E-Recruitment

Online Applicant Tracking System

For Faculty & Sessional Student/Casual postings
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SECTION 1
INTRODUCTION

Welcome to the University of Regina Online Applicant Tracking System – E-recruitment. Human Resources has implemented this system in order to automate many of the paper-driven aspects of the employment application process.

What is E-recruitment?

The term e-recruitment means using information technology to enhance faculty and staff recruitment processes. E-recruitment gives the organization real cost savings plus increased ease and efficiency in the recruitment process. It also gives the candidates a significantly improved experience that allows us to attract exceptional people.

E-recruitment will:

- Enhance the applicant experience
- Communicate the U of R brand and image better
- Make the recruitment process faster and more efficient for both the individuals doing the hiring and the applicants
- Provide more comprehensive information to the individuals doing the hiring by quickly identifying qualified candidates
- Allow you to easily communicate with applicants regarding the status of their job search through automated e-mail processes.

You will use the system to:

- Create and submit Postings to HR
- View Applicants to your Postings
- Notify HR of your decisions regarding the status of each applicant

The system is designed to benefit you by facilitating:

- Faster processing of employment information
- Up-to-date access to information regarding all of your Postings
- More detailed screening of Applicants’ qualifications – before they reach the interview stage
A. Your Web Browser

The Employment Application System is designed to run in a web browser over the Internet. The system supports browser versions of Netscape 4.7 and above and Internet Explorer 4.0 and above. However some of the older browser versions are less powerful than newer versions, so the appearance of certain screens and printed documents may be slightly askew. Please notify the system administrator of any significant issues that arise.

The site also requires you to have Adobe Acrobat Reader installed. To download a free version of Adobe Acrobat reader, visit [www.Adobe.com](http://www.Adobe.com).

It is recommended that you do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

The site is best viewed in Internet Explorer 5.5 and above.

B. Security of Applicant Data

To ensure the security of the data provided by applicants, the system will automatically log you out after 60 minutes of inactivity. However, anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link located on the bottom left side of your screen.
SECTION 2
LOGIN

A. Login

To log in to PeopleAdmin:

1. Go to https://urcareers.uregina.ca/hr
2. Enter User Name and Password. Your username will be provided by Human Resources once you have completed training.
3. Click Login
4. The Human Resources Welcome to the Online System main screen will appear and display any active postings linked to Department/Unit
SECTION 3
CREATE POSTING

It is crucial for users to choose the correct template when creating a posting as the template selected determines how the posting will move through the process.

A. Selecting a template

1. Select From Template within the Create Posting are on the left side menu
2. Select Position Title – Sessional Lecturers or Faculty
3. Select Employee Group – URFA
4. Select Category – Academic, Executive, Sessional Lecturers or Staff
5. Click search icon
6. Choose blue Create link
B. Select a template that has been posted previously

1. Select From Previous within the Create Posting on the left side menu
2. Select Competition Number – Previous Competition Number
3. Position Title - Position Title used for previous competition
4. Click search icon
5. Choose blue Create link
C. Selecting a template for Student or Casual posting

1. Select From Template within the Create Posting area on the left side menu
2. Select Position Title – Student Position or Casual Position
3. Select Employee Group – CUPE 2419 or CUPE 5791
4. Select Category – Student or Casual
5. Click search icon
6. Choose blue Create link
D. Posting details

Fields with a red asterisk (*) are required. An error message will appear if you neglect to complete required fields.

A posting is not saved until the final step of the process has been completed by clicking Confirm on the final summary page. Navigating to a link on the left side menu will not save data and cause re-entering time.

PeopleAdmin will scramble the look of bullets in the fields if copied and pasted from Word or an alternate application. To avoid odd character display, change bullets to a dash ( -) after copying into posting details fields.

1. Work through posting details screen to enter information

   Note:
   - Sessional/Student/Casual postings – only answer questions as necessary (there is no need to answer all of the questions)
   - Faculty postings – all questions MUST be answered

   Note: The Department/Unit drop down box is VERY important.

   When posting faculty and sessional positions, faculties may use the appropriate faculty-department combination. For example, a sessional posting for Geology in the Faculty of Science would select the department/unit Science-Geology.

   Your department/unit list will only list areas to which you have e-recruitment posting access. If this information should change, contact your administrator or Human Resources.

