Create a Job Opening

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

Step 1: Enter the Job Description code 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 button.

UBC Job Description Code: 00000245

OR

Enter information in the following fields to locate the Job Description Code

Campus: VCVR  Vancouver
VP/Faculty: VPBU  VP Administration & Finance
Department Code:EMPL  Human Resources
Employment Group: M&P  Management & Professional (AAPS)
Job Family: 30  Human Resources
Job Code: 183001  Human Resources, Level A

Only Job Descriptions in an ‘approved’ and ‘ok to post’ status will be available for use.
Create a Job Opening

**Step 2:** Complete fields indicated below as required.

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posting Title</td>
<td>Communications Coordinator</td>
</tr>
<tr>
<td>Job Opening Status</td>
<td>Draft</td>
</tr>
<tr>
<td>Classification Title</td>
<td>Information Services, Level A</td>
</tr>
<tr>
<td>Business Unit</td>
<td>UBC01, UBC - Vancouver</td>
</tr>
<tr>
<td>Employment Group</td>
<td>Management/Professional (M&amp;P)</td>
</tr>
<tr>
<td>Department</td>
<td>EMPL, Human Resources</td>
</tr>
<tr>
<td>Job Family</td>
<td>23, Information Services</td>
</tr>
<tr>
<td>Job Description</td>
<td>000000236</td>
</tr>
<tr>
<td>Created By</td>
<td>5253578</td>
</tr>
<tr>
<td>Date Opened</td>
<td>2009/05/13</td>
</tr>
<tr>
<td>Available Openings</td>
<td>1</td>
</tr>
<tr>
<td>Business Unit</td>
<td>UBC01, UBC - Vancouver</td>
</tr>
<tr>
<td>Job Code</td>
<td>182301</td>
</tr>
<tr>
<td>Company</td>
<td>01, University of British Columbia</td>
</tr>
<tr>
<td>Department</td>
<td>EMPL, Human Resources</td>
</tr>
<tr>
<td>Locations</td>
<td>General Services Admin Bld</td>
</tr>
<tr>
<td>Recruiting Location</td>
<td>Vancouver - Point Grey Campus</td>
</tr>
<tr>
<td>Status Code</td>
<td>Draft</td>
</tr>
<tr>
<td>Status Reason</td>
<td></td>
</tr>
<tr>
<td>Status Date</td>
<td>2009/05/13</td>
</tr>
<tr>
<td>Desired Start Date</td>
<td>2009/05/01</td>
</tr>
<tr>
<td>Job End Date</td>
<td></td>
</tr>
<tr>
<td>Ongoing?</td>
<td>✅</td>
</tr>
<tr>
<td>Date Authorized</td>
<td></td>
</tr>
<tr>
<td>New Employees Being Replaced</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Additional Rules</td>
<td></td>
</tr>
<tr>
<td>Employee Type</td>
<td>Salained</td>
</tr>
<tr>
<td>Funding Type</td>
<td>Budget Funded</td>
</tr>
<tr>
<td>Employee Classification</td>
<td></td>
</tr>
<tr>
<td>Weekly Hours</td>
<td>35.00</td>
</tr>
<tr>
<td>Full/Part Time</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Salary Range</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Minimum Education Level</td>
<td>Undergraduate degree in a relevant discipline</td>
</tr>
<tr>
<td>Minimum Additional Education</td>
<td>University degree in Marketing/Public Relations or Communications</td>
</tr>
<tr>
<td>Work Experience</td>
<td>4 years relevant experience or the equivalent combination of education and experience</td>
</tr>
<tr>
<td>Additional Work Experience</td>
<td>Familiarity with web-based content management systems (CMS) an asset. Demonstrated understanding and respect for the University’s culture and environment and its employees.</td>
</tr>
<tr>
<td>Interviewers</td>
<td>Brown, Alex</td>
</tr>
<tr>
<td>Interviewer ID</td>
<td>4895101</td>
</tr>
<tr>
<td>Job Postings and Posting Periods</td>
<td>Create New Job Posting/Report</td>
</tr>
</tbody>
</table>

"Weekly Hours", "Employee Classification" and "On Call" fields will not be displayed for Faculty Job Openings.

