



Queen's Equity Appointments Process (QEAP) Manual

Human Rights and Equity Office

Human Rights & Equity Office
Mackintosh-Corry Hall
Room B513 Queen's University
613-533-2563
equity@queensu.ca
www.queensu.ca/equity

Alternative formats of this report are available on request

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GENERAL DESCRIPTION OF THE APPLICATION

Equity Services is mandated to collect, track and report on employment equity hiring data as it pertains to faculty and staff applicants. The employment equity hiring data is used to inform the Employment Equity Representative (EE Rep) during the hiring process and to assist Equity Services in completing their annual compliance report to the Joint Committee for the Administration of the Agreement (JCAA) and the Senior Management Group.

The EE Rep begins the monitoring process by contacting Equity Services at equity@queensu.ca or 613-533-2563 to request access to the application. EE Reps should allow 24 hours to gain access to the application.

Once access has been provided, the EE Rep enters the application and starts a 'New Competition'. This includes providing information regarding advertising as well as listing the members of the appointments/hiring committee. The EE Rep is also able to view the unit's designated group profile which shows the most under-represented designated group.

Next, the EE Rep begins to manage the candidates for the position. The EE Rep for faculty positions is required to enter each applicant into the system, the system then generates an automatic email requesting that each applicant complete a self-identification questionnaire (self-id). **All** applicants to the position are asked to return a self-id questionnaire, though disclosure of designated group status is voluntary. For staff positions, applicants are asked to self-identify using the Human Resources system CareerQ. After the deadline for applying has closed in CareerQ, the EE Rep must contact Equity Services and provide the JobNumber and QEAP Competition number to Equity Services in order for the applicants be uploaded to the QEAP Application.

The EE Rep must then indicate the names of the shortlisted candidates. For each applicant the EE Rep must fill out the required information. Once all of the details for each applicant are complete, the EE Rep can continue.

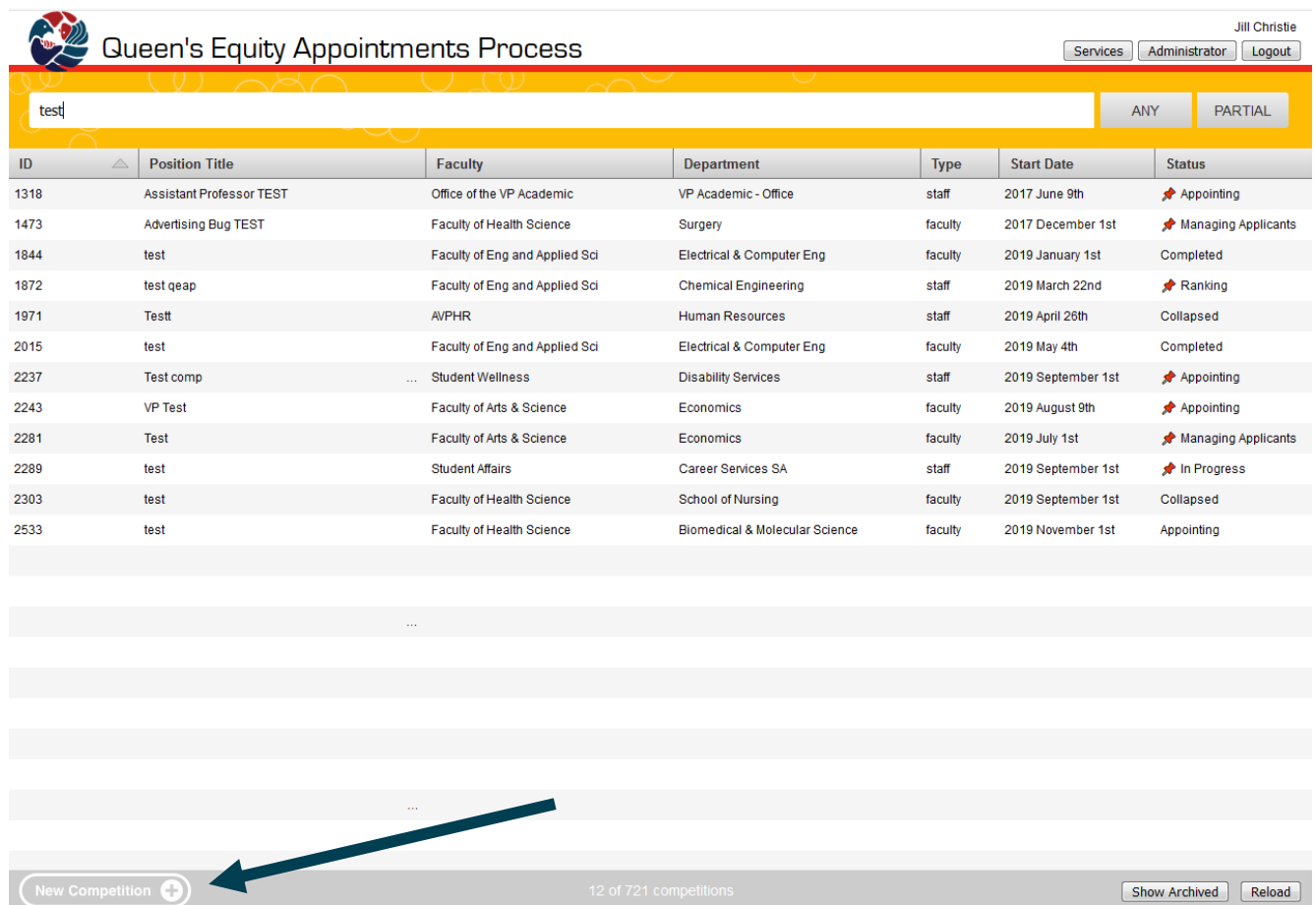
After interviews have been conducted, and the EE Rep ensures that Committee discussions have taken equity considerations into account, the shortlisted candidates are put in rank order of recommendation. Next, the EE Rep records the rank order of the candidates, as determined by the appointment committee.

