



UBC Okanagan's Staff eRecruit

FAQ

(Nov 2014)

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Staff eRecruit FAQ

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1. When would you post a position and for how long?

BCGEU:

- All positions anticipated to be more than four consecutive months in duration shall be posted for a minimum of 10 calendar days – Article 21.1 of the BCGEU Collective Agreement.
- An employer-initiated reclassification where the incumbent will be performing new responsibilities/duties.
- Where there is an increase or decrease to the FTE of more than 10% for regular ongoing positions.

M&P:

- All vacancies for regular and term positions exceeding twelve (12) months shall be posted for 5 business days – Article 5.3 of the AAPS Agreement.
- An employer-initiated reclassification where the incumbent will be performing new duties.

Optional Postings

BCGEU:

- RA Techs are excluded from the BCGEU Collective Agreement posting requirements, therefore, posting is optional.

M&P:

- Any vacant or new position the department would like to fill that is under 12 months.

Excluded (non-union positions):

- Any vacant or new position the department would like to fill.

**** Please check with Human Resources if you are uncertain of posting requirements.*

2. When would a position be considered hourly rather than monthly on a posting?

- A BCGEU term position that has an end date would be posted as an hourly position.
- M&P can be posted as monthly or hourly.

3. What are the first steps to having a job posted?

- If you do not have access to e-Recruit, please complete an **HRMS Access Request Form**, and email it to: HRMS.security@ubc.ca.
- The HRMS form can be found on the HR website at <http://www.hr.ubc.ca/forms/#hrms>.
- You will need an approved and valid position number. Enter the position number to **Create New Job Opening/Posting**. If you don't know the field, click on the magnifying glass for a list of values or do a search using the various search fields (Campus, VP/Faculty, Department, etc.).

Create New Job Opening/Posting Page

Complete all or some of the fields below and click on the 'Continue' button.
Click on the magnifying glass to select from a list of valid values.

UBC Position #: 

OR

Enter information in the following fields to locate the Position Number

Campus:	<input type="text" value="OKGN"/> 	Okanagan
VP/Faculty:	<input type="text" value="OKVC"/> 	UBCO - Dep.ViceChandlr&Prncpl
Department Code:	<input type="text" value="OKHR"/> 	UBCO - Human Resources
Employment Group:	<input type="text" value="OK1"/> 	
Job Family:	<input type="text" value="CLGEU"/> 	BCGEU UBC-Okanagan
Job Code:	<input type="text" value="270702"/> 	Clerical - BCGEU (CLGEU)
Job Title Key Word Search:	<input type="text" value="Admin Support"/>	Support Services Asst I

4. What does it mean when an error message comes up when creating a new job posting in e-Recruit (i.e. the system will not go any further)?

The job description must have been classified and gone through the approval chain in Position Management first (both departmentally & centrally), before the e-Recruit system will recognize the position number. The status in Position Management will indicate **'OK for eRecruit and ePaf'**.

Status X	
Position Status:	Active
Overall Position Approval Status:	Pending Department Approval
Central Approval Status:	Not Applicable
Department Approval Status:	Pending Approval
Business Unit:	UBC02 UBC - Okanagan

- Correct status prior to posting.

Status <input checked="" type="checkbox"/>	
Position Status:	Active
Overall Position Approval Status:	OK for eRecruit and ePAF
Central Approval Status:	Approved
Department Approval Status:	Approved
Business Unit:	UBC01 UBC - Vancouver

- Check if the **"Will you be posting this position?"** checkbox on the Position Information tab within Position Management has been checked off?

Will you be posting this position?

5. Does the posting go up the same day it is created?

Once the posting has been approved in e-Recruit, the posting will appear the next day on the careers website (e.g. approved for posting on Tuesday morning, June 4th, posting appears on the e-Recruit website at 12:00 midnight on June 5th).

6 What if there is an error on the job posting, would I be able to fix the error?

In most cases, you would need to remove the posting and make the correction in Position Management. This will require re-approvals prior to posting (e.g. Secretary I was posted, but it should have been a Secretary II). For minor corrections (i.e. spelling mistakes), please contact HR Associate to make the change.

7. The Department decided to cancel the posting, but the position has already been posted. How can it be removed?

You will be able to remove the posting **immediately** by going into e-Recruit and doing the following:

- Click **'Manage Applicants & Openings'**
- Enter the Job ID number and click the link
- Click the **'Job Opening Details'** link
- Scroll down to the **'Job Postings & Posting Periods'** section and click on the **'Posting'** link
- In the **'Job Posting Destinations'** box, make the **'Remove Date'** the same date as the **'Post Date'**

Note: It is a good practice to notify the applicants that the posting has been postponed or cancelled.