Most of the data in these sections default from data provided in the Job Description used to create this Job Opening.

Data in these sections cannot be altered here but must be corrected in the Job Description Library and a new Job Opening created.

These sections do not appear for Faculty Job Openings.

Interviewers identified here will have access to view applicant data via a screen in Faculty/Staff Self Service.

Click to create the actual Job "Posting".
Create a Job Opening

- **Available Openings**: Enter the number of positions available to be filled.
- **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’.
- **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).

Click on **Save as Draft** at any time to save partially completed Job Openings.

**Step 3**: 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 section, Job Description section, Additional Closing Wording section and Job Posting Destination section.

**Section 1: Optional Introductory Wording Section:**

- This section is completely optional.
- Any text can be added which will appear as the first paragraph in your job posting.

**Reminder!**

*Spell check any text you enter using the icon*
**Section 2: Job Description section (Staff Job Opening):**

<table>
<thead>
<tr>
<th>Visible:</th>
<th>Internal and External</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description Type:</td>
<td>Job Summary</td>
</tr>
<tr>
<td>Description:</td>
<td>To provide information and general advice to client departments regarding interpretation of collective agreements, other agreements and handbooks governing conditions of employment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Visible:</th>
<th>Internal and External</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description Type:</td>
<td>Organizational Status</td>
</tr>
<tr>
<td>Description:</td>
<td>Reports to the Team Leader, Human Resources Advisor Services, Works with HR ADM, ER Managers, Organizational Training &amp; Development Practitioners, Return to Work Co-ordinators, Pension Administrators and Benefit Administrators.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Visible:</th>
<th>Internal and External</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description Type:</td>
<td>Work Performed</td>
</tr>
<tr>
<td>Description:</td>
<td>Major responsibilities include coordinating job posting process by composing and monitoring preparation of all job postings; screening applications according to terms of collective agreements; scheduling client department concerning appropriate recruiting strategy; assisting in development of interview questions, providing information and general advice concerning issues; grievances, layoffs, terminations, Employment Standards, Human Rights Code, Freedom of Information and Internal placement procedures; conducting position evaluation and re-evaluating; attending meetings; monitoring recall and internal placement process; responding to inquiries, coordinating and composing newspaper advertisements, reviewing and authorizing staff and student appointments, extensions and transfers; advising departments on salary administration and performance management practices. Participating in development and delivery of training programs, and performing other related duties.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Visible:</th>
<th>Internal and External</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description Type:</td>
<td>Supervision Received</td>
</tr>
<tr>
<td>Description:</td>
<td>Reports to Team Leader, Human Resources Advisor Services.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Visible:</th>
<th>Internal and External</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description Type:</td>
<td>Supervision Given</td>
</tr>
<tr>
<td>Description:</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Visible:</th>
<th>Internal and External</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description Type:</td>
<td>Consequence of Error/Judgment</td>
</tr>
<tr>
<td>Description:</td>
<td>Implications of decisions or advice may result in legal and/or financial liability, restrictions on operations, damage to credibility, and poor relations with unions and employees.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Visible:</th>
<th>Internal and External</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description Type:</td>
<td>Qualifications</td>
</tr>
<tr>
<td>Description:</td>
<td>Undergraduate degree in a relevant discipline. Degree in business administration or human resource management with generalist human resources experience preferably in a unionized environment. 3 years relevant experience or the equivalent combination of education and experience. Minimum of three years of related Human Resource and Business or the combination of education and experience preferably at UBC. Experience in administration of collective agreements and labour relations in complex unionized environment. Knowledge of provincial and federal legislation governing the employment relationship, Knowledge of PeopleSoft HRMS and/or recruit an asset.</td>
</tr>
</tbody>
</table>
Job Description section (Faculty Job Opening):

- The Job Description section is mandatory and defaults from the Job Description Library entry specified when creating the job opening.
- Text in this section is display only and cannot be modified on this page.
- Modifications must be made in the Job Description Library and may require you to create a new Job Opening.

