Offer Details](#) | Approvals

Prior to submitting offer approval, all pre-hire documentation needs to be submitted and/or reviewed. Click on hyperlink below to go to pre-hire documentation page.

[Pre-Hire Documents](#)

Job Offer



Submit

Override Approvals:

Comments:

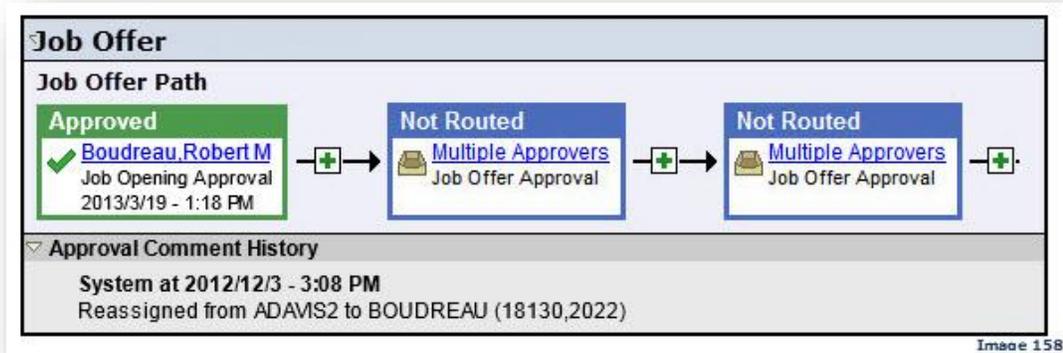
Enter any comments PRIOR to selecting the approval buttons above

All job offers require approval from approvers which have been determined by the rules entered into the Workflow Rules Repository for your department.

As each approver submits their approval, the next approver will be notified via email that there is an outstanding job offer requiring their approval.

The 'Pending' approval status changes to 'Approved' (or 'Pushed Back' if not approved) once the approver submits their approval. Then the next approver is automatically routed the job offer for their approval.

This example of an outstanding job offer approval has been approved by the first approver and has been routed to the second person for approval:



You may also insert additional approvers and reviewers between steps by clicking on . A panel will appear to allow you to select the user as well as their role in the approval process.

Only once all three approvals are received, the approval status changes to 'Offer Approved' and the applicant can then be pushed to the next and final recruiting step, Prepare for Hire.

4.11 Manage and View Applicant Checklists

The Pre-Hire Checklist is most often used for faculty job openings, but can also be used for staff. It includes typical documentation which may be required prior to hiring an applicant.

Job Opening

Job ID: 9777
Location: Vancouver - Point Grey Campus
Employment Group: Faculty (Fac Assn)
Business title: Asst Professor (tenure-track)
Department: Geography
Full/Part Time: Full-Time **FTE:** 1.000000
Desired Start Date: 2011/12/01
Job End Date:
Funding Type: Budget Funded
Other:
Closing Date: 2012/03/30 **Available Openings:** 99

Manage Applicants | [Interview Schedule](#) | [Job Opening Details](#) | [Add New Applicant](#) | [Download Applicant List](#)

Manage Applicants

Display: All [Shortlisting Rules & Guidelines](#)

Applicants									
	CDN Citizen?	Applicant Name	ID	Current Relationship with UBC	Disposition	Resume/CV	Last Updated	*Take Action	Comments
<input checked="" type="checkbox"/>	Yes	Browne, Betty	71815	External Applicant	Route/SLst		2012/03/10 8:45PM	*Select Action... 1-Route/Short List Applicant 2-Decline Applicant 3-Manage Interviews 4-Prepare Job Offer 5-Pre-Hire Checklist 6-Applicant Attachments 7-Prepare For Hire Email Applicant	
<input checked="" type="checkbox"/>	Unk	Chabot, Catherine	71775	Current M&P (AAPS)	Route/SLst		2012/03/10 8:45PM		

Image 159

Select 5-Pre-Hire Checklist

All items in the checklist below are typically required for all Faculty Tenure/Tenure Track job offer approvals, but can also be adapted to Staff job offers. This is an optional feature for your information only.

Job Opening
Pre-Hire Checklist

Applicant Name: Steven Browne Applicant ID: 3660
 Applicant Type: External Applicant EmplID:

Applicant Information Find | View All First 1 of 1 Last

*Checklist Date: 2009/02/26 Checklist: UBCCHK Pre-Hire Checklist
 Responsible ID: 5626315 Jane Smith
 Comment:

*Sequence	*Item Code	Description	*Briefing Status	*Status Date
100	UBC001	Funding Information	Uploaded	2009/02/26
200	UBC002	SIN card or SIN App (Externals)	Uploaded	2009/03/02
300	UBC003	Faculty Letter of Rationale	Requestec	2009/03/01
400	UBC004	Resume/CV	Uploaded	2009/01/15
500	UBC005	Letters of Reference	Requestec	2009/02/26
600	UBC006	Summary of Work Exp./Education	*Select..	2009/02/26
700	UBC007	Signed Offer Letter (M&P,BOG)	Requestec	2009/03/01
800	UBC008	Funding Transfer Form	Forwarded	2009/02/20
900	UBC009	Joint Appointment Form	N/A	2009/02/26
1000	UBC010	Work Permit - Foreign Hires	Uploaded	2009/03/02
1100	UBC011	Years in Rank Form	*Select..	2009/02/25

Save Cancel Return to Previous Page

Responsible ID: Enter the Employee ID of the person responsible for gathering these documents (usually the departmental recruiter). Click on the magnifying glass to search by name.