The last step is to appoint the candidate. This section also gives the EE Reps an opportunity to record a collapsed process if that is the case. Once the EE Rep has applied the appointment they are required to enter the appointment details. Once the appointment details are complete, the EE Rep can email the summary provided in the application and send it to the Dean's Office or applicable unit. Here is the link to the application:

<https://webapp.queensu.ca/equity/qeap/>

Start Competition

- Below is the home page of the QEAP application. Once you log in with your netid and password, this screen appears.
- On the bottom left corner of the page click **'New Competition'**



Queen's Equity Appointments Process

Jill Christie

Services Administrator Logout

test ANY PARTIAL

ID	Position Title	Faculty	Department	Type	Start Date	Status
1318	Assistant Professor TEST	Office of the VP Academic	VP Academic - Office	staff	2017 June 9th	Appointing
1473	Advertising Bug TEST	Faculty of Health Science	Surgery	faculty	2017 December 1st	Managing Applicants
1844	test	Faculty of Eng and Applied Sci	Electrical & Computer Eng	faculty	2019 January 1st	Completed
1872	test qeap	Faculty of Eng and Applied Sci	Chemical Engineering	staff	2019 March 22nd	Ranking
1971	Testt	AVPHR	Human Resources	staff	2019 April 26th	Collapsed
2015	test	Faculty of Eng and Applied Sci	Electrical & Computer Eng	faculty	2019 May 4th	Completed
2237	Test comp	Student Wellness	Disability Services	staff	2019 September 1st	Appointing
2243	VP Test	Faculty of Arts & Science	Economics	faculty	2019 August 9th	Appointing
2281	Test	Faculty of Arts & Science	Economics	faculty	2019 July 1st	Managing Applicants
2289	test	Student Affairs	Career Services SA	staff	2019 September 1st	In Progress
2303	test	Faculty of Health Science	School of Nursing	faculty	2019 September 1st	Collapsed
2533	test	Faculty of Health Science	Biomedical & Molecular Science	faculty	2019 November 1st	Appointing

New Competition + 12 of 721 competitions Show Archived Reload

3. In the New Competition screen complete the following fields:

New Competition
+

Position Title

Expected Start Date

Faculty

Department

Position Type

Appointment Type

Create

Cancel

4. Click **'Create'** and your competition will show up on your dashboard.

5. Click on your newly created competition in your dashboard.

Queen's Equity Appointments Process

Jill Christie
Services Administrator Logout

ANY PARTIAL

ID	Position Title	Faculty	Department	Type	Start Date	Status
1318	Assistant Professor TEST	Office of the VP Academic	VP Academic - Office	staff	2017 June 9th	🔥 Appointing
1473	Advertising Bug TEST	Faculty of Health Science	Surgery	faculty	2017 December 1st	🔥 Managing Applicants
1844	test	Faculty of Eng and Applied Sci	Electrical & Computer Eng	faculty	2019 January 1st	Completed
1872	test qeap	Faculty of Eng and Applied Sci	Chemical Engineering	staff	2019 March 22nd	🔥 Ranking
1971	Testtt	AVPHR	Human Resources	staff	2019 April 26th	Collapsed
2015	test	Faculty of Eng and Applied Sci	Electrical & Computer Eng	faculty	2019 May 4th	Completed
2237	Test comp	... Student Wellness	Disability Services	staff	2019 September 1st	🔥 Appointing
2243	VP Test	Faculty of Arts & Science	Economics	faculty	2019 August 9th	🔥 Appointing
2281	Test	Faculty of Arts & Science	Economics	faculty	2019 July 1st	🔥 Managing Applicants
2289	test	Student Affairs	Career Services SA	staff	2019 September 1st	🔥 In Progress
2303	test	Faculty of Health Science	School of Nursing	faculty	2019 September 1st	Collapsed
	test	Faculty of Health Science	Biomedical & Molecular Science	faculty	2019 November 1st	Appointing

6. The following screen will appear:

A navigation bar appears at the top to show you your progress with the process

Queen's Equity Appointments Process

Jill Christie
Services Administrator Logout

VP Test
Faculty of Arts & Science / Economics

2019-08-09
Competition ID: 2243
Type: faculty

Edit Details

In Progr... Submitt... Verifi... Managi... Shortlisti... Ranki... Appointi... Completed

Collapse

Unit Profile Committee Advertising Applicants

There are four tabs that you can toggle between

1
Aboriginal Peoples
are most underrepresented

2
Women
are second most underrepresented

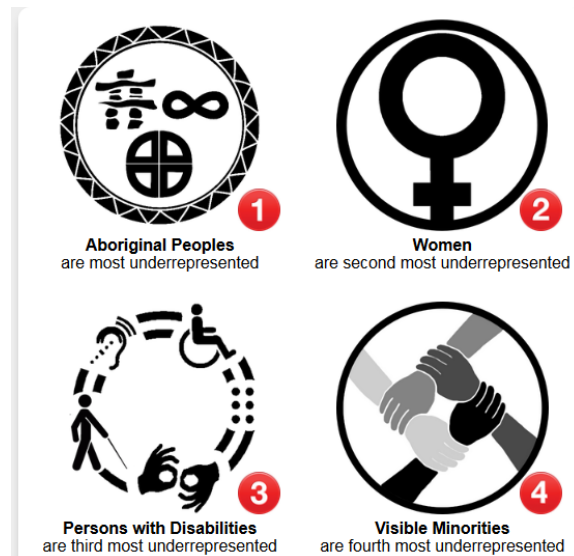
3
Persons with Disabilities
are third most underrepresented

4
Visible Minorities
are fourth most underrepresented

Close Summary

UNIT PROFILE

1. The first tab is the '**Unit Profile**'. Your profile will display the most under-represented designated group in your unit.



Most Under-Represented Ranking: In order to determine which designated group is most under-represented, the following calculation is used:

% designated group representation in the unit

% representation in the National Workforce Availability

If this number is greater than 1, the group is not under-represented in that unit. The closer the number is to zero, the greater the degree of under-representation. E.g. if the designated group population for women is 52% in the unit and the National Workforce Availability for women is 48.2% then the calculation would be: $52\%/48.2\%=1.083$. This would show that women are not under-represented.