2. Select Save and stay on this page to assure data is saved at the end of each screen
3. Errors on the page will display with a red message

   **YOUR CHANGES HAVE NOT BEEN SAVED.**

   This page has errors that must be corrected before you may continue. Please correct these errors before proceeding.

   **CONTINUE TO NEXT PAGE >>**

   Scroll through the document to find specific errors and make corrections

4. Select Save and stay on this page to save
5. Select Continue to next page to move to next section
E. Documents

The documents tab is used to attach documents in support of postings. For example, you can attach reference checks, interview questions or additional notes. To attach a document that is not listed, notify HR. The system will convert any document you attach to a .pdf file and will keep the formatting and other document details intact. The following types of files can be attached: .txt, .doc, .pdf, .ppt, .rtf, .vsd, .jpg, .jpeg, and .xls.

To attach a document:

1. Select the blue Attach link

2. Upload a new document – select Browse, navigate to file in directory, select open and attach icon
3. Select Confirm icon to finish attaching document
4. Paste a new document – enter text in Text field and select Attach
5. Select Confirm icon to finish attaching document
6. To view a document, select the blue View link
7. To remove a document, select the blue Remove link
8. Select Save and stay on this page icon
9. Select Continue to next page icon
F. Template Level Questions

The template questions have been set up in advance by Human Resources, so no work is required on this screen. Template questions cannot be altered or deleted.

To move forward:

1. Select Continue to next page icon
G. Posting specific questions

Posting specific questions may be added via the Posting Specific Questions screen. Questions may be added to qualify/disqualify candidates or rank applicants based upon a score. If you are not adding any Screening Questions, click the Continue to Next Page button.

To search the database for questions:

1. Enter a keyword in the Search by Keyword field or leave the field blank to display all questions
2. Click Search
3. The system will return a list of all questions that have been entered previously by Human Resources or departments and faculties for other postings
4. Select the questions from the list that are appropriate for the posting

To create a question and add to the question bank:

1. Select Create a Question

2. Enter question text
3. Select an answer type: closed-ended or open-ended
4. If closed-ended answer type is selected, enter possible responses (up to seven)
5. If open-ended answer type is selected, enter parameters desired
6. Select Submit Question
7. A summary screen will appear
8. Select Continue to Next page

To delete a question from the question bank:

1. Put a check mark beside the question slated for deletion
2. Select Delete Question(s) icon

Note: You will not be prompted to confirm that you wish to delete your question. Once Delete Question(s) icon is selected, question is deleted.
To add a question to the posting:

1. Select the radio button beside Required in answer to the Is this question required? question
2. The applicant must answer the question before moving forward with the application

To edit a question:

1. Select the blue Edit link
2. Alter the question or responses as desired
3. Select Submit question to save
H. Disqualifying / Points

In order to assist you in screening and/or ranking the candidates to your Posting by objective criteria, the system enables you to assign disqualifiers or points to the closed-ended questions you created on the Posting Specific Questions screen. Since open-ended questions are not allowed to have points assigned to them, they will not appear on this screen.

If you did not enter any Screening Questions or if you want to ask the questions without assigning any points to the responses, enter nothing and click the Continue to Next Page button.

On this screen you will see all the closed-ended questions you created on the Posting Specific Questions screen. In this case, the only closed-ended question entered was: “Do you have experience working in an office environment?”

**NOTE:** You may also see questions that were added to this posting as part of the template. These questions are displayed on this screen for informational purposes, and you may not designate them as disqualifying or assign points. Human Resources is responsible for setting scores on template level questions.

To add qualifying/disqualifying points:

1. Place a check mark beside responses that are disqualifying
2. Enter scores beside responses
3. Select Recalculate to adjust percentage mark
4. Select Reset to return values to zero
5. Once complete, select Continue to next page

In the above example, when a candidate answers “No response” to this question, the system would disqualify them for further consideration for this posting. The candidate would receive the “Fail Message” for this position and be classified as “Inactive”.

**Note:** Scores and/or disqualifying points cannot be altered once the posting has been posted.
I. **Guest user**

Guest user accounts are used by search committee members. If your posting involves committee review, you may set up a special account that will be used by members of the review committee to log in to the system and view the applicants to the posting.

Guest users are only able to view the applicants to the posting(s) to which they are assigned, and are not permitted to take action on any of the applicants. When the posting is filled, the guest user name and password are automatically deactivated.

Upon request, Human Resources will train faculty search committee members to use the online applicant system. To book an appointment, call Human Resources at 585-4163 or email HR.Support@uregina.ca.