Status & Status Date: Select the current status of obtaining the document and the status date.

All items with a status of 'Uploaded' should exist in the applicant's 'Pre-Hire Document' upload page (see **Manage and View Applicant Attachments**).

Select the + - buttons to add or delete checklist items.

4.12 Manage and View Applicant Attachments

Use the 'Applicant Attachments' page to upload documents required for the Job Offer/Hire.

Job Opening [Need Help?](#)

Job ID: 14065
Location: Vancouver - Point Grey Campus
Classification Title: Admin Assistant 3
Employment Group: Exec.Admin(non-union clerical)
Business title: Administrative Assistant 3
Job Family: Secretarial - Non Union
Department: UBC IT - Administrative Office
Hiring Range: \$39,471.00 - \$43,856.00
Full/Part Time: Full-Time FTE: 1.000000
Desired Start Date: 2012/10/01 Level: Ongoing: Yes
Job End Date: Possibility of Extension: No
Funding Type: Self Funded
Other:
Closing Date: 2012/09/27 Available Openings: 1 **Select 6-Applicant Attachments**

Manage Applicants | [Interview Schedule](#) | [Job Opening Details](#) | [Add New Applicant](#) | [Download Applicant List](#)

Manage Applicants

Display: All [Shortlisting Rules & Guidelines](#)

Applicants									
	CDN Citizen?	Applicant Name	ID	Current Relationship with UBC	Disposition	Resume/CV	Last Updated	*Take Action	Comments
<input checked="" type="checkbox"/>	Yes	[Redacted]	71815	External Applicant	Route/SLst	[Icon]	2012/03/10 8:45PM	*Select Action...	
<input checked="" type="checkbox"/>	Unk	[Redacted]	71775	Current M&P (AAPS)	Route/SLst		2012/03/10 8:45PM	*Select Action... 1-Route/Short List Applicant 2-Decline Applicant 3-Manage Interviews 4-Prepare Job Offer 5-Pre-Hire Checklist 6-Applicant Attachments 7-Prepare For Hire Email Applicant	

Image 162

Upload all required documents.

Applicant Attachments

Applicant ID: 71815 M Mouse
 Job Opening ID: 9777 Administrator

Resume/CV

View Resume/CV Attachment: [Browne-71815-2012-03-05-13:21.pdf](#) [Delete Attachment](#)

Reference Letters

File Name	*Ref. Name	Attachment Type Code	Description	Last Updated	Uploaded By
<input type="checkbox"/> Reference_Letter.docx	John Smith	REF	References	2012/03/10 9:22PM	Kathy Hansen

[+ Add Reference](#) [- Delete Reference](#)

Offer Letters & Miscellaneous

File Name	*Description	Attachment Type Code	Description	Upload Date	Uploaded By
<input type="checkbox"/> Signed_Offer_Letter.docx	Signed_Offer_	013	Signed Offer Letter	2012/03/10 9:22PM	Kathy Hansen
<input type="checkbox"/> Offer_Letter.doc	Offer_Letter.d	008	Original Offer Letter	2012/03/10 8:51PM	Kathy Hansen

[+ Add Attachment](#) [- Delete Attachment](#)

Canadian Social Insurance Number

Country	National ID Type	National ID	Upload SIN Card	File Name	Delete Attachment
CAN	PR	748307837	Upload SIN Card	SIN_Card.docx	Delete Attachment

[+ Add Social Insurance Number](#)

Citizenship (Foreign Hires Only)

*Country	Citizenship Status	Upload Passport	File Name	Delete Attachment
USA		Upload Passport	View Attachment	Delete Attachment

[+ Add Citizenship](#)

Visa Permit (Foreign Hires Only)

*Country	*Visa/Permit Type	Upload Immigration Documents	File Name	Delete Attachment
CAN	Work Permit	Upload Immigration Documents	Immigrations_Docs.docx	Delete Attachment

[+ Add Visa Permit](#)

Image 163

What information/documents are required?

- Signed offer letters for all Faculty and M&P job offers are required before you will be permitted to proceed to the **'Prepare for Hire'** step.
- The applicant's Social Insurance Number and copy of the applicant's SIN card or application if they are an external applicant.
- Citizenship country and status is required for all foreign hires (do not complete for Canadian citizens or permanent residents).
- Visa Permit information and copy of appropriate work permit for all foreign hires.

4.13 Offer Approval Process

The designated approver will receive an email notification advising them that a Job Offer has been entered which requires their approval. The approver can click on the provided hyperlink embedded in the email to access their 'Worklist' or access their Worklist directly by logging into the system. Click on the hyperlink to access the job offer.

