Contents

1 Accessing the Position Management/Recruitment Portal ................................................................. 5
  1.1 Campus-Wide Login .................................................................................................................. 6
  1.2 The Management Systems Portal ........................................................................................... 7
2 Job Openings/Postings ....................................................................................................................... 9
  2.1 Create a Job Opening ................................................................................................................ 11
    2.1.1 Search for a position ......................................................................................................... 11
    2.1.2 Enter information as required ........................................................................................ 13
    2.1.3 Create new job posting or repost .................................................................................... 16
  2.2 Job Opening/Posting Approval Process ..................................................................................... 25
    2.2.1 Approver is notified and accesses worklist ....................................................................... 25
    2.2.2 Approver enters approval or pushback ............................................................................. 26
    2.2.3 Job Opening is approved ............................................................................................... 27
  2.3 Repost a Job Posting ................................................................................................................ 31
  2.4 Cancel a Job Posting ............................................................................................................... 34
  2.5 Run Staff Job Posting Report ................................................................................................... 35
3 Applying for Jobs ............................................................................................................................. 39
  3.1 Apply for a Job Opening ............................................................................................................. 40
    3.1.1 Internal applicants .......................................................................................................... 40
    3.1.2 External applicants .......................................................................................................... 41
    3.1.3 View and select the job posting ....................................................................................... 42
    3.1.4 Upload your resume or CV ............................................................................................. 45
    3.1.5 Enter your work experience ............................................................................................ 49
    3.1.6 Enter your work experience ............................................................................................ 49
    3.1.7 Enter your education history ........................................................................................... 50
    3.1.8 Complete the questionnaire ............................................................................................ 50
    3.1.9 Complete the referral information ................................................................................... 51
    3.1.10 Submit the application .................................................................................................... 51
    3.1.11 Agree to terms (External Applicants) .............................................................................. 52
    3.1.12 Confirmation email ....................................................................................................... 52
    3.1.13 My Applications ............................................................................................................. 53
  3.2 Careers Home ........................................................................................................................... 53
  3.3 My Careers Tools ...................................................................................................................... 54
    3.3.1 Application Status .......................................................................................................... 54
    3.3.2 Application Withdrawal .................................................................................................. 54
3.3.3 Replace Resume/CV.................................................................55
3.4 Search for Jobs........................................................................56
3.4.1 Basic Searches......................................................................56
3.4.2 Advanced Searches.............................................................57
3.5 Job Alerts.................................................................................58
3.6 Manage your Profile/Career Tools...........................................59
3.6.1 My Profile – External Applicants........................................59
3.6.2 My Profile – Internal Applicants.........................................61
3.7 My Saved Jobs..........................................................................62
3.8 Draft or Incomplete Applications..............................................63
3.8.1 Save for Later........................................................................63
3.8.2 Draft Status..........................................................................64
3.9 Interview Schedules.................................................................65
4 Managing Openings and Applicants...........................................67
4.1 Manage Applicants Page Overview........................................68
4.2 Manually Add Applicants..........................................................69
4.3 Applicant Priority Assignment – Staff Job Openings.................72
4.4 Review Applicants....................................................................73
4.5 Reviewing Applicants – Interview/Selection Team...................74
4.5.1 Routing/Shortlisting Applicants...........................................74
4.5.2 Opening and Printing Resumes/CVs.....................................79
4.5.3 View Application Data.........................................................80
4.6 Schedule Interviews and Review Interview Schedule................81
4.7 Download Applicant List............................................................88
4.8 Decline Applicants....................................................................90
4.9 Email Applicants.......................................................................92
4.10 Making an offer.......................................................................94
4.11 Manage and View Applicant Checklists.................................100
4.12 Manage and View Applicant Attachments.............................102
4.13 Offer Approval Process..........................................................104
4.14 Prepare Applicant for Hire......................................................105
5 Appendix.....................................................................................117
5.1 Worklist....................................................................................118
5.2 My Workflow Profile...............................................................120
5.3 Opening/Viewing Attachments - Troubleshooting FAQs...........121
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](http://www.msp.ubc.ca) using your CWL login credentials.
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).

![Management System Portal](image)

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.

![PeopleSoft Navigation Menu](image)
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 Continue

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.
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.
**Additional Job Specifications**

- **Employee Type:**
- **FTE:**
- **Weekly Hours:**
- **Full/Part Time:**
- **Employee Classification:**
- **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)**

- **Name**
- **Interviewer ID**

**Job Postings and Posting Periods**

- **Postings**
- **Post Date**
- **Remove Date (at 00:00)**

**Review and Confirm Approver**

**Originator Comments (for your approvers or general comments)**

- **Added by:**
- **Last Updated by:**

**Buttons:**
- **Save & Submit**
- **Save as Draft**
- **Cancel**
• **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
Optional Introductory Wording

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**

- 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**

- 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

- **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.

