## Contents

Section #1 – Recruitment Processes

1. Simple Recruitment Process .................................................. Page 2
2. Common Icon Legend .............................................................. Page 2
3. Glossary of Terms ................................................................. Page 2
4. Logging into the System .......................................................... Page 2
5. Finding Your Homepage ........................................................ Page 3
6. Creating/Editing Staffing Request Form & Approvals ............... Page 3
7. Identifying Employee Groups & Employment Statuses ............ Page 4
8. Employee Groups & Employment Status Legend .................. Page 4
9. Review Candidates Who Have Applied To Your Jobs .............. Page 4
10. Declining Candidates ............................................................. Page 5
11. Progressing Candidates through Recruitment Stages .......... Page 5
12. Attaching Documents ............................................................ Page 5
13. Managing Hiring Committees ................................................. Page 5
14. Candidate Offer ................................................................. Page 6
Section #1 – Software Processes

1. **Simple Recruitment Process**

   ![Diagram of recruitment process]

   - Approval to Fill Vacancy → Job Posting → Job Application → Resume Distribution
   - Candidate Selection → Offer Process

   * Full recruitment process: Q:\HR\Recruitment Management System\Process Map\TOBE Process Map *

2. **Common Icon Legend**

   - = This is a ‘Selection Arrow’, which is something you will look for and use anytime you want to access a template, database of users, and other pre-configured objects within the system
   - = This looks like a clock and allows you to view the stages a candidate has progressed through. It is also where Hiring Managers access the offer letter request form
   - = Found in candidate lists, this access employment reference progression. It will change colour depending on the current status of references. (Blue = No Action; Yellow = In Progress; Green = Successful; Red = Unsuccessful)
   - = Found in candidate lists, this is how users access documents (resumes) that a candidate has submitted as part of their application
   - = Found at the top your screen, this is how you access and upload documents to your user profile, a job, and a candidate

3. **Glossary of Terms**

   **Staffing Request Form (SRF)** = Digital AFV

   **Requisition** = Job, Competition, Position

   **Recruiter** = Anyone with HR Access, which gives access to full system (HRAs, BSRs, HR Managers)

   **Hiring Manager** = Users within departments that have been given limited access to facilitate hires for their area (Departmental Managers, Dept. Administrators, Dept. HR Representatives, etc.)

   **Broadcast** = Advertise job

   **Correspondence** = Email sent from system. Can be initiated by a user or automated by CareerQ

4. **Logging into the system**

   a. Link can be found in Management Tools – Hiring An Employee (Save to favourites)
   b. System is single sign-on, so use your net id and password to log in.
   c. Land on home page
   d. You session will expire in 8 hours without warning
5. **Finding Your Homepage**
   a. Anywhere in the system you are able to click the CareerQ logo on the top left side of page, which will return you to your home page
   b. Use your home logo to navigate the system rather than using your back button, as the back button can create errors

6. **Creating/Editing Staffing Request Form Approvals**
   a. **Creating the Staffing Request Form**
      i. Click ‘Requisition’ under ‘New’ menu at top of your screen
      ii. Proceed to fill in the form
      iii. Form is dynamic – Some options you select show new fields requiring additional information
      iv. 5 lines available for entering funding information by clicking the plus sign
      v. Click ‘Save’ when complete
      vi. The form will warn you if there is missing information
   b. **Obtaining Approvals**
      vii. Using the selection arrow to open a window to select approvers
      viii. Enter your approval path, which needs to end with budget approval
      ix. Click Ok
      x. Click Next
      xi. Click Next
      xii. Review details of job and click next
      xiii. **Click the ‘Start’ hyperlink to initiate the approval workflow**
      xiv. In the yellow dropdown list select Start/Restart
      xv. Click Update
      xvi. Click Close
      xvii. As the requisition creator you can now access approvals that are in process from your ‘Approvals’ tab on your home screen, which lets you see the responses of people who have approved, and see approvers who have not yet responded
   c. **Editing a pre-existing SRF/Approval Path (If Already Fully Approved, Call HR)**
      i. Click the job you wish to work with
      ii. Click the Approval tab
      iii. Click the radio button beside the active approval
      iv. Click Control button
      v. Using yellow dropdown field, select Pause
      vi. Click Update
      vii. Click Close
      viii. Click Candidates tab
      ix. Hover your pointer over ‘Other Job Functions’ and click ‘Edit Job’
      x. This will open the Staffing Request Form
      xi. Follow steps ii to xvii in subsections a. and b. above in this section
7. **Identifying Employee Groups & Employment Statuses**
   i. From your home screen, click on the job you would like to work with
   ii. In the candidate list, click ‘Emp. Info.’ column header to sort by employment status
   iii. Emp. Group tells you the Employee Group and Emp. Info. tells you their current employment status
   iv. See the list below for a legend of both