Worklist for OFFERAPPROVER: Smith, John

Detail View Work List Filters: [dropdown]

From	Date From	Work Item	Worked By Activity	Priority	Link	
007 - Hansen, Kathy	26/02/2009	Approval Routing	Approval Workflow	[dropdown]	UBCJobOffer HRS_PERSON_ID:3660 HRS_RCMNT_ID:4258 HRS_OFF_ID:1305, 1301	<input type="button" value="Mark Worked"/> <input type="button" value="Reassign"/>

Image 164

- Approver selects 'Approve' or 'Pushback'. 'Pushback' requires comments as to why approval is not being granted.
- Approved and Pushbacked approvals are routed back to the originator via their Worklist and a notification email.

Job Offer



Enter any comments PRIOR to selecting the approval buttons above

Comments:

Image 165

4.14 Prepare Applicant for Hire

After the job offer to the applicant has been approved and verbal acceptance of the job has been obtained from the applicant (signed offer letter required for Faculty and M&P jobs), you can now proceed to the 'Prepare for Hire' step. This step replaces the need for a Staff or Faculty appointment form.

Select '7-Prepare for Hire' in the 'Take Action' field for the appropriate applicant.

Offer must be approved before proceeding to the '7-Prepare for Hire'

Priority	CDN Citizen?	Applicant Name	ID	Current Relationship with UBC	Disposition	Resume/CV	Last Updated	*Take Action	Comments
99	No	Brau/Kerin, Mary	71833	External Applicant	Offer Aprvd		2012/03/10 9:41PM	*Select Action...	
99	Unk	Christy, Suzanne	71934	Current Exec.Admin	Interview		2012/03/07 7:08PM	*Select Action...	
99	No	Cunha, Mary	71826	External Applicant	Decline		2012/03/07 7:40PM	1-Route/Short List Applicant 2-Discard Applicant	
99	Yes	Dra, Jutta	3227	External Applicant	Route/SLst		2012/03/07 3:49PM	3-Manage Interviews 4-Prepare Job Offer	
99	Yes	Greene, Jutta	71811	External Applicant	Route/SLst		2012/03/07 3:49PM	5-Pre-Hire Checklist 6-Applicant Attachments 7-Prepare For Hire Email Applicant	

Image 166

Complete required fields in **Preliminary Data** page.

Preliminary Data Employee Personal Information Appointment Information [Need Help?](#)

Prepare For Hire

Steven Browne

Applicant ID: 71945 Employee ID:

Preliminary Data

Application Status:	Offer Approved	
Status Last Updated:	2012/03/12	
Job Opening:	9793	Admin Assistant 3
*Job Code:	<input type="text" value="220810"/>	Admin Assistant 3
Business Unit:	UBC01	UBC - Vancouver
Department:	EMPL	Human Resources
Start Date:	2012/04/01	
Date Applied:	2012/03/12	*Applicant Ranking: <input type="text" value="1st choice"/>
*Type of Hire:	<input type="text" value="Hire"/>	Need help completing this?
Employee ID:	Assign/Verify Employee ID	

Hire Comments

Not required for internals and former employees

Image 167

- Verify that all non-updateable fields are correct.
- **Applicant Ranking:** Indicate if this applicant is your first, second or third choice applicant pick.
- **Type of Hire:** Click on the **Need help completing this?** link to assist you in selecting the correct value.
- **Employee ID:** This field will display for External applicants only. Click on **Assign/Verify Employee ID.**

Former employees who have applied through the external Careers site (and not Faculty/Staff Self Service), will not be connected to their former Employee ID. Prior to hiring any applicant through eRecruit, we need to ensure that all data being transferred is associated with an Employee ID if one previously existed for the applicant. Using the existing 'Early Assignment of HRMS Employee ID' functionality will do this for you.

Early Assignment of HRMS Employee ID

Please provide the SIN number of your new hire. This will be used to search the HRMS database to determine if this person has previously been hired at UBC. If so, you must use the same employee ID number on your Appointment Form and in any communication with your new hire.

If you don't know the SIN number but know the person's birthdate, leave the SIN blank and press the Search button to search by birth date.

Search By Social Insurance Number

Enter SIN with no dashes or spaces, e.g. 123456789

Social Insurance Number:

[Return to Prepare for Hire](#)

Image 168

- **Social Insurance Number:** If the applicant's SIN was entered in the 'Pre-Hire Documents' page at the offer stage, the SIN will automatically populate for you. If not, enter the SIN manually and click on 'Search'. Note: in order to proceed with the 'Prepare for Hire', you must provide a SIN number for your applicant.

The system could not find the SIN number you provided. Here are your options:

1. Sometimes, people new to Canada are assigned a temporary SIN number. If your new hire previously worked at UBC and provided us with their temporary SIN number, then we won't be able to locate them with their permanent SIN number. If you think this may be the case, please ask your new hire if they were ever assigned a temporary SIN number and re-do the search with this number.