Section 3: Additional Closing Wording section:

- The Equity/Immigration Statement is mandatory and automatically appears on all Faculty and Staff postings.
- Additional wording with pre-written text is currently available for:
  - Faculty salary commensurate with qualifications & experience
  - Faculty attachment instructions
  - Faculty GPOF Funding provision
  - Hyperlink to Department website
  - Internal Rider

The Equity/Immigration Statement is standard for all Job Postings and defaults in automatically as the last sentence in all job postings.

Additional pre-written text may be optionally added.

Additional wording text will appear in the Description Box when a Description ID is selected.
## Section 4: Job Posting Destinations

A table showing the job posting destinations is provided. The table includes the following columns:
- **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.
- **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 (ie, 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.

- **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’.**
Create a Job Opening

Step 4: View Job Posting (Staff Posting)

Click on the View Job Posting button to review the job posting the system constructed.

Job Posting

Job ID: 999999999999
Location: Vancouver - Point Grey Campus

Employment Group: Management/Professional (MIP)
Job Category: Human Resources
Classification Title: Human Resources, Level A
Business Title: Human Resources Advisor
Department: Human Resources
Salary: $42,168.00 - $55,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2009/04/01
Ongoing: Yes
Funding Type: Budget Funded
Remove Date: 2009/02/26
Available Openings: 1

Job Summary
To provide information and general advice to client departments regarding interpretation of collective agreements, other agreements and handbooks governing conditions of employment.

Organizational Status
Reports to the Team Leader, Human Resources Advisory Services. Works with HR Advisor, ER Managers, Organizational Training & Development Practitioners, Return to Work Co-ordinators, Pension Administrators and Benefit Administrators.

Work Performed
Major responsibilities include: coordinating job posting process by composing and monitoring preparation of weekly job postings; screening applications according to terms of collective agreements; advising client departments concerning appropriate recruiting practices; assisting in development of interview questions; providing information and general advice concerning issues, grievances, layoffs, terminations, Employment Standards, Human Rights Code, Freedom of Information and internal placement procedures; conducting position evaluation and re-evaluation; attending meetings; monitoring recall and internal placement process; responding to enquiries; coordinating and composing newspaper advertisements; reviewing and authorizing staff and student appointment extensions and transfers; advising departments on salary administration and performance management practices; participating in development and delivery of training programs; and performing other related duties.

Supervision Received
Reports to Team Leader, Human Resources Advisory Services.

Supervision Given
Not applicable

Consequence of Error/Judgement
Implications of decisions or advice may result in legal and/or financial liability, restrictions on operations, damage to credibility, and poor relations with unions and employees.

Qualifications
Undergraduate degree in a relevant discipline. Degree in business administration or human resource management with generalist human resources experience preferably in a unionized environment. 3 years relevant experience or the equivalent combination of education and experience. Minimum of three years of related Human Resource and Business or the combination of education and experience, preferably at UBC. Experience in administration of collective agreements and labour relations in complex unionized environment. Knowledge of provincial and federal legislation governing the employment relationship. Knowledge of PeopleSoft HRMS and/or another system.

UBC hires on the basis of merit, committed to employment equity, and encourages all qualified individuals to apply. However, Canadians and permanent residents of Canada will be given priority.

Return to Previous Page
The University of British Columbia invites applications for a tenured appointment at the rank of Associate Professor beginning in July 2009 subject to budgetary approval.