COMMITTEE

1. Continue to the next tab, '**Committee**'

Queen's Equity Appointments Process

Jill Christie Services Administrator Logout

VP Test 2019-08-09
Faculty of Arts & Science / Economics Competition ID: 2243
Type: faculty

Edit Details

In Progr... Submit... Verifi... Managi... Shortlisti... Rank... Appointi... Completed

Collapse

Name	Email	Training	Role
Jill Christie	jjc@queensu.ca	Employment Equity Representat...	EE Rep
Meri Diamond	diamondm@queensu.ca	No Training	Chair
Henderika Penning	heidi.penning@queensu.ca	Employment Equity Representat...	Member

Create New Member

Committee Member Details

Staff Number

Load Details

First name

Last name

Email

Member Type

☐ Academic

☐ Staff

☐ Student

☐ Other

Additional Roles

☐ Employment Equity Representative

☐ Committee Chair

☐ Administrator or Delegate

Notes:

1. A committee may only have one EE

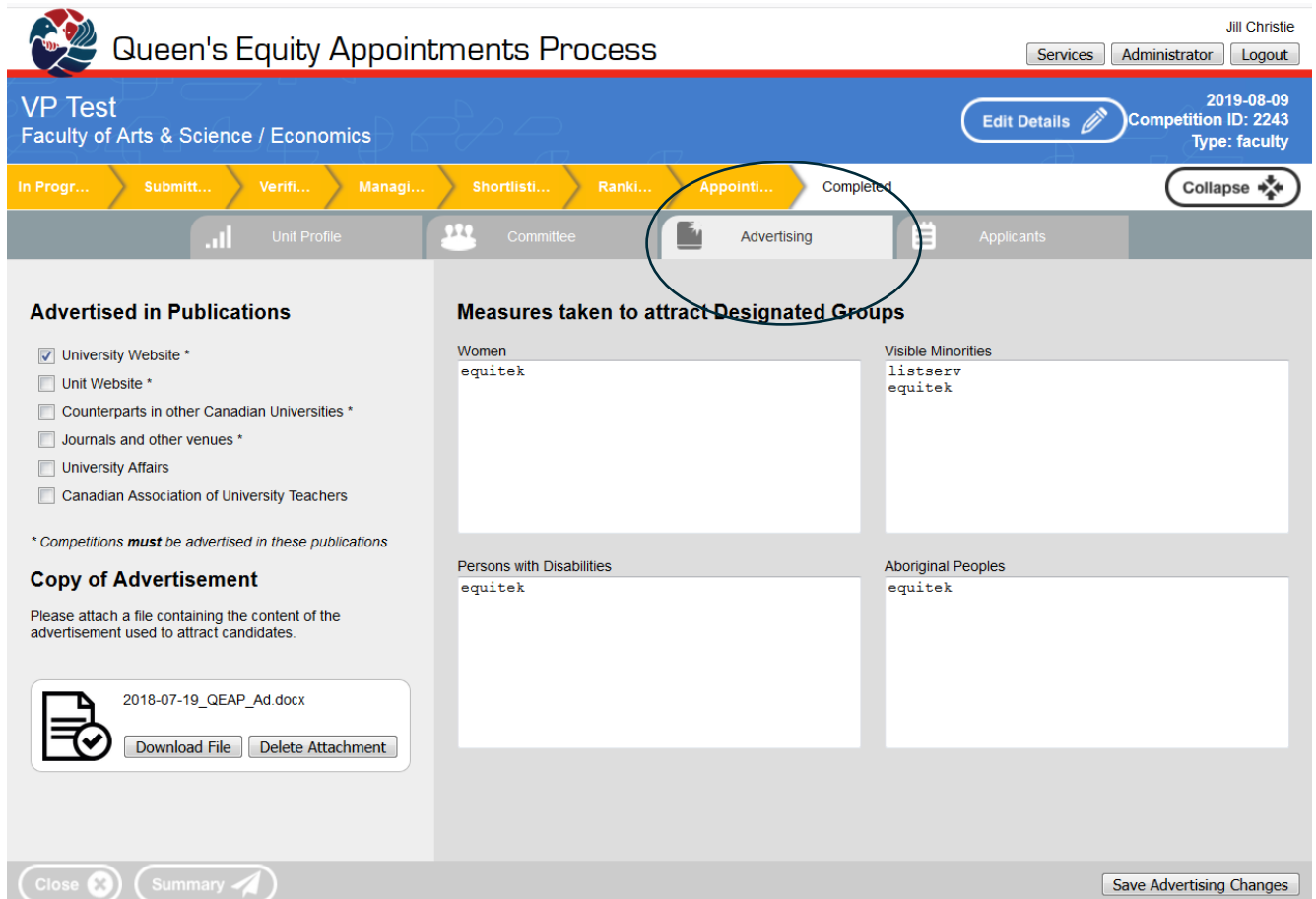
Create New Committee Member

Close Summary 3 Members

2. You will notice that as the EE Rep you will already be listed under the Committee Tab.
3. Enter your Committee Members in the right navigation.
4. Enter the '**Staff Number**' of the committee member and hit '**Load Details**'. If the Committee member has equity training the details will load automatically. If the Committee member does not have equity training, enter in their details.
5. Next select the '**member type**' as well as '**additional roles**', such as 'Committee Chair' if applicable.
6. Click '**Create New Committee Member**' on the bottom right hand side of the page for each new member.
7. To enter another committee member Click '**Create New Committee Member**' on your dashboard under the last committee member you added and repeat steps 11-13.

ADVERTISING

1. Continue to the next tab, 'Advertising'



Queen's Equity Appointments Process

Jill Christie
[Services](#) [Administrator](#) [Logout](#)

VP Test
 Faculty of Arts & Science / Economics

2019-08-09
 Competition ID: 2243
 Type: faculty

[Edit Details](#)

In Progr... **Submitt...** Verifi... Managi... Shortlisti... Ranki... **Appointi...** Completed

Unit Profile Committee **Advertising** Applicants

Advertised in Publications

- ☒ University Website *
- ☐ Unit Website *
- ☐ Counterparts in other Canadian Universities *
- ☐ Journals and other venues *
- ☐ University Affairs
- ☐ Canadian Association of University Teachers

* Competitions **must** be advertised in these publications

Copy of Advertisement

Please attach a file containing the content of the advertisement used to attract candidates.