2. Use the birth date search facility below to see if you can locate your new hire. If you cannot find them by SIN or birth date, then it's likely they have not previously worked at UBC.

Search by Birthdate

Enter birth date to search, e.g. 1967/08/21

Birthdate:

Image 169

- If the SIN entered does not exist in the system, this page will display.
- **Birthdate:** If the applicant's birthdate was entered in the 'Pre-Hire Documents' page at the offer stage, the birthdate will automatically populate for you. If not, enter the birthdate manually and click on 'Search'.

Note: If the SIN entered does exist in the system, you will be prompted to reactivate the EmployeeID associated with the SIN supplied.

Your SIN or birth date search resulted in the following names. These are past and present UBC employees that matched your search criteria. If your new hire is one of these people, click on the 'Select' button opposite their name. If not, click on the 'Add New EmployeeID' button to assign a new employee ID for your new hire.

Faculty/Staff/Student			
Name	Description	Department	Select
1 Bandaranayake,Hema	Postdoctoral Research Fellow	Botany	Select
2 Zay,Katalin	Research Asst/Tech 4	Pathology	Select
3 Hu,Qiang	Research Associate II	Pharmacology Therapeutics	Select

Return to Search Add New EmployeeID

Image 170

- Click on **Add New EmployeeID** to add new Employee ID if no name matches applicant's name in the search results.

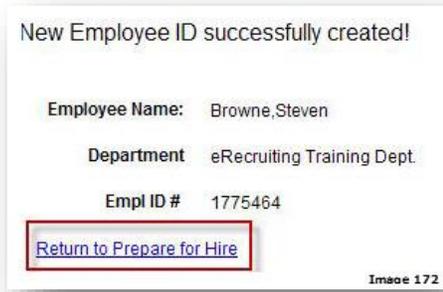
Assign an employee ID to your new hire by filling in the boxes below and clicking on the 'Save' button. Your new employee ID will appear on the next screen. If you are unable to find an exact job title match, select the closest match. The correct job title will be assigned upon data entry of the appointment form.

Last name: _____
 First name: e.g. Smith, John
 SIN:
 Date of Birth:
 Campus: Vancouver Position is unpaid
 VP/Faculty: eRecruit Training Faculty
 Department: eRecruiting Training Dept.
 Empl Grp: Faculty - BOG Appointees (FA)
 Job Family: Regular
 Title: Assoc Professor (tenure)
 Email Address:

Image 171

- All fields should auto-populate for you from data already supplied in previous recruiting steps. Complete any missing fields.
- Click on **Save** button.

Confirmation of new Employee ID. Click on **Return to Prepare for Hire**



Complete required fields in Employee Personal Information page.

[Preliminary Data](#) | [Employee Personal Information](#) | [Appointment Information](#)

Prepare For Hire - Employee Personal Information

Steven Browne

Applicant ID: 71945 Incorrect data stored in the Name, Address, Email and Phone sections for internal Employees must be updated by the employee in Faculty/Staff Self Service.
 Employee ID:

Name

Name Format: English

Name Prefix:

*First Name: Steven

Middle Name:

*Last Name: Browne

Name Suffix:

Address

Country: Canada

Address 1: 2345 Anyplace Street

Address 2:

Address 3:

Address 4:

City: Anywhere Province: British Columbia

Postal: V6T 1Z1

Biographical Details

*Date of Birth: 1957/06/02 *Gender: Male

Birth Country:

Email Addresses Customize | Find | First | 1 of 1 | Last

Email Type	*Email Address
Primary	steven.browne@email.com

[Add Another Email Address](#)

Phone Numbers Customize | Find | First | 1 of 1 | Last

Preferred	Primary Phone Type	Phone Number	Extension
<input checked="" type="checkbox"/>	Home	555/555-5555	

[Add Another Phone Number](#)

Canadian Social Insurance Number Customize | Find | First | 1 of 1 | Last

Country	National ID Type	National ID	Upload SIN Card	File Name	Delete Attachment
CAN	PR	927142000	Upload SIN Card	Copy_of_SIN_Card.docx	Delete Attachment

[Add Social Insurance Number](#)

Applied for Social Insurance Number?

Citizenship (Foreign Hires Only) Customize | Find | First | 1 of 1 | Last

*Country	Citizenship Status	Upload Passport	File Name	Delete Attachment
USA	Native	Upload Passport	View Attachment	Delete Attachment

[Add Citizenship](#)

Visa Permit (Foreign Hires Only) Customize | Find | First | 1 of 1 | Last

*Country	*Visa/Permit Type	Upload Immigration Documents	File Name	Delete Attachment
CAN	Work Permit	Upload Immigration Documents	Copy_of_Immigration_Docs.docx	Delete Attachment

[Add Visa Permit](#)

Work Permit Required?

Image 173

If all data has been previously supplied either by the applicant or in the 'Pre-Hire Documents' upload page, then the only required fields left on this page should be 'Gender'. Otherwise complete all other required fields. Note that foreign worker hires must have a temporary SIN# (i.e., 900-series SIN#) and work permits uploaded in order to submit the 'Prepare for Hire'.

