Applicant Guide

Current and Future Employees

Queen's UNIVERSITY

Human Resources

Table of Contents

CareerQ Overview

Queen's uses CareerQ, a recruitment management system, to help facilitate the candidate process. This includes submitting applications, confirming interviews, and receiving updates about the process. Both current and future employees use this system to apply for jobs and receive communication about the process.

Definitions

Current Employee: someone who actively holds a Casual, Term, or Permanent position at Queen's University.

Future Employee: someone who does not actively hold a Casual, Term, or Permanent position at Queen's University.

Employee Group: Queen's has multiple unionized, non-unionized, academic, and research staff working groups on campus, which are categorized by the type of jobs performed. The specific union, or other groups mentioned, that an employee is a member of is referred to as an Employee Group.

Internal Applicant: A Current Employee who is applying for a position while actively holding a position within the same employee group.

External Applicant: All applicants, including Current and Future Employees, who are applying for a position and do not hold an active position within the same employee group.

Employees on Redeployment

If you have been placed on redeployment and are working your notice period, continue to access jobs at Queen's using CareerQ. Redeployed employees who are not working their notice period should contact their HR Advisor for further instructions.

Logging into CareerQ

To log into your CareerQ account, visit the Apply to Jobs page on the Human Resources website and select either **Current Queen's Employees** or **Future Queen's Employees.**
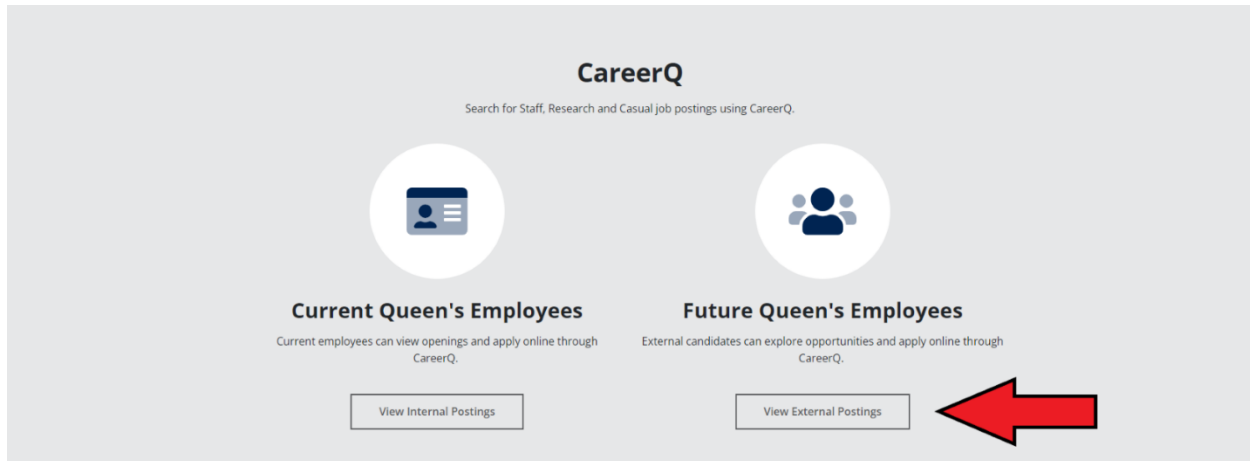
For Current Employees: you will be prompted to enter your Single Sign-on NetID username and password to view competition postings.

Note that when applying through CareerQ, it is important to select the Current Queen's Employees section to ensure your employee status is visible to the hiring committee. Your status and employee group are important information in the job application process. Those within the employee group of the open position may have considerations outlined within a collective agreement, where those who are not within the employee group will follow Queen's standard selection process.

Creating a CareerQ Profile

Note: All Queen's Employees have a CareerQ profile created for them automatically and do not need to create another profile.

Create a Profile - Tutorial Video
Once you are in CareerQ, select **My Profile** on the left-hand side of your screen. To create a new profile, enter your email address in the **New Applicant** section and click the **Create Profile** button.

Returning Users: returning users of the system do not have to repeat this step and can instead log directly into their user account by entering a username and password into the **Returning User** section.