Job Posting Destinations					
Customize Find First 1 of 1 Last					
<u>Destination</u>	<u>Posting Type</u>	<u>Post Date</u>	<u>Remove Date (at 0:00)</u>	<u>Posting Duration (Calendar days)</u>	<u>Posting Duration (Working days)</u>
UBC Careers Website	Int/Ext	04/20/2013	04/20/2013	10	6

8. What type of information can you add to the posting?

Additional information that will not change the classification can be typed in the **'Posting Information - Optional Introductory Wording'** section after you have clicked the **'Create New Job Posting/Repost'** link. Please see below for common examples:

Job Postings	
Posting Title:	Secretary II

Optional Introductory Wording		Find	First	1 of 1	Last
Visible:	Internal and External				
Description	Introductory Wording				
Type:					
Description	Free Form Text				
ID:					
Description:	<p>Ex: This is a part-time .80% FTE position with a annual salary of - \$29,404 The location for this position is in Vernon. Shift and hours of work: Tuesday - Fridays; 8:30am-4:30pm</p>				

9. When can use an Internal Rider?

- An **Internal Rider** can be used for non-union Staff postings (e.g. M&P postings). This notifies the applicants that the position is expected to be filled by promotion or reassignment by an employee in the department.

Optional Introductory Wording	
Visible:	Internal and External
Description	Introductory Wording
Type:	
Description	Internal Rider (non-union Staff postings only)
ID:	
Description:	<p>This position is expected to be filled by promotion/reassignment and is included here to inform you of its vacancy at the University.</p>

10. How should you notify candidates that the position has been filled or closed?

- It is best practice for the department to notify the interviewed candidates personally and send email regrets to the non-shortlisted candidates.
- **Example:** Once the successful candidate accepts the offer, the chairperson of the selection committee personally contacts the shortlisted/interviewed candidates that the position has been filled.

- **Example:** An e-mail notification is sent to the unsuccessful applicants who were not shortlisted or interviewed through e-Recruit. *Please Note: the names of the applicants are always blind copied (i.e. they only see their own name in the e-mail).*

Sample e-mail:

Subject Line: Job posting #12345 – Secretary II, Department of Human Resources

Dear [name] (automatically generated by the system),

Thank you for your interest in the Part-time Secretary II position with [the Department name here](#) at UBC's Okanagan Campus.

We regret to inform you that after careful consideration and deliberation, the selection committee has chosen another applicant whose qualifications, skills, ability and relevant experience more closely match the needs of this position.

On behalf of the [Department name here](#), we appreciate you taking the time to forward your application and hope that you continue to check our website and apply for future positions.”

Sincerely,

Name (automatically generated by the system)

Sample email if the department decides to cancel recruitment on the position:

Subject Line: Job Posting #12345 – Secretary II, Department of Human Resources

Dear [name] (automatically generated by the system),

Thank you for your interest in the Secretary II position with [the name of Department here](#) at UBC's Okanagan Campus.

We regret to inform you that after careful consideration and deliberation, the department has decided to close/cancel the competition and will no longer be recruiting for this position at this time.

On behalf of [Department name](#), we appreciate you taking the time to forward your application and hope that you continue to check our website and apply for future positions.”

Sincerely,

Name (automatically generated by the system)

11. The department is recruiting for a BCGEU position. When shall a BCGEU Union representative be present at these interviews?

- All applicants who are on the seniority lists and possess the required qualifications or are in the process of acquiring them with the provisions set out in **Clause 22.6** shall be entitled to an interview. “Where the number of qualified internal applicants exceeds three, the department shall interview the three most senior qualified applicants” – **Article 22.3 (a) of the BCGEU Collective Agreement.**
- As a reminder for all BCGEU positions, Article 22 stipulates a BCGEU Representative shall be present during the interview process **in all instances where an internal applicant has applied.** In order to provide the Union with reasonable time, please contact the BCGEU Representative at least 3 working days prior to the anticipated interview dates (**Article 22 – Selection of Employees** - <http://www.hr.ubc.ca/faculty-staff-resources/collective-agreements/>).

12. Do I need a Union Representative for M&P positions?

M&P positions are under the AAPS Agreement and do not require a Union representative.

13. How would I know there is a BCGEU internal applicant with seniority hours that has applied to a BCGEU position?

- Review the list of candidates. Under the column ‘**Current Relationship with UBC,**’ click on the ‘**BCGEU member**’ and/or ‘**Current Relationship with UBC**’ link and the seniority hours of the candidate can be viewed.
- Any candidate that has accumulated 30 working days (210 seniority hours) is considered an internal BCGEU employee.
- Applicant Priority numbers for BCGEU Okanagan job postings are as follows (*Page 108 of the Staff e-Recruit Manual*):
 - 1 Internal applicants duty to accommodate
 - 2 Internal applicants active BCGEU - UBCO
 - 3 Internal applicants non-BCGEU – UBCO
 - 5 External applicants and Former Employees
- Lowest priority numbers in your applicant list are the highest priority applicants.
- If all priority numbers are equal, then all applicants have the same priority.
- If all priority numbers are '99', then this job posting does not require applicant ranking (i.e., non-unionized postings).
- For unionized postings, laid off employees always have priority rights to job postings and must be interviewed.