Complete required fields in **Appointment Information** page.

Preliminary Data Employee Personal Information **Appointment Information**

Manage Applicant
Prepare For Hire
 Steven Browne

Applicant ID: Employee ID:

Details of Employment

Start Date: 2012/04/01
 End Date: (last day worked)
 Action: Hire
 *Action Reason:

Campus: UBC01 UBC - Vancouver
 Department: GEOG Geography
 Location: GOG Geography Bldg.
 Employment Group: BOG Faculty (Fac Assn)
 Job Family: RG Regular
 Job Code: BURG21 Asst Professor (tenure-track)
 Business Title: Asst Professor (tenure-track)
 Pay Grade: N/A Grade N/A
 Step:
 Salary Level:

Full/Part Time: Full-Time Override
 FTE: Override
 Employee Class: Override

Faculty Specific Appointment Details

Term type: TRK Tenure Track/Probationary
 Appointment type: RG Regular
 Faculty Assoc. Code: Regular
 Principal Subject Taught: History
 UBC Chair:
 Chair Start Date:
 Chair End Date:

Note this section will not appear for staff job openings

Funding Details

Monthly Paid: Hourly Paid:

Account and Compensation Find | View All First 1 of 1 Last

Ref #	Earnings Code	Speed Chart	Account	Description	%	Compensation (Mthly.Hrly)	Annualized (Monthly Only)
1	REG	CWJB	541000	G0000 323400		6000.000000	72000.000000

Image 174

- **Action Reason:** Select from the list of values. Note that some Actions will not have Action Reasons associated with them or the Action Reason may be the same as the Action.
- **Full/Part Time:** Click on 'Override' button if value needs to be changed.
- **FTE:** Click on 'Override' button if value needs to be changed.
- **Employee Class:** Click on 'Override Button' if value needs to be changed.
- **Other Employment Details** (appears on Staff Job Openings only): Check off any values as applicable.
- Note that **Account and Compensation** section cannot be altered in the '**Prepare for Hire**' step. If incorrect, you must submit another offer with the correct funding information and re-obtain approval.
- **Print Appointment Details:** Click on this link to produce an 'Appointment Information Submission' report if a paper confirmation is required for your records. **DO NOT SUBMIT THIS APPOINTMENT FORM TO PAYROLL.** The hire transaction will be electronically submitted to Payroll from eRecruit.

EMPLOYEE ID / NAME									
EMPLOYEE ID		NAME							
1234567		Steven Browne							

DETAILS OF EMPLOYMENT										
ACTION		ACTION REASON			CAMPUS		DEPARTMENT CODE		WORK LOCATION	
Hire		New Hire			UBC - Vancouver		GEOG		GOG	
EMPLOYMENT GROUP		JOB CODE	BUSINESS TITLE							JOB FAMILY
BOG		BURG21	Asst Professor (tenure-track)							Regular
GRADE		SALARY LEVEL		STEP	FULL / PART TIME	FTE	EMPLOYEE CLASS		ACTING	MEALS
Grade N/A				0	Full-Time	1.000000			N	N
POSITION #		JOB OPENING ID		OTHER (Departmental Use)						
00010053		9783								

FUNDING										
MONTHLY PAID										
START DATE	END DATE	POSN#	EARNINGS CODE	SPEED CHART	ACCOUNT	ACCOUNT DETAILS		%	AMOUNT	ANNUAL AMT
2012-04-01			REG	CWJB	541000	G0000 323400			6,000.00	72,000.00
								Total:	6,000.00	72,000.00

SUBMISSION INFO	
SUBMITTED BY	SUBMISSION DATE

Image 175

Your 'Prepare for Hire' has now been successfully submitted to Payroll. Payroll will review the information submitted, contact you if there are any problems, and transfer the data to HRMS. You will receive a confirmation email from the system confirming that the data has been transferred to HRMS.

Please review the HRMS data after you receive the notification email to ensure all data was transferred correctly.

The screenshot shows a web interface for 'Prepare For Hire'. At the top, there are three tabs: 'Preliminary Data', 'Employee Personal Information', and 'Appointment Information'. A 'Need Help?' link is located in the top right corner. The main heading is 'Prepare For Hire' followed by the name 'Steven Browne'. Below this, there are labels for 'Applicant ID:' and 'Employee ID:'. A red-bordered box contains the message: 'You have successfully submitted your 'Prepare for Hire' to Payroll.' Below this is a section titled 'Preliminary Data' with a mouse cursor over the tab. This section contains a table of application details. At the bottom of the form, there is a 'Hire Comments' section with a text area and a scrollbar. Two buttons, 'Save & Submit' and 'Next', are located at the bottom of the form.