Applicants with primary teaching interests in management accounting, financial reporting, tax, and/or auditing will be considered. Candidates should have completed (or nearly completed) their doctoral studies, be able to demonstrate strong research skills, and should possess the ability to teach in one or more areas at the undergraduate and graduate (including MBA) levels. The successful candidate will be required to develop a strong research program and to demonstrate an ability to obtain external funding to support that research. In addition, he/she will need to demonstrate potential in teaching excellence and service to the University and community.

Applicants should send a curriculum vita, one or two research papers, and a record of teaching effectiveness (if available) and should arrange for the submission of three letters of reference. The deadline for applications is February 28, 2009. However, applications may be considered after this date until the position is filled.

Salary will be commensurate with qualifications and experience.

UBC hires on the basis of merit, is committed to employment equity, and encourages all qualified individuals to apply. However, Canadians and permanent residents of Canada will be given priority.
Create a Job Opening

Step 5: Submit Job Opening for Approval.

Click on **Save & Submit** to save Job Opening/Posting and submit for approval.
Create a Job Opening

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

Note: All job openings/postings require approval.
Job Opening/Posting Approval Process

Step 1: Approver accesses approval request either through the email notification or the PeopleSoft Worklist page:

Sample approval request email sent automatically to approver:

--- Original Message ---
From: kathy@hr.ubc.ca [mailto:kathy@hr.ubc.ca]
Sent: February 20, 2009 10:22 AM
To: Hansen, Kathy
Subject: Approval is Requested for Job Opening (5031) Research Assistant

A Job Opening has been entered which requires your attention.

Job Opening ID: 5031
Posting Title: Research Assistant

To view this Job Opening, visit:
https://www.auth.verf2.cwl.ubc.ca/auth/login?serviceName=hr_portal_vse&serviceParams-context%3D0%26target%3Dworklist

Approver’s Worklist:
**Step 2:** Approver enters approval or pushback:

---

### Job Opening

**Posting Title:** Human Resources Advisor  
**Job Opening ID:** 5145

**Job Opening Status:** Pending Approval  
**Classification Title:** Human Resources, Level A  
**Job Code:** 183001

**Business Unit:** UBC01  
**Business Unit:** UBC - Vancouver  
**Employment Group:** Management & Professional (AAPS)  
**FTE:** 1.000000

**Department:** EMPL  
**Department:** Human Resources  
**Location:** GSA  
**Location:** General Services Admin Bldg

**Recruiting Location:** Vancouver - Point Grey Campus  
**Status Code:** Pending Approval

**Status Reason:**  
**Status Date:** 2009/02/19

**Desired Start Date:** 2009/04/01  
**Job End Date:** Ongoing

**Date Authorized:**

#### Employees Being Replaced

<table>
<thead>
<tr>
<th>Name</th>
<th>EmpID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, Jane</td>
<td>5626315</td>
</tr>
</tbody>
</table>

#### Job Approvals

**Job Opening:** Pending

**UBC Staff Posting Approval**

**Pending**  
**C3916, List 3**  
**Staff Opening/Posting Approver**

**Comments:**

```
***Enter any comments PRIOR to selecting the approval buttons above***
```

---

**Job Opening Details**  
**Approvals**

[Return to Previous Page]
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.
Step 3: In the case of an approval, originator is informed of Approver’s decision via email and Worklist entry is created.

Sample email of an approval notification:

-----Original Message-----
From: staff.job.approver@gmail.com  [mailto:staff.job.approver@gmail.com]
Sent: February 10, 2009 9:03 PM
To: Hansen, Kathy
Subject: Job Opening ID (5146) Human Resources Advisor has been Approved

The following Job Opening has been "Approved".
Job Opening ID: 5146
Posting Title: Human Resources Advisor
Posting Date: 19-FEB-09

This posting will appear on the careers website on the posting date shown above. The original posting date may have been auto-adjusted by the system to match the approval date.
To review this Job Opening, use this link:
https://www.auth.ucr.edu/auth/login?serviceName=hr_portal&useServiceParams=context%3A0%26target%3Aworklist

Worklist Item for Approval:
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.
Step 4: 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:

-----Original Message-----
From: staff.job.approver@gmail.com [mailto:staff.job.approver@gmail.com]
Sent: February 27, 2009 1:19 PM
To: Hansen, Kathy
Subject: Job Opening ID (5159) Administrator Has Been "Pushed Back"

The following Job Opening has been "pushed back".