2018-07-19_QEAP_Ad.docx

[Download File](#) [Delete Attachment](#)

Measures taken to attract Designated Groups

Women
equitek

Visible Minorities
listserv
equitek

Persons with Disabilities
equitek

Aboriginal Peoples
equitek

[Close](#) [Summary](#) [Save Advertising Changes](#)

2. In the right navigation select where the advertisement was published.
3. Under 'Copy of Advertisement' click the 'Browse' button and upload your advertisement.
4. Click 'Save Advertising Changes' in the right hand corner.
5. Specify and list which measures will be taken to attract strong candidates from each of the designated groups and click 'Save Advertising Changes'

APPLICANTS

1. Continue to the '**Applicants**' tab
2. The following screen will appear if all steps are **not** complete:

The screenshot shows the 'Anti-Oppression Coordinator' interface. At the top, there's a header with 'Other / Equity Office' and a date '2016-12-01'. Below this is a progress bar with stages: In Progress, Submitted, Verified, Managing, Shortlisting, Ranking, Appointing, and Completed. The 'Applicants' tab is selected and circled in red. A modal dialog titled 'Ready to Add Applicants?' is open. It lists three steps: Step 1 (Input committee members, chair and EE rep) with a green checkmark, Step 2 (Complete all advertising details) with a red X, and Step 3 (Submit the competition for verification) with a grey circle. A blue 'Submit for Verification' button is at the bottom. A disclaimer at the bottom of the dialog states: 'After submitting for verification you will no longer be able to edit the competition, committee or advertising details. Please contact the Equity Office if you require any clarification prior to submitting for verification.'

3. If you are unsure of what steps still remain, click on '**Submit for Verification**', here is an example:

The screenshot shows an error message dialog box with the text: 'The advertising is not valid:' and 'There is no file attached'. At the bottom, there is an 'OK' button.

4. Once all steps are complete click on the '**Applicants**' tab again and click '**Submit for Verification**'

5. You will receive the following email:

This email confirms that you have submitted a competition for verification:

Date of Submission: August 29 2019

Name of Competition: Administrative Assistant

Competition ID: 2375

You can access the Equity Appointments application at the following web address:

<https://webapp.queensu.ca/equity/qeap>

This is an automated message. If you need to reply to this message, please reply to equity@queensu.ca.

A copy of this email has been sent to the Human Rights and Equity Office.

Sincerely,
Human Rights and Equity Office Staff

Equity Services
Human Rights and Equity Office
B513 Mackintosh-Corry Hall
Queen's University
Kingston, ON K7L 3N6
Phone: 613-533-2563
Email: equity@queensu.ca

6. Once the Competition is approved you will receive another email to let you know you can now enter in applicants:

This email is to inform you a competition has been verified:

Date of Verification: September 12 2019

Name of Competition: Manager of Operations

Competition ID: 2415

Verification Notes:

Daniel Howes requires employment equity training for staff

You can now add and import applicants to this competition. You can access the Equity Appointments application at the following web address:

<https://webapp.queensu.ca/equity/qeap>

Please contact the Human Rights and Equity Office at equity@queensu.ca to request an import of applicants.


This is an automated message. If you need to reply to this message, please reply to equity@queensu.ca.

A copy of this email has been sent to the Human Rights and Equity Office.

Sincerely,
Human Rights and Equity Office Staff

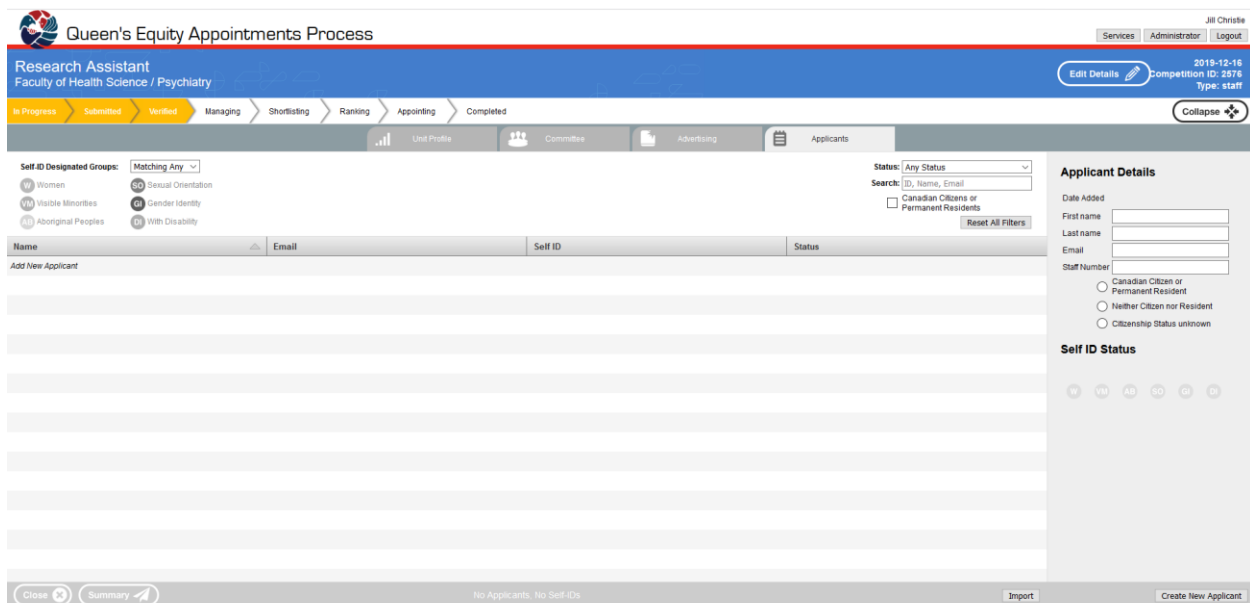
Equity Services
Human Rights and Equity Office
B513 Mackintosh-Corry Hall