<table>
<thead>
<tr>
<th>Destination</th>
<th>Posting Type</th>
<th>Post Date</th>
<th>Remove Date</th>
<th>Posting Duration</th>
<th>Post Date</th>
<th>Remove Date</th>
<th>Posting Duration</th>
<th>Post Date</th>
<th>Remove Date</th>
<th>Posting Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>UBC Careers Website</td>
<td>IntExt</td>
<td>2013/03/14</td>
<td>2013/03/21</td>
<td>7</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vancouver Sun</td>
<td>IntExt</td>
<td>2013/03/22</td>
<td>2013/03/24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **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’.
Job Posting

Job ID: 900000000000000
Location:
Employment Group: Management/Professional (APIS)
Job Category: Research & Facilitation
Classification Title: Research/Facilitation, Level A
Business Title: Geography
Salary:
Desired Start Date:
Funding Type: Grant Funded
Closing Date: 2013/02/07 Available Openings: 1

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 periodic 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 role 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 continuity 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 as 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 peoples, 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.
Submit Job Opening for Approval

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

Click on **Review and Confirm Approvers**

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

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

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:

```
Approval is Requested for Job Opening (14095) Professor (tenure)

To: kathy@hr.ubc.ca

Sent: Tue 2/05/13 4:33 PM

A job opening has been created or updated in the Human Resources Management System (HRMS). Your approval is required.

Job Opening ID: 14095
Posting Title: Administrator

To view this job opening, click on the link below. This link will bring you to your HRMS 'Worklist' page. The transaction will be listed under the 'Work Item' column as an 'Approval Routing'.

https://www.ubc.ca/auth/login?serviceName=hr_portal_psa&serviceParams-context%3D0%26target%3Dworklist

If you require assistance with approving this position, please go to:


Thank you.
```

Approver’s Worklist:
2.2.2 Approver enters approval or pushback

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.

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:

Job Opening ID (14097) Professor (tenure) has been pushed back

Sent: Tue 2013-12-17 5:14 PM
To: Cam, Michael

The following Job Opening has been pushed back.

Job Opening ID: 14097
Posting Title: Administrator

To review and resubmit this Job Opening, visit:

https://www.auth.cwl.ubc.ca/auth/login?serviceName=hr_portal_psa&serviceParams=context%3D%20target%3Dworklist

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

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.
## 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  

### Manage Applicants

<table>
<thead>
<tr>
<th>Display</th>
<th>Shortlisting Rules &amp; Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td></td>
</tr>
</tbody>
</table>

### Applicants

<table>
<thead>
<tr>
<th>CDN Citizen?</th>
<th>Applicant Name</th>
<th>ID</th>
<th>Current Relationship with UBC</th>
<th>Disposition</th>
<th>Resume/CV</th>
<th>Last Updated</th>
<th>Take Action</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>Abdullah.Anmar</td>
<td>1022602</td>
<td>External Applicant</td>
<td>Decline</td>
<td>02/29/2012 11:16 AM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>Abd.Raza</td>
<td>105069</td>
<td>External Applicant</td>
<td>Decline</td>
<td>02/23/2012 3:05PM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Additional Job Specifications

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

**Interviewers (must be a UBC employee)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Interviewer ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Add Interviewers**

### Job Postings and Posting Periods

<table>
<thead>
<tr>
<th>Postings</th>
<th>Post Date</th>
<th>Remove Date (at 0:00)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator</td>
<td>11/16/2011</td>
<td>02/01/2012</td>
</tr>
</tbody>
</table>

**Create New Job Posting/Repost**

**Review and Confirm Approvers**
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.

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.
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.

- 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 Add 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 Run button to create Job Postings report for all open postings as of the run date.

- 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 **OK** button.

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

When Status = 'Posted', the report is ready for download. Click on the Details link to access.
Step 6: Download report.

Sample Job Postings Report:
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.
3.1.2 External applicants

External Applicants log in to the Human Resources website at: [hr.ubc.ca/careers](http://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.

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.
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.

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: 15087
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116 (Service/Trades/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: 5

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.
Serves 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 Housestaff 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, evenings, graveyard, 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

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.
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]
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.

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.

Click on 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’.

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.
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.
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.

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.
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.