To set up a guest user account:

1. Click the "Activate Guest User" link.

2. Note the User Name provided and create a password.

3. Write down user name and password for future use. Notify the search committee chair so that he/she can pass on the username and password to the committee members to access the posting.

4. Select Continue to next page

**Note:** Do not deactivate a guest user account. Accounts will be automatically deactivated once the posting is filled. You may change a guest password to share with a new group of reviewers.
J. Comments

The Comments tab is used for communication purposes. Comments can be read by all approvers as well as Human Resources.

To add a comment:

1. Enter comment in the field provided
2. Select Continue to next page

The comments on this page are only intended to assist with the posting approval process and should not be used in regards to applicants.

*Required information is denoted with an asterisk.

<table>
<thead>
<tr>
<th>Supervisor/Manager Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean/Director/A/P Comments:</td>
</tr>
<tr>
<td>Vice President Comments:</td>
</tr>
<tr>
<td>Human Resources Comments:</td>
</tr>
</tbody>
</table>
K. On-line reference letter

The on-line reference letter tab is used if the position requires electronic reference letter submissions. Applicants will be asked to submit email address of references during the application process and all references will be sent confidentially to Human Resources.

To add a comment:

1. Will this position accept reference letters? -- are reference letters required?
2. Number of reference letters required – enter number desired
3. Enter instructions to applicant
4. Select Continue to next page

Use the fields on this tab to define applicant reference letters.

*Required information is denoted with an asterisk.

Reference Letters

<table>
<thead>
<tr>
<th>Field</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will this position accept reference letters?</td>
<td>No letters requested</td>
</tr>
<tr>
<td>Number of reference letters required</td>
<td>No letters required</td>
</tr>
<tr>
<td>Instructions to Applicant</td>
<td></td>
</tr>
<tr>
<td>Instructions to Reference Provider</td>
<td></td>
</tr>
<tr>
<td>Completed/End Instructions to Reference Provider</td>
<td></td>
</tr>
</tbody>
</table>

*Required information is denoted with an asterisk.
L. Posting History

The posting history screen displays notes of the posting. To move forward to the next page, select Continue to next page.

View posting history allows users to view the full text posting and edit the posting status.

Sessional postings will be sent from Level 1 users to Human Resources for posting.

Faculty postings will be send from Level 1 users to Level 2 users to Level 3 users to Human Resources for posting.

View/Edit Posting - Training Supervisor (Laura)

<table>
<thead>
<tr>
<th>Posting Details</th>
<th>Documents</th>
<th>Template Level Questions</th>
<th>Posting Specific Questions</th>
<th>Disqualifying / Points</th>
<th>Guest User</th>
<th>Comments</th>
<th>Posting History</th>
</tr>
</thead>
<tbody>
<tr>
<td>History</td>
<td>Modified By</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03-12-2010 10:14 AM</td>
<td>Laura Tataryn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saved Without Submitting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03-12-2010 10:39 AM</td>
<td>Laura Tataryn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saved Without Submitting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03-12-2010 12:30 PM</td>
<td>Laura Tataryn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Save</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03-12-2010 12:52 PM</td>
<td>Laura Tataryn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Save</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<< RETURN TO PREVIOUS  CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL  VIEW POSTING SUMMARY >>
SECTION 4
SUBMIT POSTING

A. Posting status

To submit posting:

1. Scroll through the posting summary to assure information is accurate
2. Select one of the choices in the Posting Status section
   a. Sessional postings will be sent to Human Resources (to post) by Level 1 users
   b. Faculty postings will be sent from Level 1 users → Level 2 (Dean/Director/AVP) → Level 3 (VP) → HR (to post)
3. Click Continue
4. Click Confirm

Confirm Change Posting Status

The following Action is about to be submitted

Posting Status
Send to Human Resources

GO BACK  CONFIRM

B. Quicklink for posting

Each posting will be assigned a unique web link that may be distributed to those who wish to view the posting details.

To find the unique link:

1. Find the posting and select View
2. Scroll to the end of the posting and view the link in the Quicklink area
SECTION 5
APPROVE POSTING

Sessional postings will be sent from Level 1 users to Human Resources for posting.

Faculty postings MUST be approved by the Dean/Director/AVP, the Vice President and sent to Human Resources before it will be posted. The efficiency in which the posting is sent from Supervisor/Manager → Dean/Director/AVP → Vice President → Human Resources may affect the posting date and closing date.