8. **Employee Groups & Employment Status Legend**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>US2</td>
<td>Academic Assistant (USW Unit 2 Union member)</td>
</tr>
<tr>
<td>CAS</td>
<td>Casual</td>
</tr>
<tr>
<td>132</td>
<td>CUPE 1302</td>
</tr>
<tr>
<td>229</td>
<td>CUPE 229</td>
</tr>
<tr>
<td>254</td>
<td>CUPE 254</td>
</tr>
<tr>
<td>GEN</td>
<td>General Staff (non-union)</td>
</tr>
<tr>
<td>USW</td>
<td>USW Local 2010</td>
</tr>
<tr>
<td>OPS</td>
<td>OPSEU</td>
</tr>
<tr>
<td>ONA</td>
<td>ONA</td>
</tr>
<tr>
<td>PSA</td>
<td>Post-Doc, PSAC Unit 2</td>
</tr>
<tr>
<td>PDF</td>
<td>Post-Doc (non-union)</td>
</tr>
<tr>
<td>RES</td>
<td>Research (RG&amp;C)</td>
</tr>
<tr>
<td>OTH</td>
<td>Doesn't match one of the above ee groups (i.e. Academic, Student, etc.)</td>
</tr>
<tr>
<td>TWP</td>
<td>Terminated with Pay</td>
</tr>
<tr>
<td>TER</td>
<td>Terminated no pay or deceased</td>
</tr>
<tr>
<td>RET</td>
<td>Retired with or without pay (benefits)</td>
</tr>
<tr>
<td>WRN</td>
<td>Person who has been terminated with conditions (past or present)</td>
</tr>
</tbody>
</table>

9. **Review Candidates Who Have Applied to Your Jobs**
   a. Click on a job that has been broadcast
   b. Click on the ‘Word’ document symbol to view a candidates attached documents.
   c.  (Optional) Click on a candidate’s name to access their full profile. Press and hold ‘Ctrl’ on your keyboard to open their profile in a separate tab, which makes it easier to navigate back to your candidate list by closing the new tab you opened
   d. Click on link under ‘Survey Score’ column to view pre-screen results
   e. Index column is not currently being used
10. Declining Candidates
   a. From your home screen, click on the position you would like to work with
   b. Click the checkbox beside the name of the candidate you wish to decline, or select multiple by selecting checkboxes beside candidate names
   c. Access the ‘Job Functions’ menu on the bottom left side of your screen
   d. Click decline
   e. If selecting multiple, click ok to popup window
   f. Select a decline reason from dropdown list
   g. Click finish
   h. Click close
   i. You can access declined candidates by clicking the ‘Declined Candidates’ link above your candidate list.

11. Progressing Candidates Through Recruitment Stages
   a. From your home screen, click on the job you would like to work with
   b. You can move one candidate, or select multiple by checking checkboxes beside the names of multiple candidates
   c. Click the coloured link under the column header ‘Stg’
   d. If moving multiple candidates, click ‘Ok’
   e. Follow instructions on your screen
   f. Typical Stage Definitions for Hiring Managers:
      i. SUB = Candidates submitted to give Hiring Manager access
      ii. INT# = Candidates who are being interviewed. The # reflects how many times the candidate has been scheduled for an interview
      iii. OFR = Candidate has been sent their offer package

12. Attaching Documents
   a. Documents must be uploaded to 1 of 2 places in the system for you to be able to attach them to correspondences & approvals
   b. The three location are:
      i. Your profile – Accessed from your home screen and available to you
      ii. A Job – Accessed by clicking on the job title from your home screen and available to anyone with access to the job
   c. Go to either your Home Screen or Job and click the yellow file folder on the top middle of your screen
   d. Click upload
   e. Click browse and find the document you wish to upload
   f. Select a document type using the dropdown menu on bottom right of window
   g. Click upload to right of browse button
   h. Close the window
   i. This document can now be viewed by clicking the yellow folder in the location you uploaded it

13. Managing Hiring Committee Members
    a. Adding Hiring Committee members
       i. Click job you wish to add Hiring Committee members to
       ii. Click the Details tab
       iii. Click the selection arrow beside ‘Hiring Committee’ on bottom of screen
iv. Click selection arrow to add Hiring Committee members by searching and double clicking their name
v. Click OK
vi. Click Save
vii. Click Close

b. Inviting Hiring Committee Members to Review Candidates
   i. Click on job you are working with
   ii. Click the Details tab
   iii. Ensure all Hiring Committee members have been added. Add more if needed by referencing subsection ‘a’ above
   iv. Check the boxes beside the names of your Hiring Committee members in the Hiring Committee section on the bottom of your screen, and add additional Hiring Committee members if they are not listed
   v. Click the selection arrow beside Email in the Hiring Committee section
   vi. Click Send
   vii. Click Close

14. Candidate Offer
   a. Ensure that the signed offer letter is attached to the job (See section 13)
   b. Progress candidate to Offer Stage (See section 12)
   c. Click submit
   d. Enter start date – This matches the start date on the offer letter, and is used for reporting purposes
   e. Enter expiry date – After this date the offer will no longer be available to the candidate
   f. Click next
   g. Note – You have the option to check off that you want to be cc’d on this email
   h. Click save
   i. Click Approval Request hyperlink in the window that appears
   j. If you would like someone other than yourself to receive the candidate’s digital response (email), enter their email address in the ‘BCC Email Alert To’ field
   k. Click next
   l. Click next. Disregard the instructions at the top of the screen. No need to add approvers for offer letters.
   m. Click the paperclip icon
   n. Use the dropdown to select the Job Title as the location of the attachments you wish to attach.
   o. Select the signed offer letter by double clicking the document name
   p. Click Ok
   q. Click selection arrow at the bottom left hand side of your screen to choose a template
   r. Use yellow dropdown list to select ‘Job Offer Approval Request’ to either Internal (Queen’s employee) or External (Non-Queen’s Employee) candidates. Whichever matches the candidate you are extending an offer to.
   s. Click Next
t. Click Next
   u. Click the ‘Start’ hyperlink on the window that appears
   v. Select Start/Restart
   w. Click update
   x. Click close
y. The candidate will receive an email asking them to log into the system, review their offer, and respond to the offer (Accept or Decline)

z. The candidate’s digital response is an indication of their intent to accept or decline. All documentation outlined in the Offer of Employment Letter must be met before the offer is finalized