7. Log back in to the application and click on your competition in your dashboard:



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1872	test qeap	Faculty of Eng and Applied Sci	Chemical Engineering	staff	2019 March 22nd	Ranking
1971	Testt	A/PHR	Human Resources	staff	2019 April 26th	Collapsed
2015	test	Faculty of Eng and Applied Sci	Electrical & Computer Eng	faculty	2019 May 4th	Completed
2237	Test comp	Student Wellness	Disability Services	staff	2019 September 1st	Appointing
2243	VP Test	Faculty of Arts & Science	Economics	faculty	2019 August 9th	Appointing
2281	Test	Faculty of Arts & Science	Economics	faculty	2019 July 1st	Managing Applicants
2289	test	Student Affairs	Career Services SA	staff	2019 September 1st	In Progress
2303	test	Faculty of Health Science	School of Nursing	faculty	2019 September 1st	Collapsed
2303	test	Faculty of Health Science	Biomedical & Molecular Science	faculty	2019 November 1st	Appointing

8. You are now ready to enter in applicants. Enter applicants in the right navigation or import applicants.



Queen's Equity Appointments Process

Research Assistant
Faculty of Health Science / Psychiatry

2019-12-16
Competition ID: 2676
Type: staff

In Progress | Submitted | Workflow | Managing | Shortlisting | Ranking | Appointing | Completed

Unit Profile | Committee | Advertising | Applicants

Self ID Designated Groups: Matching Any

- Women
- Visible Minorities
- Aboriginal Peoples
- Sexual Orientation
- Gender Identity
- With Disability

Status: Any Status

Search: ID, Name, Email

☐ Canadian Citizens or Permanent Residents

Reset All Filters

Name | Email | Self ID | Status

Add New Applicant

Applicant Details

Date Added

First name

Last name

Email

Staff Number

☐ Canadian Citizen or Permanent Resident

☐ Neither Citizen nor Resident

☐ Citizenship Status unknown

Self ID Status

W V M A S D C R

Close | Summary

No Applicants, No Self IDs

Import | Create New Applicant

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If you are completing a Staff Hire where the recruitment process is completed using CareerQ, skip to Step 13

9. To enter applicants in manually type their first name, last name and email in the right hand side of the screen and click '**Create New Applicant**'. They will appear in your dashboard. A self-identification questionnaire will be sent automatically and their status will be '**Pending**'.
10. To enter another applicant Click '**Add New Applicant**' on your dashboard under the last applicant you added and repeat step 29.
11. If you have many applicants and would like to import their information click '**Import Applicants**' on the bottom of the page.

Import Applicants

Choose CSV Data File: [CSV Format Help](#)

No file selected.

Data to Import:

John, Smith, jsmith@test.com, 0

12. The import data must be CSV data with a particular column structure. Please click on the '**CSV Format Help**' if you need assistance with the import file. Once the data is copied into the provided space, click import and then '**Save Changes**' in the bottom right hand corner. The applicants will be added to your dashboard and the self-identification questionnaires will be sent automatically.

Self-Identification Questionnaire

Please indicate how you wish to self identify:

☐ I wish to self-identify FOR THE APPOINTMENTS PROCESS AND FOR STATISTICAL PURPOSES

The information you provide below may also be used in the Appointments process, in accordance with Article 24 of the Collective Agreement.

☐ I wish to self-identify FOR STATISTICAL PURPOSES ONLY

The information you provide below will be used only by the Human Rights and Equity Office and will not be shared with the Appointments Committee.

☐ I DO NOT wish to self-identify

Note: The definitions and categories of designated groups used here are consistent with those used by Census Canada, the Employment Equity Act, (1995), c. 44 and the Federal Contractors Program (FCP). Compliance with the FCP requires that Queen's use its definitions and categories.

Note: Should you wish to self-identify, you may do so in more than one category if applicable.

A) Women

Do you self-identify as a woman?

- ☐ No.
- ☐ Yes.
- ☐ Prefer not to answer.

B) Racialized Group/Visible Minority

Do you self-identify as a member of a racialized group/visible minority in Canada?

[How is this defined?](#)

- ☐ No.
- ☐ Yes.
- ☐ Prefer not to answer.

C) Indigenous/Aboriginal Peoples

Do you self-identify as an Indigenous/Aboriginal person?

[How is this defined?](#)

- ☐ No.
- ☐ Yes.
- ☐ Prefer not to answer.

D) Person with a Disability

Do you self-identify as a person with a disability?

[How is this defined?](#)

- ☐ No.
- ☐ Yes.
- ☐ Prefer not to answer.

E) Sexual Orientation

Do you consider your sexual orientation to be lesbian, gay, bisexual, two-spirit, queer or a similar term?

[How is this defined?](#)

- ☐ No.
- ☐ Yes.
- ☐ Prefer not to answer.

F) Gender Identity

Do you consider your gender identity to be trans, transgender, gender variant, gender non-conforming, genderqueer, two-spirit or a similar term?

[How is this defined?](#)

- ☐ No.
- ☐ Yes.
- ☐ Prefer not to answer.