A. Approving

To approve a posting:

1. Choose Pending Postings from the left hand green navigation menu
2. Select the blue View link
3. Select blue Edit link
4. Select green Comments tab
5. Enter a comment in the Dean/Director/AVP Comments field
6. Choose Continue to Next Page
7. Choose Continue to Next Page (will need to select icon twice on differing pages)
8. Change posting status to Send to Dean/Director or Send to Vice President. Users also have the option to return posting to Supervisor/Manager. Vice Presidents will have the option to Send to Human Resources which is the final step.
9. Select Continue
10. Select Confirm

B. Status of approval

To check the status of a posting approval:

1. Choose Pending Postings from the left hand green navigation menu
2. View status of approval within the Posting Status column. If no pending positions appear, look for posting within active postings list
SECTION 6
SEARCH POSTING

Search posting will allow users to search for postings that they have entered.

To search for a posting:

1. Select Search Postings from the green menu on the left hand side of the screen
2. Select options from the Position Title or Department/Unit drop down menus
3. Select a Posting status
4. Choose Search

5. Once View Posting screen appears, select blue View link to view specific posting

6. Posting summary will appear
7. Select blue Edit link to edit posting or posting status
### SECTION 7
### EMAIL NOTIFICATIONS

Automated email notifications are sent after various tasks are completed.

**Emails to Supervisors, Managers, Deans, Directors, AVPs, VPs and Human Resources**

<table>
<thead>
<tr>
<th>User</th>
<th>Email Notification Group</th>
<th>Purpose</th>
<th>When</th>
<th>What to do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any User</td>
<td>Any user: User Account Approve</td>
<td>To notify user when his/her account have been approved</td>
<td>After HR approves user account</td>
<td>Begin using system</td>
</tr>
<tr>
<td>Supervisor/Manager</td>
<td>Spv/Mgr: Posting Sent to Supervisor/Manager</td>
<td>To notify level 1 user in that department when a posting has been moved back to the first status (usually only when sent back in the workflow)</td>
<td>After posting is moved to ‘Sent to Supervisor/Manager’ status -</td>
<td>Review comments to find out why posting was sent back</td>
</tr>
<tr>
<td>Dean/Director/AVP</td>
<td>D/D/AVP: Posting Sent to Dean/Director/AVP</td>
<td>To notify level 2 user in that department when a posting has been moved to 2nd status</td>
<td>After posting is moved to ‘Sent to Dean/Director/AVP’ status</td>
<td>Review posting and move to next status or back to previous status</td>
</tr>
<tr>
<td>VP</td>
<td>VP: Posting Sent to Vice President</td>
<td>To notify level 3 user in that department when a posting has been moved to 3rd status</td>
<td>After posting is moved to ‘Sent to Vice President’ status</td>
<td>Review posting and move to next status or back to previous status</td>
</tr>
<tr>
<td>HR (uofr.recruitment @ uregina.ca)</td>
<td>HR: Posting Sent to HR</td>
<td>To notify HR when a posting has moved to this status</td>
<td>After posting is moved to ‘Sent to HR’ status</td>
<td>Review Posting - move to ‘posted’ status or - send back if necessary</td>
</tr>
<tr>
<td>HR (uofr.recruitment @ uregina.ca)</td>
<td>HR: Applicant Recommended for Hire</td>
<td>To notify HR when a user has recommended an applicant for Hire</td>
<td>After the status of ‘recommend for hire’ is selected for an applicant</td>
<td>Continue hiring process</td>
</tr>
<tr>
<td>User</td>
<td>Email Notification Group</td>
<td>Purpose</td>
<td>When</td>
<td>What to do</td>
</tr>
<tr>
<td>------</td>
<td>--------------------------</td>
<td>---------</td>
<td>------</td>
<td>------------</td>
</tr>
<tr>
<td>HR (<a href="mailto:uofr.recruitment@uregina.ca">uofr.recruitment@uregina.ca</a>)</td>
<td>Records: Posting Sent to Supervisor/Manager &amp; others</td>
<td>For HR to have a copy of emails sent to users</td>
<td>When users change the posting status</td>
<td>File email</td>
</tr>
<tr>
<td>HR (<a href="mailto:uofr.recruitment@uregina.ca">uofr.recruitment@uregina.ca</a>)</td>
<td>Records: Posting Posted, Posting Closed/Removed from Web, &amp; Posting Filled</td>
<td>For HR or users to be notified when postings are posted, closed, and/or filled</td>
<td>When posting reaches any of the stages of: ‘Posted’, ‘Closed’, or ‘filled’</td>
<td>File email - If filled, HR send manual letters as necessary. - If Closed, HR to review apps and send to department.</td>
</tr>
</tbody>
</table>

**Note:** HR sets all Email Notification Groups for users when approving accounts. Users can request that these notifications be removed if desired. Example: VPs or Dean/Director/AVPs may prefer to check the system daily.