3.1.8 Complete the questionnaire
Complete the on-line application – Application Questionnaire section:

- **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
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.

![Referral Information Form]

3.1.10 Submit the application

![Submit Button]

Click on **Submit** 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.

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 2/6/13 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:
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.

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 you’re updated resume/CV, click on the button:

Your resume has been updated. (25002,199)
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 searches enable 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.
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.

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

![My Career Tools](image.png)
## 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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Name</td>
<td><a href="mailto:michael.cam@uthc.ca">michael.cam@uthc.ca</a></td>
</tr>
<tr>
<td>Password</td>
<td>[Change Password]</td>
</tr>
<tr>
<td>Preferred Method of contact</td>
<td>EMail</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name Prefix</td>
<td></td>
</tr>
<tr>
<td>*First Name</td>
<td>John</td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>*Last Name</td>
<td>Smith</td>
</tr>
</tbody>
</table>

### Address

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
<td>Canada</td>
</tr>
<tr>
<td>Address 1</td>
<td>123 Main Street</td>
</tr>
<tr>
<td>Address 2</td>
<td></td>
</tr>
<tr>
<td>Address 3</td>
<td></td>
</tr>
<tr>
<td>Address 4</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>Vancouver</td>
</tr>
<tr>
<td>Province</td>
<td>British Columbia</td>
</tr>
<tr>
<td>Postal</td>
<td>V1V 1V1</td>
</tr>
</tbody>
</table>

### Email Address

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Email Type</td>
<td>Primary</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:john.smith@mail.com">john.smith@mail.com</a></td>
</tr>
</tbody>
</table>

### Phone

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Phone Type</td>
<td>Home</td>
</tr>
<tr>
<td>Phone Number</td>
<td>604/123-4567</td>
</tr>
</tbody>
</table>

---

[Add Another Phone Number]

---

[Save] [Return to Previous Page]
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:** 6611 University Place
- **Address 2:**
- **Address 3:**
- **Address 4:**
- **City:** Richmond
- **Province:** British Columbia
- **Postal:** V7E 4N8

---

**Email Address**

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

---

**Phone**

- **Alternate Phone Type:** Campus
  - **Phone Number:** 604-822-4062
  - **Extension:**

- **Alternate Phone Type:** Cellular
  - **Phone Number:** 604-974-2072
  - **Extension:**

- **Primary Phone Type:** Home
  - **Phone Number:** 604-972-4062
  - **Extension:**
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).

View your saved jobs by clicking on the My Saved Jobs link.
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’.
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 interview schedule includes the date and time, the name of each interviewer, and location of the interview.
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
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.

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

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.
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

<table>
<thead>
<tr>
<th>Priority #</th>
<th>Priority Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Internal Applicants - Duty to Accommodate</td>
</tr>
<tr>
<td>2</td>
<td>Internal Applicants - Placements &amp; Recalls</td>
</tr>
<tr>
<td>3</td>
<td>Internal Applicants - Active CUPE 2950</td>
</tr>
<tr>
<td>4</td>
<td>Internal Applicants – Non CUPE 2950 and all external applicants and former employees</td>
</tr>
</tbody>
</table>

CUPE 116/IUOE Postings

<table>
<thead>
<tr>
<th>Priority #</th>
<th>Priority Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Internal Applicants - Duty to Accommodate</td>
</tr>
<tr>
<td>2</td>
<td>Internal Applicants – Active CUPE 116, IUOE – Union Code, Department Code same as posting</td>
</tr>
<tr>
<td>3</td>
<td>Internal Applicants - Active CUPE 116, IUOE – Union Code same as posting, Department Code and Job Code different than posting</td>
</tr>
<tr>
<td>4</td>
<td>Internal Applicants – Non CUPE 116, IUOE</td>
</tr>
<tr>
<td>5</td>
<td>External Applicants &amp; Former Employees</td>
</tr>
</tbody>
</table>

BCGEU-UBCO Postings

<table>
<thead>
<tr>
<th>Priority #</th>
<th>Priority Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Internal Applicants - Duty to Accommodate</td>
</tr>
<tr>
<td>2</td>
<td>Internal Applicants – Active BCGEU-UBCO</td>
</tr>
<tr>
<td>3</td>
<td>Internal Applicants – Non BCGEU-UBCO</td>
</tr>
<tr>
<td>5</td>
<td>External Applicants &amp; Former Employees</td>
</tr>
</tbody>
</table>

All Other Postings

<table>
<thead>
<tr>
<th>Priority #</th>
<th>Priority Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Internal Applicants - Duty to Accommodate</td>
</tr>
<tr>
<td>99</td>
<td>All other applicants</td>
</tr>
</tbody>
</table>
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.
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.