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Queen's University
Kingston, Ontario, Canada
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Phone: (613) 533-2563
E-mail: equity@queensu.ca



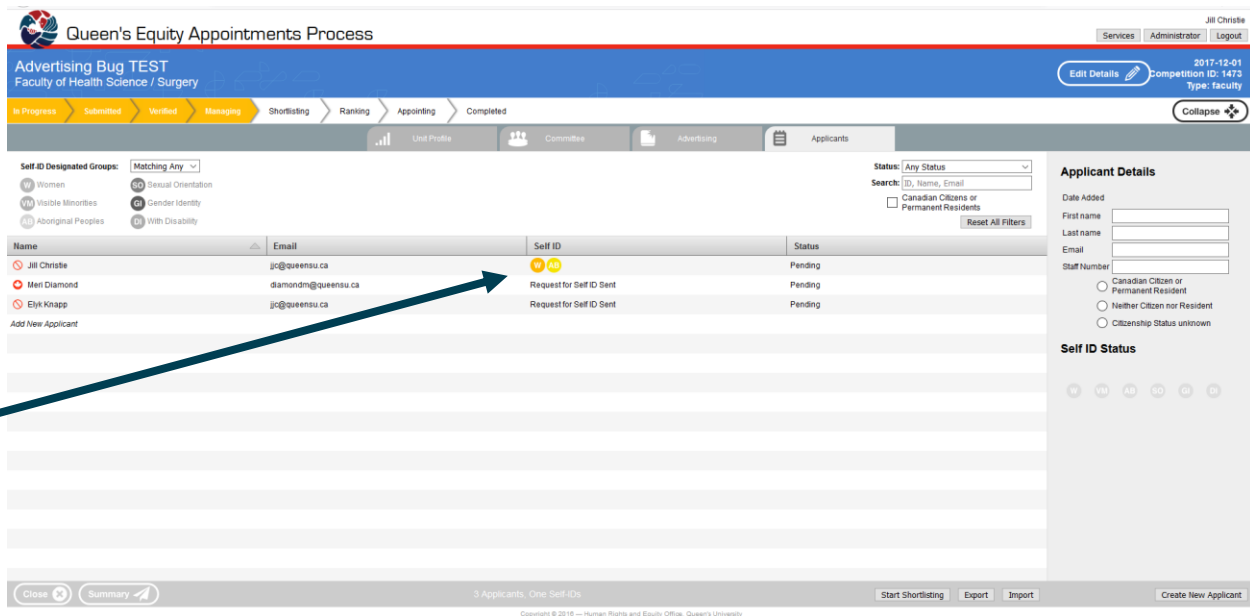
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Queen's University
Kingston, Ontario, Canada
K7L 3N6
Phone: (613) 533-2000

13. **For Staff Hires ONLY:** Contact equity@queensu.ca to ask that your applicants get imported into the QEAP Application from CareerQ. Make sure you provide the QEAP Competition number as well as the Job# from CareerQ.



**HUMAN RIGHTS
AND EQUITY OFFICE**

14. Once applicants begin completing the self-identification questionnaire their responses will appear on your dashboard:



The screenshot displays the 'Queen's Equity Appointments Process' dashboard. The top navigation bar includes 'Services', 'Administrator', and 'Logout'. The main header shows 'Advertising Bug TEST' and 'Faculty of Health Science / Surgery'. A progress bar indicates the current stage is 'Managing'. The 'Applicants' tab is selected, showing a list of three applicants. A large blue arrow points to the 'Self ID' column, which shows 'Request for Self ID Sent' for all three applicants. The 'Status' column shows 'Pending' for all three. The 'Self ID Designated Groups' section on the left lists various categories like Women, Sexual Orientation, Visible Minorities, Gender Identity, Aboriginal Peoples, and With Disability. The 'Applicant Details' section on the right shows fields for Date Added, First name, Last name, Email, and Staff Number, along with radio buttons for Canadian Citizen or Permanent Resident, Neither Citizen nor Resident, and Citizenship Status unknown. The bottom of the dashboard shows '3 Applicants, One Self-ID's' and buttons for 'Start Shortlisting', 'Export', 'Import', and 'Create New Applicant'.

Name	Email	Self ID	Status
Jill Christie	jic@queensu.ca	Request for Self ID Sent	Pending
Men Diamond	diamondm@queensu.ca	Request for Self ID Sent	Pending
Elyk Knapp	jic@queensu.ca	Request for Self ID Sent	Pending

SHORTLISTING

1. When you are ready to shortlist your applicants, click on Shortlisting on either the top navigation...

Queen's Equity Appointments Process

Advertising Bug TEST
Faculty of Health Science / Surgery

2017-12-01
Competition ID: 1473
Type: faculty

In Progress Submitted Verified **Managing** Shortlisting Ranking Appointing Completed

Currently: Managing Applicants
This competition is currently managing 3 applicants.
Once you begin shortlisting you will no longer be able to manage (add, import, edit or delete) applicants.

[I'm Ready to Shortlist](#)

Name	Self ID	Status
Jill Christie	Request for Self ID Sent	Pending
Men Diamond	Request for Self ID Sent	Pending
Elyk Knapp	Request for Self ID Sent	Pending

[Add New Applicant](#)

Applicant Details
Date Added
First name
Last name
Email
Staff Number
☐ Canadian Citizen or Permanent Resident
☐ Neither Citizen nor Resident
☐ Citizenship Status unknown

Self ID Status
☐ W ☐ VM ☐ AB ☐ SD ☐ CI ☐ DI

Or the button on the bottom of the screen

Queen's Equity Appointments Process

Advertising Bug TEST
Faculty of Health Science / Surgery

2017-12-01
Competition ID: 1473
Type: faculty

In Progress Submitted Verified **Managing** Shortlisting Ranking Appointing Completed

Currently: Managing Applicants
This competition is currently managing 3 applicants.
Once you begin shortlisting you will no longer be able to manage (add, import, edit or delete) applicants.

[I'm Ready to Shortlist](#)

Name	Self ID	Status
Jill Christie	Request for Self ID Sent	Pending
Men Diamond	Request for Self ID Sent	Pending
Elyk Knapp	Request for Self ID Sent	Pending

[Add New Applicant](#)

Applicant Details
Date Added
First name
Last name
Email
Staff Number
☐ Canadian Citizen or Permanent Resident
☐ Neither Citizen nor Resident
☐ Citizenship Status unknown

Self ID Status
☐ W ☐ VM ☐ AB ☐ SD ☐ CI ☐ DI

[Close](#) [Summary](#) [Start Shortlisting](#) [Export](#) [Import](#) [Create New Applicant](#)

2. Click on 'I'm Ready to Shortlist'

- The Status section, including a dropdown menu, will then appear in the right navigation.
- Select the Status for each applicant clicking **'Save Changes'** on the bottom of the page each time. Changes are not saved automatically, so it is important to click **'Save Changes'** after each edit or entry.