![Queen's University]

My Profile

CareerQ

If you are a first-time user, your first step will be to create a career profile, which you will be able to re-use each time you apply for a position with Queen's University. As a returning user, you may also log into your profile at anytime and update it. By creating a career profile with us you won't have to keep filling out application forms each time you want to apply for a new job.

EXTERNAL APPLICANT

- Job Opportunities
- Career Alert
- My Profile
- Help

By using this online system, you consent to the terms of use set forth in this notice concerning the online collection, use, disclosure and storage of your personal information. Your personal information is required for the purpose of determining suitability for employment by Queen's University at Kingston ("University"). If the requested information is not provided, applicants will not be able to use the online application system to apply for a job opportunity at the University.

While the University retains stewardship of, and accountability for, all personal information submitted through the RMS, the information will be collected, used, stored and processed by CGI Payroll Services Centre Inc. on behalf of the University. Under the service contract with the University, CGI is bound by strict privacy and confidentiality requirements; CGI is only permitted to use the information provided to it through this system for the purpose of Queen's University recruitment. For further information about CGI's privacy policy, see https://www.njoyn.com/privacy-policy/.

For further information about your personal information and the RMS, contact Marie Doherty, Director, Client Services and Organizational Development & Learning.

New Applicant?

Email: _____

Create Profile

Returning User?

Email: _____
Password: _____
Forgot your password?

Login

Uploading Documents: Once you have created your profile, you will be directed to upload a resume. Select **Choose File** to access your documents from the **local files** on your computer.

If you have not done so already, please click the **Browse** button to upload your resume. You may also include other documents to complete your career profile.

Uploading a document automatically overwrites previously saved document with the same file name (if any).

Local Files   **Dropbox**   **Google Drive**

Please select a file Choose File no file selected

Once you have chosen a resume to upload, select a file type and click the **Upload** button. Repeat for additional documents as needed. You are able to upload a maximum of 30 documents to your profile, which can be used to apply for positions at Queen's.

File type

-- please select --

Upload

When you have saved your documentation, you will be directed to your newly created profile where you will be prompted to provide additional information such as Personal Info, General Info, Skills, and Employment Equity.

When you have completed each section, you have the option to consent to receiving communication via email. It is recommended that you provide consent as not providing consent may impact Queen's ability to contact you for opportunities. Queen's will not send advertisements and other spam through CareerQ. Lastly, you must agree to the terms of use and click **Save & Continue**.

Resetting your Password

From the CareerQ login page, click **Forgot your Password** on the Returning User login section and follow the on-screen instructions.

For Current Employees: CareerQ is accessed using your NetID username and password and therefore should not be changed in CareerQ. If you need to reset your password, please contact IT Services for assistance.

## Career Alerts

Set Up Career Alerts – Tutorial Video

Career Alert notifies you of possible job matches. When a job match is found, you will be notified via email. Once your CareerQ profile is complete, click **Career Alert** on the left-hand side of your screen.

Provide your email address in the **Your Email address** field. Check the job category boxes which match your preferences. Once all information has been entered, click **subscribe**. Should a job be posted that matches your criteria, you will receive an email the following morning.
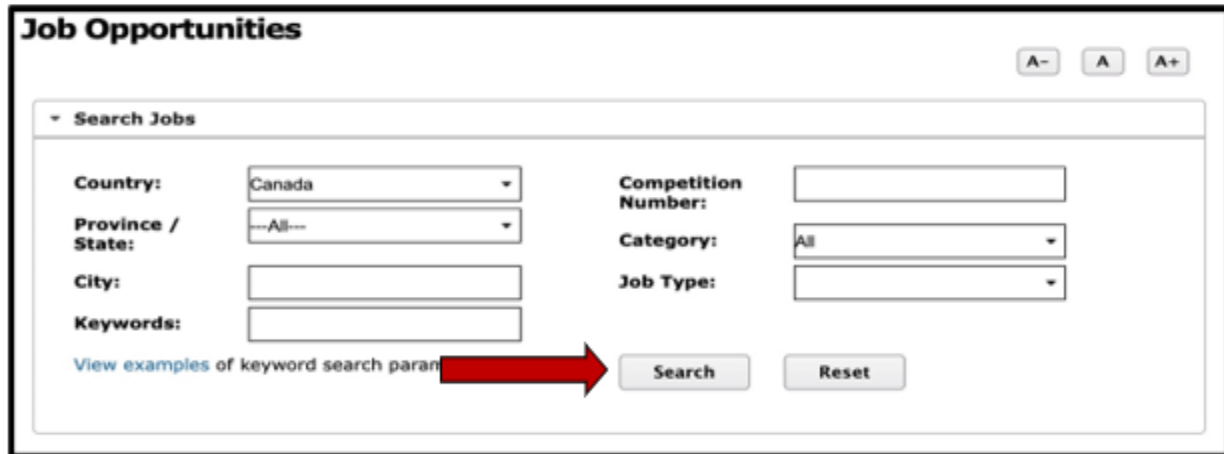
Applying for a Job

