Queen’s Equity Appointments Process (QEAP)
EQUITY OFFICE
Queen’s Equity Appointments Process (QEAP)

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General Description of the Application

The Equity Office is mandated to collect, track and report on equity data as it pertains to faculty applicants. Under the collective agreement between Queen’s University Faculty Association (QUFA) and Queen’s University Kingston, the equity data is further used to inform the Employment Equity Representative (EE Rep) during the hiring process and to assist the Equity Office in completing the annual compliance report to the Joint Committee for the Administration of the Agreement (JCAA).

This application, QEAP, replaces the Faculty Appointments Database (FAD). The EE Rep begins the monitoring process for faculty appointments by contacting the Equity Office 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 appointment 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 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.

After the deadline for applying has closed, 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 must email the summary provided in the application and send it to the Dean's Office.

Here is the link to the application:

https://webapp.queensu.ca/equity/qeap/
1. Below is the home page of the QEAP application. Once you log in with your netid and password, this screen appears.

2. On the bottom left corner of the page click ‘New Competition’
3. In the New Competition complete the following fields:

```
<table>
<thead>
<tr>
<th>Field</th>
<th>Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title</td>
<td></td>
</tr>
<tr>
<td>Expected Start Date</td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Position Type</td>
<td></td>
</tr>
<tr>
<td>Appointment Type</td>
<td></td>
</tr>
</tbody>
</table>
```

4. Click ‘Create’ and your competition will show up on your dashboard.
5. Click on your newly created competition in your dashboard.
6. The following screen will appear:

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

There are four tabs that you can toggle between.
Unit Profile

7. 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:

\[
\text{% designated group representation in the unit} \div \text{% representation in the National Workforce Availability}
\]

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% than the calculation would be: 52%/48.2%=1.083. This would show that women are not under-represented. If two designated groups are equally under-represented than the ranking will appear as a tie, as demonstrated in the image above.
8. Continue to the next tab, ‘Committee’

9. You will notice that as the EE Rep you will already be listed under the Committee Tab.

10. Enter your Committee Members in the right navigation.

11. 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.

12. Next select the ‘member type’ as well as ‘additional roles’, such as ‘Committee Chair’ if applicable.

13. Click ‘Create New Committee Member’ on the bottom right hand side of the page.

14. To enter another committee member Click ‘Create New Member’ on your dashboard under the last committee member you added and repeat steps 11-13.
Applicants

Advertising

15. Continue to the next tab, ‘Advertising’

16. In the right navigation select where the advertisement was published.
17. Under ‘Copy of Advertisement’ click the ‘Browse’ button and upload your advertisement.
18. Click ‘Save Advertising Changes’ in the right hand corner.
19. Specify and list which measures will be taken to attract strong candidates from each of the designated groups and click ‘Save Advertising Changes’
20. Continue to the ‘Applicants’ tab

21. The following screen will appear if all steps are not complete:

22. If you are unsure of what steps still remain, click on ‘Submit for Verification’, here is an example:

23. Once all steps are complete click on the ‘Applicants’ tab again and click ‘Submit for Verification’
24. You will receive the following email:

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

**Date of Submission:** October 25 2016  
**Name of Competition:** Anti-Oppression Coordinator  
**Competition ID:** 10

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

[https://webapp.queensu.ca/equity/qeap](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 Equity Office.

Sincerely,  
Queen’s Equity Office Staff

The Equity Office  
B513 Mackintosh-Corry Hall  
Queen’s University  
Kingston, ON K7L 3N6

25. 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:** October 25 2016  
**Name of Competition:** Anti-Oppression Coordinator  
**Competition ID:** 10

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](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 Equity Office.
26. Log back in to the application and click on your competition in your dashboard:

27. You are now ready to enter in applicants. Enter applicants in the right navigation or import applicants.
28. 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’.

29. To enter another applicant Click ‘Add New Applicant’ on your dashboard under the last applicant you added and repeat step 29.

30. If you have many applicants and would like to import their information click ‘Import Applicants’ on the bottom of the page.

31. 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.

32. 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.
33. Once applicants begin completing the self-identification questionnaire their responses will appear on your dashboard:
Shortlisting

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

Or the button on the bottom of the screen

35. Click on ‘I’m Ready to Shortlist’
36. The Status section, including a dropdown menu, will then appear in the right navigation.

37. 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.

38. You will notice the ‘Status’ changed in your dashboard:
39. 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’.

40. 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.
Appointing

41. When ranking is complete click on ‘Appointing’ and ‘I’m Ready to Appoint’.

42. Click on the dropdown in Status section and click ‘Appointed’ for the candidate(s) you wish to appoint.

43. 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.
44. Click on ‘Summary’ on the bottom left hand side of the page and send the summary to the Dean’s Office (or appropriate Office).

45. Click on ‘Complete Completion’ at the bottom or Completed in the navigation.

46. Click ‘Show Un-appointed Canadians’

47. 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.

48. Click on each applicant and enter a reason why the applicant wasn’t offered the position.
49. If the appointee is Canadian click on the applicant and complete the ‘Equity Goals’ section and click ‘Save Changes’

50. Click on ‘Complete Competition’ You will now notice the status on your dashboard says ‘Completed’
Contact Information

Alternative formats of this manual are available upon request

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www.queensu.ca/equity