Preliminary Data		
Application Status:	Prepare for Hire	
Status Last Updated:	2012/03/12	
Job Opening:	9783	Asst Professor (tenure-track)
Job Code:	BURG21	Asst Professor (tenure-track)
Business Unit:	UBC01	UBC - Vancouver
Department:	GEOG	Geography
Start Date:	2012/04/01	
Date Applied:	2012/03/12	Applicant Ranking: 1st choice
Type of Hire:	Hire	Need help completing this?
Employee ID:	Assign/Verify Employee ID	

Hire Comments

Save & Submit Next

Image 176

Job Opening

Job ID: 9783
Location: Vancouver - Point Grey Campus
Employment Group: Faculty (Fac Assn)
Business title: Asst Professor (tenure-track)
Department: Geography
Full/Part Time: Full-Time **FTE:** 1.000000 **Disposition status updated to 'Prep Hire'**
Desired Start Date: 2012/01/01 **When applicant is transferred to HRMS, disposition will automatically change to 'Hired' and all other applicants will be changed to 'Decline'**
Job End Date:
Funding Type: Budget Funded
Other:
Closing Date: 2012/03/30 **Available Openings:** 98

Manage Applicants | [Interview Schedule](#) | [Job Opening Details](#) | [Add New Applicant](#) | [Download Applicant List](#)

Manage Applicants

Display: All [Shortlisting Rules & Guidelines](#)

CDN Citizen?	Applicant Name	ID	Current Relationship with UBC	Disposition	Resume/CV	Last Updated	Comments
<input type="checkbox"/>	Unk	Browne, Steven	71946	External Applicant	Prep Hire	2012/03/12 2:36PM	

102 of 102 Last

Click here!

Need to re-access Prepare for Hire page you submitted?

- *Select Action...
- 1-Route/Short List Applicant
- 2-Decline Applicant
- 3-Manage Interviews
- 4-Prepare Job Offer
- 5-Pre-Hire Checklist
- 6-Applicant Attachments
- 7-Prepare For Hire**
- Email Applicant
- Override Curr. Relationship
- *Select Action...

Image 177

Once the successful applicant has been transferred to HRMS, the successful applicant's 'Disposition' value will change to 'Hired' and unsuccessful applicants' 'Disposition' values will be changed automatically changed to 'Decline'. The job opening will also then be closed.

An automated email will be sent to you once Payroll has successfully transferred the successful applicant(s) to HRMS.

NOTE: Applicants changed to 'Decline' disposition status will see '*Position Filled or Cancelled*' in their 'My Careers' page.

5

Appendix

5.1 Worklist

Navigation: **Worklist > Worklist**

The worklist contains transactions that either require your approval or are present for notification purposes. Note that you must only work on or approve transactions wherein you are the Primary Approver or were otherwise notified to work on a transaction.

Worklist for ADA/MS2: 422 - Harder, Alicia C

[Detail View](#) Approver Category: Work List Filters:

From	Date From	Work Item	Worked By Activity	Priority	Approver Category	Link		
108 - Bischof, Alexander	11/22/2012	Approval Routing	Approval Workflow	<input type="text"/>	Primary Approver	Job Opening ID:14075 Dept ID:HIST Union Cd:BOG	Mark Worked	Reassign
Consultant	11/23/2012	Approval Routing	Approval Workflow	<input type="text"/>	Primary Approver	Job Opening ID:14074 Dept ID:HIST Union Cd:BOG	Mark Worked	Reassign
System Administrator	01/17/2013	Approval Routing	Approval Workflow	<input type="text"/>	Primary Approver	Position:00032095 Dept ID:HIST Union Cd:BOG	Mark Worked	Reassign

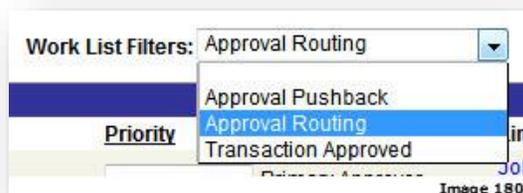
[Refresh](#)

Image 178

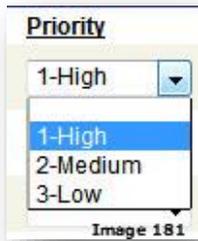
- **Approver Category:**
To help identify transactions, you can filter them using the 'Approver Category' drop down list.



- **Work Item (Work List Filters):**
You can also identify transactions by status using the 'Work List Filters' drop down list.



- **Priority:**
You can also set the priority of a transaction but this does not affect how approvals are routed. It is simply a label you can assign to transactions for your own use.



- **Link:**
Clicking on the hyperlinks under Link will take you to the page where you can approve the transaction.

Link

[Position:00032095 Dept ID:HIST](#)
[Union Cd:BOG](#)

You may also re-assign an approval by clicking on **Reassign**

A screenshot of a 'Reassign' dialog box. At the top, it says 'Enter Lastname,Firstname' in red text. Below this, there are two input fields: 'Reassign To:' with a search icon to its right, and 'Comment:'. At the bottom, there are three buttons: 'OK', 'Cancel', and 'Refresh'. The text 'Image 182' is located in the bottom right corner of the dialog box.