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

Click on the **Go** button to continue.
If you wish, select a reason for the routing and then click on the Submit 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:

<table>
<thead>
<tr>
<th>What you See</th>
<th>What the Applicant Sees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied</td>
<td>Applied</td>
</tr>
<tr>
<td>Route/Shortlist</td>
<td>Reviewing Resumes</td>
</tr>
<tr>
<td>Interview</td>
<td>Interview</td>
</tr>
<tr>
<td>Draft Offer</td>
<td>Applied</td>
</tr>
<tr>
<td>Offer Pending</td>
<td>Applied</td>
</tr>
<tr>
<td>Offer Approved</td>
<td>Applied</td>
</tr>
<tr>
<td>Prepare for Hire</td>
<td>Hired</td>
</tr>
<tr>
<td>Hired</td>
<td>Hired</td>
</tr>
<tr>
<td>Decline</td>
<td>Position Filled or Cancelled</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>Withdrawn</td>
</tr>
</tbody>
</table>
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
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:

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:

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:

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.
**Important Note:**

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

However, some disposition statuses are changed for the applicant:

<table>
<thead>
<tr>
<th>What you See</th>
<th>What the Applicant Sees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied</td>
<td>Applied</td>
</tr>
<tr>
<td>Route/Shortlist</td>
<td>Reviewing Resumes</td>
</tr>
<tr>
<td><strong>Interview</strong></td>
<td><strong>Interview</strong></td>
</tr>
<tr>
<td>Draft Offer</td>
<td>Applied</td>
</tr>
<tr>
<td>Offer Pending</td>
<td>Applied</td>
</tr>
<tr>
<td>Offer Approved</td>
<td>Applied</td>
</tr>
<tr>
<td>Prepare for Hire</td>
<td>Hired</td>
</tr>
<tr>
<td>Hired</td>
<td>Hired</td>
</tr>
<tr>
<td>Decline</td>
<td>Position Filled or</td>
</tr>
<tr>
<td></td>
<td>Cancelled</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>Withdrawn</td>
</tr>
</tbody>
</table>
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.
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.
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.
### Interview Schedule

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

<table>
<thead>
<tr>
<th>Job ID:</th>
<th>5157</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Vancouver - Point Grey Campus</td>
</tr>
<tr>
<td>Classification Title:</td>
<td>Administrative Support 1 (Gr1)</td>
</tr>
<tr>
<td>Employment Group:</td>
<td>CUPE 2950 (35 hrs/wk)</td>
</tr>
<tr>
<td>Business title:</td>
<td>Administrative Support 1 (Gr1)</td>
</tr>
<tr>
<td>Job Family:</td>
<td>CUPE 2950 Administrative Suppt</td>
</tr>
<tr>
<td>Department:</td>
<td>eRecruiting Training Dept.</td>
</tr>
<tr>
<td>Hiring Range:</td>
<td>$29,472.00 - $33,504.00</td>
</tr>
<tr>
<td>Full/Part Time:</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Desired Start Date:</td>
<td>01/04/2009</td>
</tr>
<tr>
<td>Level:</td>
<td></td>
</tr>
<tr>
<td>Ongoing:</td>
<td>Yes</td>
</tr>
<tr>
<td>Job End Date:</td>
<td></td>
</tr>
<tr>
<td>Possibility of Extension:</td>
<td>No</td>
</tr>
<tr>
<td>Funding Type:</td>
<td>Budget Funded</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
<tr>
<td>Remove Date:</td>
<td>06/03/2009</td>
</tr>
<tr>
<td>Available Openings:</td>
<td>1</td>
</tr>
</tbody>
</table>

#### Carole Jones

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>Carole Jones</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID:</td>
<td>3854</td>
</tr>
</tbody>
</table>

#### Interview Schedule

<table>
<thead>
<tr>
<th>Interviewer Name</th>
<th>Interview Date</th>
<th>Interview Type</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>M Mouse</td>
<td>15/03/2009</td>
<td>Campus</td>
<td>9:00AM</td>
<td>10:00AM</td>
<td>Services Admin.building</td>
</tr>
</tbody>
</table>

#### Catherine Anderson

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>Catherine Anderson</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID:</td>
<td>3244</td>
</tr>
</tbody>
</table>

#### Interview Schedule

<table>
<thead>
<tr>
<th>Interviewer Name</th>
<th>Interview Date</th>
<th>Interview Type</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>M Mouse</td>
<td>15/03/2009</td>
<td>Campus</td>
<td>10:00AM</td>
<td>11:00AM</td>
<td>General</td>
</tr>
</tbody>
</table>