Queen's Equity Appointments Process

Advertising Bug TEST
Faculty of Health Science / Surgery

2017-12-01
Competition ID: 1473
Type: faculty

In Progress Submitted Verified Managing Shortlisting Ranking Appointing Completed

Unit Profile Committee Advertising Applicants

Self-ID Designated Groups: Matching Any

- W Women
- MM Visible Minorities
- AB Aboriginal Peoples
- SO Sexual Orientation
- GI Gender Identity
- WD With Disability

Status: Any Status

Search: ID, Name, Email

☐ Canadian Citizens or Permanent Residents

Reset All Filters

Name	Email	Self ID	Status
Jill Christie	jic@queensu.ca	Request for Self ID Sent	Pending
Men Diamond	diamondm@queensu.ca	Request for Self ID Sent	Pending
Elyk Knapp	knapp@queensu.ca	Request for Self ID Sent	Pending

Add New Applicant

Applicant Details

Date Added

First name

Last name

Email

Staff Number

☐ Canadian Citizen or Permanent Resident

☐ Neither Citizen nor Resident

☐ Citizenship Status unknown

Self ID Status

W MM AB SO GI WD

Status

Status Pending

Close Summary

3 Applicants, One Self-ID's

Start Ranking Mass Adjust Export Import Create New Applicant

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- You will notice the **'Status'** changed in your dashboard:

Queen's Equity Appointments Process

Advertising Bug TEST
Faculty of Health Science / Surgery

2017-12-01
Competition ID: 1473
Type: faculty

In Progress Submitted Verified Managing Shortlisting Ranking Appointing Completed

Unit Profile Committee Advertising Applicants

Self-ID Designated Groups: Matching Any

- W Women
- MM Visible Minorities
- AB Aboriginal Peoples
- SO Sexual Orientation
- GI Gender Identity
- WD With Disability

Status: Any Status

Search: ID, Name, Email

☐ Canadian Citizens or Permanent Residents

Reset All Filters

Name	Email	Self ID	Status
Jill Christie	jic@queensu.ca	Request for Self ID Sent	Invited to Interview
Men Diamond	diamondm@queensu.ca	Request for Self ID Sent	Qualified (Long Listed)
Elyk Knapp	knapp@queensu.ca	Request for Self ID Sent	Invited to Interview

Add New Applicant

Applicant Details

Date Added 2019 December 23rd

First name Elyk

Last name Knapp

Email jic@queensu.ca

Staff Number

☐ Canadian Citizen or Permanent Resident

☒ Neither Citizen nor Resident

☐ Citizenship Status unknown

Self ID Status

Request for Self ID Sent

W MM AB SO GI WD

Status

Status Invited to Interview

☐ Did Not Attend Interview

Close Summary

3 Applicants, One Self-ID's

Start Ranking Mass Adjust Export Import Delete Save Changes

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RANKING

1. When all applicants' status have been updated, click **'Ranking'** in the top navigation or **'Start Ranking'** on the bottom of the page and click **'I'm Ready to Rank'**

Anti-Oppression Coordinator
Other / Equity Office

2016-12-01
Competition ID: 10
Type: staff

In Progress Submitted Verified Managing **Shortlisting** Ranking Apointing Completed

Currently: Shortlisting

This competition is currently shortlisting, and all applicants have been assigned a shortlist status.

This competition may now be moved to the ranking stage.

I'm Ready to Rank

Self-ID Designated Groups: Matching Any

☐ W Women ☐ SO Sexual Orientation
☐ VM Visible Minorities ☐ GI Gender Identity
☐ AB Aboriginal Persons ☐ DI With Disability

Status: Any Status
Search: ID, Name, Email
☐ Canadian Citizens or Permanent Residents
Reset All Filters

Applicant Details

Date Added: 2016 October 25th
 First name: Kyle
 Last name: Knapp
 Email: jkc@queensu.ca
☐ Canadian Citizen or Permanent Resident
☐ Neither Citizen nor Resident
☐ Citizenship Status unknown

Self ID Status

Results Shared
☒ W ☐ VM ☐ AB ☐ SO ☐ GI ☐ DI

Shortlist Status

Status: Qualified

Close Summary 5 Applicants Start Ranking Save Changes

Name	Email	Self ID	Status
Brett Christie	jkc@queensu.ca	SO	Invited to Interview
Suzie Daggit	jkc@queensu.ca	DI	Invited to Interview
Elyk Knapp	jkc@queensu.ca	VM	Short Listed
Fred Knapp	jkc@queensu.ca	AB	Invited to Interview
Kyle Knapp	jkc@queensu.ca	W	Qualified

2. Under the Status Section click the Status dropdown and click **'Ranked'**. Only rank those candidates you have **'Invited to Interview'**. Click **'Save Changes'** in the bottom right hand corner. You will notice that their status will change on your dashboard.

Anti-Oppression Coordinator
Other / Equity Office

2016-12-01
Competition ID: 10
Type: staff

In Progress Submitted Verified Managing Shortlisting **Ranking** Apointing Completed

Self-ID Designated Groups: Matching Any

☐ W Women ☐ SO Sexual Orientation
☐ VM Visible Minorities ☐ GI Gender Identity
☐ AB Aboriginal Persons ☐ DI With Disability

Status: Any Status
Search: ID, Name, Email
☐ Canadian Citizens or Permanent Residents
Reset All Filters

Applicant Details

Date Added: 2016 October 25th
 First name: Brett
 Last name: Christie
 Email: jkc@queensu.ca
☐ Canadian Citizen or Permanent Resident
☐ Neither Citizen nor Resident
☐ Citizenship Status unknown

Self ID Status

Results Shared
☐ W ☐ VM ☐ AB ☒ SO ☐ GI ☐ DI

Shortlist Status

Status: Ranked
 Rank: 2nd
 Ranked: 2016 October 25th

Close Summary 5 Applicants Start Apointing Save Changes

Name	Email	Self ID	Status
Brett Christie	jkc@queensu.ca	SO	Ranked (2nd)
Suzie Daggit	jkc@queensu.ca	DI	Ranked (3rd)
Elyk Knapp	jkc@queensu.ca	VM	Short Listed
Fred Knapp	jkc@queensu.ca	AB	Ranked (1st)
Kyle Knapp	jkc@queensu.ca	W	Qualified



APPOINTING

1. When ranking is complete click on **'Appointing'** and **'I'm Ready to Appoint'**.
2. Click on the dropdown in Status section and click **'Appointed'** for the candidate(s) you wish to appoint.