If you have worked on an item on your worklist but it continues to remain there, click on **Mark Worked** to remove it from your worklist.

5.2 My Workflow Profile

Navigation: **My Workflow Profile**

This page allows you to specify an alternate approver and gives you the ability to update your workflow email address.

My Workflow Profile

Hansen, Kathy

Alternate Approvers

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate Approver Name

From Date (Starting at 12AM): 31 (example:12/31/2000)

To Date (Ending at 11:59PM): 31 (example:12/31/2000)

Note: Only Approvers with authorized approver access may be added.

Workflow Email

Email Address kathy@huc.ubc.ca

Send me Workflow Email Notifications

Note: Workflow uses the email above to send you workflow notifications.
It will not use your email stored in Faculty/Staff Service.

Save

Image 183

- **Alternate Approver Name:** The person who will be approving transactions on your behalf. Click on the magnifying glass icon for a list of valid values. Note that only valid approvers will be shown.
- **From Date (Starting at 12AM):** Enter the start date when the alternate approver is in effect.
- **To Date (Ending at 11:59PM):** Enter the end date when the alternate approver is in effect.
- **Email Address:** Enter the email address you wish to receive notifications on. Note that your Workflow email address must be a UBC or UBC hospital site email address.
- **Send me Workflow Email Notifications:** Check this box if you wish to receive emails when a transaction enters your worklist and requires your approval.

5.3 Opening/Viewing Attachments - Troubleshooting FAQs

Question: My pop-up blocker is not allowing me to open my Resume or other attachment.

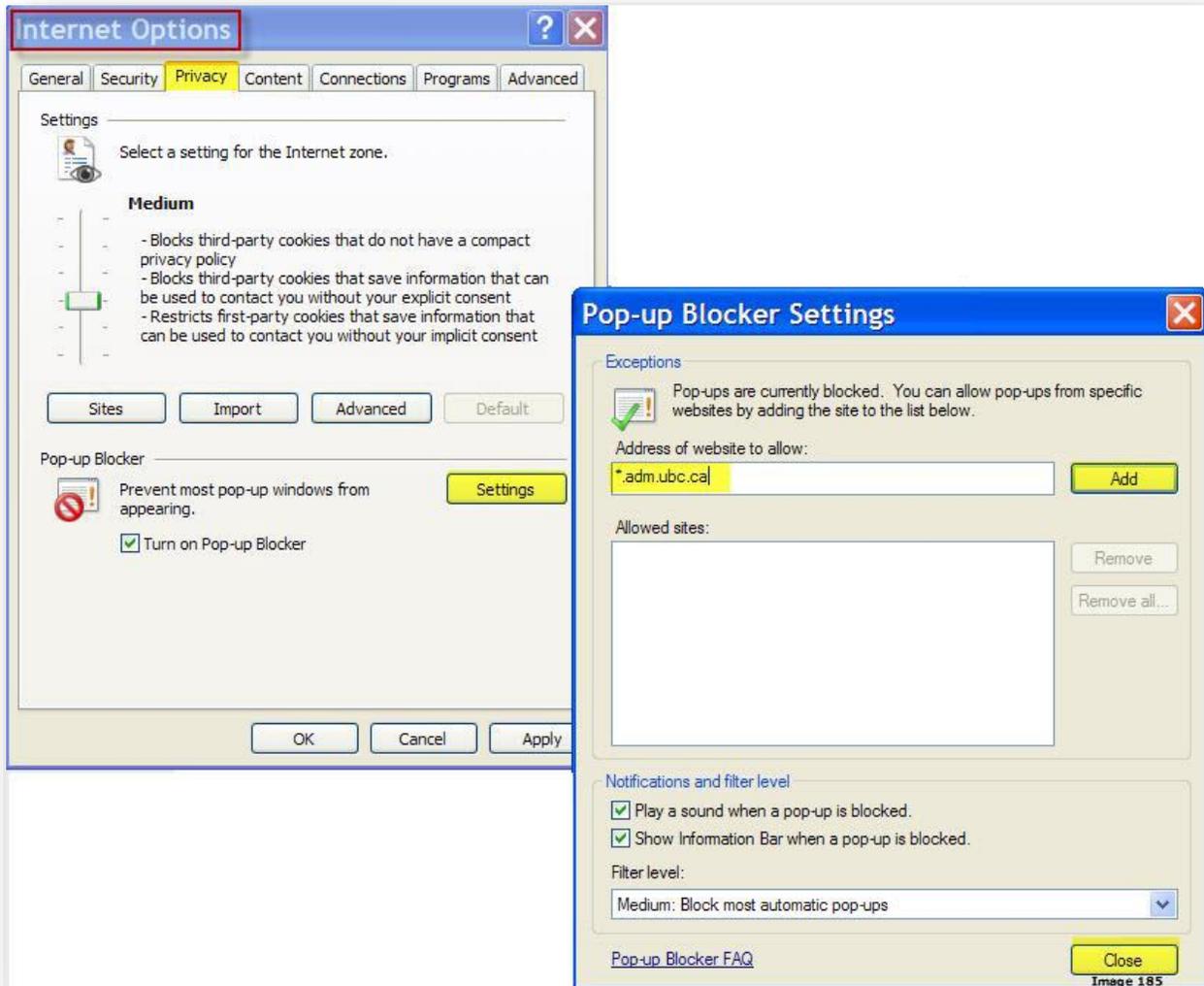
Answer: Adjust security settings to allow pop-ups from *.adm.ubc.ca:

Internet Explorer Settings:

Adjust settings when the site is blocked by pop-up blocker:



Or adjust security settings directly:



You can also try adding our system as a 'Trusted Site'.