Applying for a Job – Tutorial Video
Once logged into CareerQ, click **Job Opportunities** to find the list of open competitions.
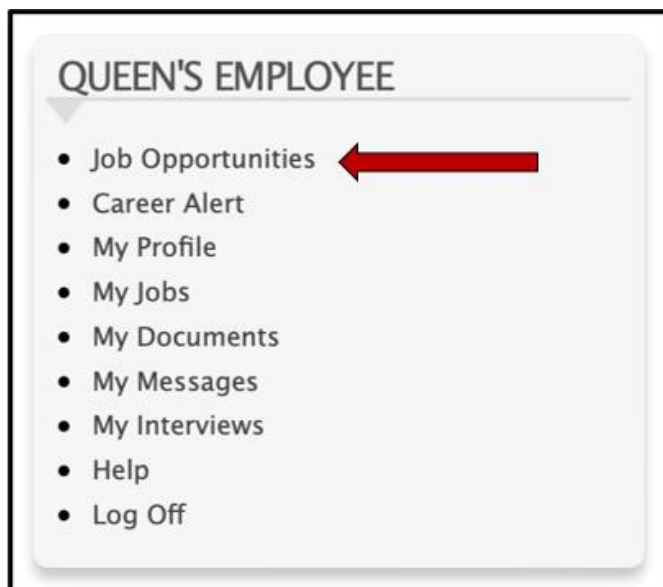
To search and filter jobs, click the **Search Jobs** dropdown banner. You will be able to make selections to easily search and filter for positions. Click **search** when you have made your selections.

Once your search is narrowed, click the competition number beside any job that is of interest to you. This will open the job description and other information about the position. If you are interested in applying for the position, agree to the privacy statement and click **Apply for this job**. You will be directed to upload necessary documents to support your application. Refer to the **Creating a CareerQ Profile – Uploading Documents** section in this guide to learn how to upload documents.

Once all desired documents are uploaded, click the checkbox beside all documents you wish to include as part of your application and click **Save and Submit Application**.

Selecting Documents for your Application

In your application, include both a resume and cover letter. Failure to include may negatively impact your application.

Cover Letter
- Your contact information (much like your resume)
- Salutation and self-introduction (mention the job you are interested in and provide matching skills and experiences that could be useful)
- Show your value and why you would be best choice to fill the position
- Demonstrate your enthusiasm and that you have done your research about the job, department, and institution

Resume
- Personal information including name, address, email, and phone number
- Summarize your goal and the purpose of your job search
- Include education related information (ie. Degrees, diplomas, certificates, etc.)
- Work related experiences and any volunteer work
- Name your skills and strengths
- Add any awards and honours (this can include certificates)

Removing Documents after Submission

After submitting your application, it is still possible to remove a document; however, after removing the document it will also be removed from any application it is associated with. **This can impact any applications where a decision has not yet been made.** CareerQ allows you to upload multiple documents, so there is no need to delete them as you go.

Self-Identification

Queen's University has processes in place that ensure all applicants are treated equitably during the recruitment processes. All information collected is kept confidential and is used for statistical purposes to help Queen's identity systemic barriers on a broader scale including processes, tools, and more. The information is also used in the hiring processes by a trained equity representative on the committee who will use this information confidentially to remove barriers that may arise during the process. Self-Identification ensures the committee knows that material used was successful in attracting an inclusive and diverse pool of candidates, therefore increasing the chance of hire the best candidate available. More information can be found on the **Employment Equity** section of **My Profile** in CareerQ.

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