Job Opening ID: 5159
Posting Title: Administrator

To view this Job Opening, visit:

https://www.auth verifying2.cwlubc.ca/auth/login?serviceName=hr_portal_vsa&serviceParams=context%3D0%26target%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.
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 of 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.

[Image of the Job Opening form]

---

Job Opening Information:
- Posting Title: Staff Physician
- Job Opening Status: Open
- Classification Title: Physician
- Business Unit: UBCO1 - UBC - Vancouver
- Employment Group: Management & Professional (M&P)
- Department: UHES - Student Health Services
- Job Family: 81 - Unassigned Health Professional
- Job Description #: 0000170

- Created By: Jane Smith
- Date Opened: 2009/10/09
- Available Openings: 10
- Job Description #: 0000170
- Business Unit: UBCO1 - UBC - Vancouver
- Job Code: 190104 - Physician
- Company: 01 - University of British Columbia
- Department: UHES - Student Health Services
- Location: BCR - Brock Hall
- Recruiting Location: 4 - Robson Square
- Status Code: Open
- Status Reason:
- Status Date: 2009/10/09
- Desired Start Date: 2009/11/01
- Job End Date: Open
- Date Authorized: 2009/10/09

- Additional Job Specifications:
  - Employee Type: Monthly
  - FTE: 1.00000
  - Funding Type: Grant/Endowment
  - Full/Part Time: Full-Time
  - Employee Classification: On Call

- Salary Range:
  - Salary Admin Plan: M&P
  - Grade: Level: Step:
  - Hiring Salary Range From: Per Hour
  - Hiring Salary Range To: Under Review

- Minimum Education Level
- Minimum Education Requirements

- Additional Education Preferences

- Work Experience
- Years of Work Experience

- Additional Work Experience Preferences

- Skills:
  - Skill: Description

- Interviewers (must be a UBC employee)
  - Name: Smith, Jane
  - Telephone ID: 5520315

- Job Postings and Posting Periods
  - Position: Staff Physician
  - Post Date: 2009/09/19
  - Remove Date: 2009/09/22

- Additional Information:
  - [Create New Job Posting/Repost]
Repost a Job Posting

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.
Cancel a Job Posting

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 Page 93 – Email Applicants).
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 ‘Job Opening ID’ and ‘As of date’ blank if all open job postings as of the run date is required.
- The report can be run for one specific Job Opening ID or as of a certain date.
Step 3: If no value exists in 'Server Name' field, select 'PSUNX' and then the button.

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.
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.

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

Sample Job Postings Report:

The University of British Columbia
Staff Job Postings

Please post on a bulletin board in a conspicuous place.

The University of British Columbia

APPLICATION INSTRUCTIONS

All career opportunities can be accessed at https://careers.ubc.ca.

INTERNATIONAL APPLICANTS:

International applicants will need to use the跟我IhrICE feature in the self-service website, accessible

through the campus HR portal (COP). 

APPLICANTS:

External applicants can create their online profile by visiting www.ubc.ca/careers. Once you have selected it

would like to apply for, you can complete your online profile and upload your resume.

When applying online, using a career tier, please submit an application resume for each position for

consideration, by specifying the position and Job ID.

The University of British Columbia

Human Resources
32104, 604-952-1111
Main Campus West, Vancouver, BC

The job posting does not imply that any applicant will necessarily be selected for the position, nor is the class
defined; it is the result of a review by the UBC that it is appropriate to the classification.

Applications for each of the following positions should be received within the University by 31 Dec on the post.

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