#### Karen MacDonald

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>Karen MacDonald</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID:</td>
<td>3856</td>
</tr>
</tbody>
</table>

#### Interview Schedule

<table>
<thead>
<tr>
<th>Interviewer Name</th>
<th>Interview Date</th>
<th>Interview Type</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>M Mouse</td>
<td>15/03/2009</td>
<td>Campus</td>
<td>11:00AM</td>
<td>12:00PM</td>
<td>General</td>
</tr>
</tbody>
</table>

#### Linda Fung

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>Linda Fung</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID:</td>
<td>3657</td>
</tr>
</tbody>
</table>

#### Interview Schedule

<table>
<thead>
<tr>
<th>Interviewer Name</th>
<th>Interview Date</th>
<th>Interview Type</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>M Mouse</td>
<td>15/03/2009</td>
<td>Campus</td>
<td>1:00PM</td>
<td>2:00PM</td>
<td>General</td>
</tr>
</tbody>
</table>
4.7 Download Applicant List

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

Enter the reason applicant was declined (optional). Comments may also be added.
Applicant’s Disposition status changes to ‘Decline.’

Important Note:

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

However, some disposition statuses are changed for the applicant:

<table>
<thead>
<tr>
<th>What you See</th>
<th>What the Applicant Sees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied</td>
<td>Applied</td>
</tr>
<tr>
<td>Route/Shortlist</td>
<td>Reviewing Resumes</td>
</tr>
<tr>
<td>Interview</td>
<td>Interview</td>
</tr>
<tr>
<td>Draft Offer</td>
<td>Applied</td>
</tr>
<tr>
<td>Offer Pending</td>
<td>Applied</td>
</tr>
<tr>
<td>Offer Approved</td>
<td>Applied</td>
</tr>
<tr>
<td>Prepare for Hire</td>
<td>Hired</td>
</tr>
<tr>
<td>Hired</td>
<td>Hired</td>
</tr>
<tr>
<td>Decline</td>
<td>Position Filled or Cancelled</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>Withdrawed</td>
</tr>
</tbody>
</table>
4.9 Email Applicants

Similar to routing/shortlisting, managing interviews and declining applicants, you can email individual or multiple applicants.
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’:
Complete all required fields in Prepare Job Offer page and click on the ‘Save’ button:
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.
If the list is correct, confirm this by selecting **Yes** and click on **Return**.

If the list is **not** correct, select **No** and click on **Return**. 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.
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.
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.

**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.

![Image of Job Opening Page]

### Job Opening

- **Job ID:** 14005
- **Location:** Vancouver - Point Grey Campus
- **Classification Title:** Admin Assistant 3
- **Employment Group:** Exec Admin (non-union clerical)
- **Business Title:** Administrative Assistant 3
- **Job Title:** Secreterial - Non Union
- **Department:** UBC IT - Administrative Office
- **Hiring Range:** $39,471.00 - $43,858.00
- **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
- **Closing Date:** 2012/09/27
- **Available Openings:** 1

---

**Select 6-Applicant Attachments**

### Manage Applicants

- **Display:** All
- **Shortlisting Rules & Guidelines**

<table>
<thead>
<tr>
<th>CON Current</th>
<th>Applicant Name</th>
<th>ID</th>
<th>Current Relationship with UBC</th>
<th>Disposition</th>
<th>Resume/CV Last Updated</th>
<th>Take Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>[Redacted]</td>
<td>71615</td>
<td>External Applicant</td>
<td>Route SLST</td>
<td>2012/03/10 8:45 PM</td>
<td></td>
</tr>
<tr>
<td>Unit</td>
<td>[Redacted]</td>
<td>71775</td>
<td>Current M&amp;P (WAPS)</td>
<td>Route SLST</td>
<td>2012/03/10 8:45 PM</td>
<td></td>
</tr>
</tbody>
</table>

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

- 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.

![Image of Offer Approval Process](image-url)
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.
Complete required fields in Preliminary Data page.

- 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.

Not required for internals and former employees
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.

- **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.

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

• 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.
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.
- **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.

![Appointment Information Submission Form](image-url)
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.
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.

- **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.

  ![Priority dropdown](Image 181)

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

  ![Link example](Image 182)

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

  ![Reassign dialog](Image 182)

  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.

- **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:

![Internet Explorer Settings](image1.png)

Or adjust security settings directly:

![Internet Options](image2.png)
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.