14. What happens if an internal employee does not apply through their self-service portal?

Internal applicants should apply using the Faculty and Staff Self-Service web portal (www.msp.ubc.ca) through myCareer section. This ensures that internal rights are recognized. By applying through the external link, they will not be processed as an internal applicant. If you recognize that the employee is internal, please check with Human Resources to confirm the applicant's correct **employment status**.

15. How do you HIRE an internal employee that has applied externally in e-Recruit?

If the internal employee does not apply through their Staff Self-Service portal, the system will only give you the option to hire them as a 'New' employee (i.e. **New Hire**), and it will assign them the first step within that band. Before you proceed to '**Prepare for Hire**', please confirm with Human Resources for the correct step placement. Once confirmed, indicate in the comment portion of '**Prepare for Hire**' to correct the step placement and hiring status. This comment will notify Payroll to make the change manually.

16. How do you hire an incumbent into a new reclassified posted position (i.e. a position was reclassified and had to be posted due to the introduction of new duties or there was a change in FTE to of more than 10%)?

In the comment section of '**Prepare to Hire**', request that payroll change action/reason to either '**Reclassification-New Job**' or '**Pay Rate Change – FTE Change**'.

17. When would you use 'Temporary Promotion' vs. 'Promotion' for the action/reason in e-Recruit?

Temporary Promotion: **Temporary movement into a higher salary range.**

Promotion: **Permanent movement into a higher salary range.**

18. What documents are required to hire an employee?

Please refer to '**Appendix A**' for sample ***Offer Letters, *Probationary Periods, *Confidentiality Agreements and *other pertinent documents.**

BCGEU: All BCGEU letters of Offer, Confidentiality Agreements and Assignment of Wages have to be **signed and uploaded** before proceeding to "Prepare for Hire" stage in E-recruit. For positions that directly report to Vancouver, please change campus to the 'Okanagan' and check for spelling and abbreviated job titles in the Offers automatically generated by e-Recruit before sending to candidate. *****Please do not remove/reduce the probationary period** unless consulting with

Human Resources first. For all internal employees, please check with HR Associate first on correct Step placement and salary. For all regular (ongoing) appointments or regular employees, the salary is monthly and for **all term or auxiliary appointments**, the salary **will be paid hourly**.

M&P: All M&P letters of Offer and **Confidentiality Agreements** have to be **signed and uploaded** before proceeding to the “Prepare for Hire” stage in e-Recruit. For positions that directly report to Vancouver, please change campus to the ‘Okanagan’ and check for spelling and abbreviated job titles and departments in the Offers generated by e-Recruit before sending to candidate. *****Please do not remove, reduce or add to the probationary period** unless consulting with Human Resources first. For Salaries, at or above midpoint, please confirm with an HR Advisor before proceeding with verbal offer to candidate.

19. How will I know once I have processed the ‘Prepare for Hire’ that the hire is now in the HRMS system?

You will receive an automatic e-mail notification from payroll that indicates the eRecruit transaction has been successfully transferred to HRMS. An example of an automatic e-mail notification is below:

“An eRecruit transaction for employee 1234567 – Mickey Mouse has been successfully transferred to HRMS.

Applicant Name: Mickey Mouse
Employee ID: 1234567
Type of Hire: Hire

“Please verify that the data transferred for this employee is correct. – Thank you.”

****To ensure that the appointment is processed through e-Recruit in a timely manner you should allow at least **two weeks prior to the employee’s start date**. (*Please ensure new employees complete and send tax (TD1’s) & direct deposit forms to Finance. Payroll cannot process the appointment until they have received these forms). These forms can be found on the Payroll Forms website:*

<http://pps.ok.ubc.ca/reference/forms.html>.

20. Where can I find manuals and latest updates regarding eRecruit?

For eRecruit manuals, updates, forms and quick reference guide please visit -

<http://www.hr.ubc.ca/administrators/erecruit/>.

[K:\ADM\ER\shared\Training \(AB & AJ\)\eRecruit\Part 1, Posting, Managing and Reviewing Applicants\Handouts for Attendees\FAQ's eRecruit.docx](K:\ADM\ER\shared\Training (AB & AJ)\eRecruit\Part 1, Posting, Managing and Reviewing Applicants\Handouts for Attendees\FAQ's eRecruit.docx)