Navigate to Tools >Internet Options.

Click on 'Security' tab, select 'Trusted sites' zone, and then click on 'Sites' button:



If you're already in the Careers site, the website will automatically populate for you. Otherwise, type the website address below manually and then click on the 'Add' button:

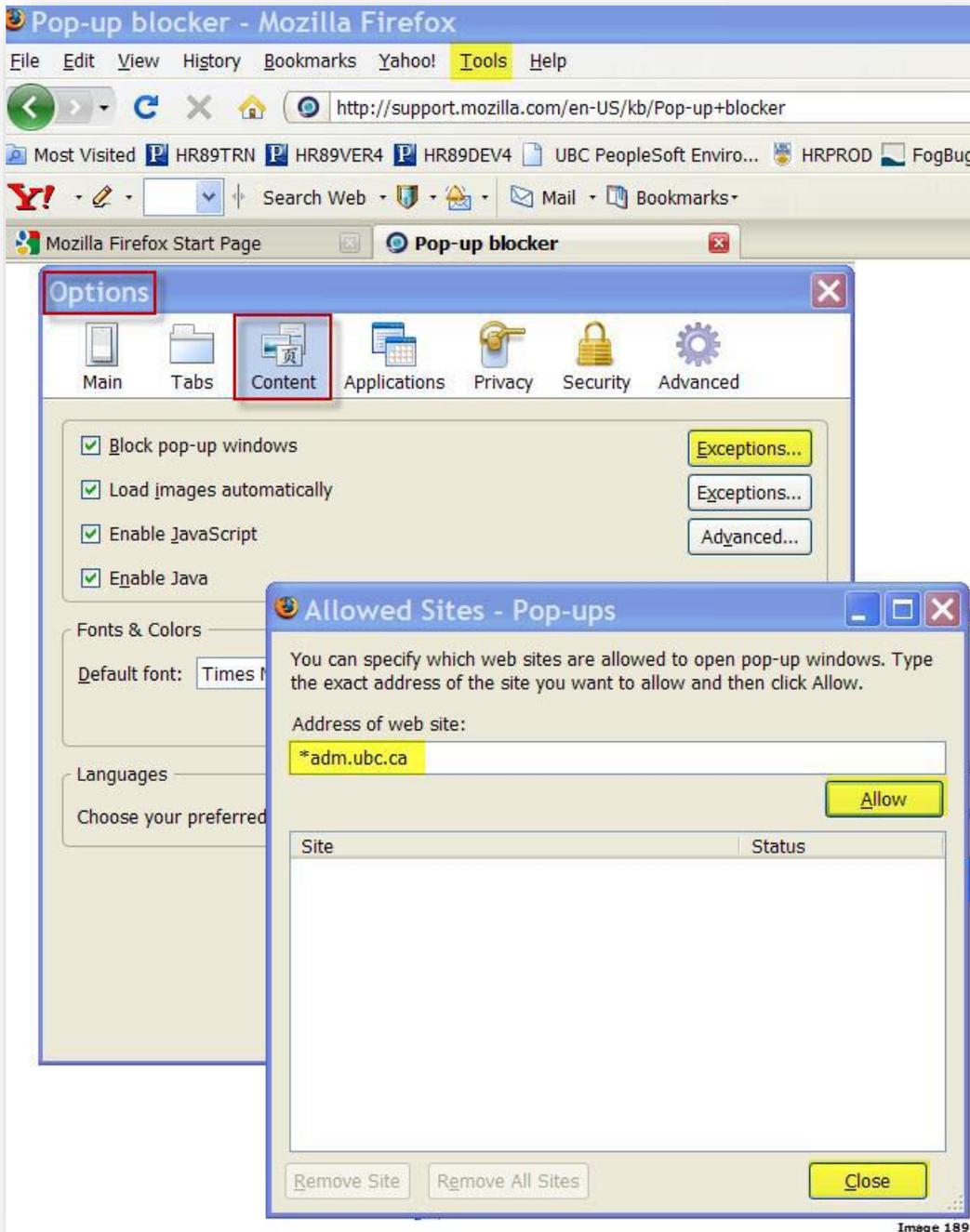


Firefox Settings:

Adjust settings when the site is blocked by pop-up blocker:



Or adjust security settings directly:



Question: When I try to open an attachment using Internet Explorer, a new window appears briefly and then disappears.
Answer: Adjust Internet Explorer security to allow downloads.