Anti-Oppression Coordinator
Other / Equity Office

2016-12-01
Competition ID: 10
Type: staff

In Progress Submitted Verified Managing Shortlisting Ranking **Appointing** Completed

Unit Profile Committee Advertising Applicants

Self-ID Designated Groups: Matching Any

☐ W Women
☐ VM Visible Minorities
☐ AB Aboriginal Persons
☐ SO Sexual Orientation
☐ GI Gender Identity
☐ DI With Disability

Status: Any Status
Search: ID, Name, Email
☐ Canadian Citizens or Permanent Residents
 Reset All Filters

Name	Email	Self ID	Status
Brett Christie	jc@queensu.ca	SO	Ranked (2nd)
Suzie Daggit	jc@queensu.ca	DI	Ranked (3rd)
Elyk Knapp	jc@queensu.ca	VM	Short Listed
Fred Knapp	jc@queensu.ca	AB	Appointed
Kyle Knapp	jc@queensu.ca	W	Qualified

Self-ID Status

Results Shared

☐ W ☐ VM ☒ AB ☐ SO ☐ GI ☐ DI

Shortlist Status

Status: Appointed
 Rank: 1st
 Ranked: 2016 October 25th
 Appointed: 2016 October 25th
 Start Date:

Notes

Equity Goals

This applicant has not self identified in the unit's most underrepresented group. Explain why this applicant was

☒ Good choice. This applicant is in one of the four designated groups.

Close Summary 5 Applicants Complete Competition Save Changes

3. You will be prompted to enter in a Start Date. Enter the date the candidate will start work. You will also be prompted to answer your equity goals question.

Equity Goals

This applicant has not self identified in the unit's most underrepresented group. Explain why this applicant was

☒ Good choice. This applicant is in one of the four designated groups.

- Click on 'Summary' on the bottom left hand side of the page and send the summary to the Dean's Office (or appropriate Office)

The screenshot shows the 'Anti-Oppression Coordinator' interface for 'Other / Equity Office'. The top navigation bar includes 'In Progress', 'Submitted', 'Verified', 'Managing', 'Shortlisting', 'Ranking', 'Appointing', and 'Completed'. The 'Applicants' tab is active, displaying a table of applicants with columns for Name, Self ID, and Status. A 'Send Summary' dialog box is open, allowing the user to send a summary to the Dean's Office (jjc@queensu.ca) or the CC Provost's Office. The dialog box includes a text area for an optional comment and a 'Send Summary' button. The summary will be copied to jjc@queensu.ca.

Name	Self ID	Status
Brett Christie	SO	Ranked (2nd)
Suzie Daggar	DI	Ranked (3rd)
Elyk Knapp	VM	Short Listed
Fred Knapp	AB	Appointed
Kyle Knapp	W	Qualified

- Click on 'Complete Completion' at the bottom or 'Completed' in the top navigation.
- Click 'Show Un-appointed Canadians'
- This will bring you back to the applicant page. If the appointee is non-Canadian you are required to state why the Canadian candidates were not offered the position.

The screenshot shows the 'AP French 420' interface for the 'Faculty of Arts and Science / French Studies'. The top navigation bar includes 'In Progress', 'Submitted', 'Verified', 'Managing', 'Shortlisting', 'Ranking', 'Appointing', and 'Completed'. The 'Applicants' tab is active, displaying a table of applicants. The 'Applicant Details' panel for Brett Christie is open, showing fields for Date Added, First name, Last name, and Email. The 'Self ID Status' section is highlighted with a red circle, showing the 'Status' dropdown set to 'Not Qualified' and the 'Candidate did not have evidence of or potential for Required professional certification' option selected.

Name	Email	Self ID	Status
Brett Christie	jjc@queensu.ca	SO	Not Qualified
Don Christie	jjc@queensu.ca	W	Not Qualified
Jill Christie	jjc@queensu.ca	W, DI	Short Listed
Erin Clow	ec60@queensu.ca	Results Not Shared	Short Listed
Men Diamond	diamondm@queensu.ca	Request for Self ID Sent	Short Listed
Elyk Knapp	jjc@queensu.ca	DI	Ranked (3rd)
Fred Knapp	jjc@queensu.ca	Results Not Shared	Ranked (2nd)

- Click on each applicant and enter a reason why the applicant wasn't offered the position

9. If the appointee is Canadian click on the applicant and complete the 'Equity Goals' section and click 'Save Changes'
10. Click on 'Complete Competition' You will now notice the status on your dashboard says 'Completed'

The screenshot shows a web application interface with a progress bar at the top containing the following stages: In Progress, Submitted, Verified, Managing, Shortlisting, Ranking, Appointing (highlighted), and Completed.

Below the progress bar, there is a section for 'Self-ID Designated Groups' with a dropdown menu set to 'Matching Any'. The groups listed are:

- ☐ W Women
- ☐ SO Sexual Orientation
- ☐ VM Visible Minorities
- ☐ GI Gender Identity
- ☐ AB Aboriginal Persons
- ☐ DI With Disability

Below the groups, there is a table with columns 'Name' and 'Em'. The first row shows a Canadian flag icon, 'Jill Christie', and 'jic@q...'. A modal window titled 'Currently: Appointing' is overlaid on the right side of the screen.

Currently: Appointing

One or more applicant has been appointed and all relevant comments have been provided. You are ready to complete the competition.

NOTE: If you have not yet sent a summary to your dean, remember to do that using the "summary" button below.

[Complete the Competition](#)