### Emails to Applicants

<table>
<thead>
<tr>
<th>User</th>
<th>Subject of Email</th>
<th>Purpose</th>
<th>When</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicants</td>
<td>Note from University of Regina</td>
<td>To notify applicant that he/she has NOT been selected</td>
<td>After posting is in ‘filled’ status</td>
<td></td>
</tr>
<tr>
<td>Applicants</td>
<td>Your Username on the University of Regina Employment Site</td>
<td>To notify applicant of username and login information</td>
<td>After user creates an account on site (only sent once)</td>
<td>This is not working correctly currently; PA fixing</td>
</tr>
</tbody>
</table>

**Note:** HR will also send manual email notifications such as: email to staff when APT competition is posted, second email to internal applicants that are ‘not hired’ when applying for APT competitions (this email includes the not hired reasons), and other emails as necessary in the hiring process.
Any posting that is currently accepting applications has the ability to display an applicant summary screen.

**To view active applicants:**

1. Search job postings
2. Enter position title and select one, or all, posting status
3. Select Search
4. A View Postings screen will appear
5. Select View to view a specific posting, including the description and applicants
6. The Active applicants screen will appear
7. Select View Profile to view applicant details including contact information, etc.
8. Select Documents that you wish to view
To view pending and historical postings:

1. Select active, pending or historical from the left hand menu

**View Active:** Postings that are Active are either:

- currently posted on the applicant site (POSTED), or
- no longer posted but contain applicants still under review (CLOSED/REMOVED FROM WEB)

**View Pending:** Postings that are Pending are either:

- waiting for final review by HR or other approvers
- approved by HR but not Active on the applicant site

**View Historical:** Postings that are Historical are either:

- Filled and are no longer listed on the applicant website (FILLED)
- Cancelled and therefore not listed on the applicant website (CANCELLED)
SECTION 9
SORTING & FILTERING APPLICANTS

To sort applicant data:

1. Search for a posting
2. View active applicants
3. Click the arrow at the top of the specified data column
4. Applicant data will in descending (down) or ascending (up) order, depending on your selection and position of the arrow

You may choose to view Active Applicants, Inactive Applicants or both:

1. Check the box next to Active Applicants (active Applicants are those still under review) or “Inactive Applicants” (inactive Applicants are no longer under review).
2. Select the refresh button to refresh the screen
SECTION 10
VIEWING & PRINTING

A. Applicant profiles

To view and print a single application:

1. Search for the posting using the Search Postings feature
2. Select the blue View link below the position description
3. Click the blue View Profile link found below the applicant’s name on the Active Applicants screen
4. Add a check mark to the boxes in the All/None column of the desired applicants for printing
5. Select View Multiple Applications to print applicant profiles
6. Select View Multiple Documents to print applicant documents as submitted
7. A screen will appear in a new browser window.
8. Select File, Print from the browser’s menu to print. There is a signature line at the bottom of the page for obtaining the applicant’s signature, if necessary.
9. To close the window, click the "Close Window" link, or click the X in the upper right-hand corner of the window (this will NOT log you out of the system – it will simply return you to the list of Applicants on the “View Applicants” screen).

To view and print multiple applications at the same time, perform the following steps:

1. Check the boxes next to the corresponding Applicants whose applications you wish to print (or click the “All/None” link). These boxes are located on the right side of the page. (See top of next page.)
2. Click the View Multiple Applications button.
3. A new window will appear (it may take several moments to load). This window contains all the applications you selected to print.
4. Select File > Print from your browser’s menu to print the application(s).
B. Documents

This process is very similar to printing applications, except the documents appear in the Adobe Acrobat Reader software. This is done to preserve the integrity of the documents’ formatting, and to assist in preventing viruses from entering the system via documents attached by Applicants.

To view and print a single document (such as a resume or cover letter) that the applicant attached when applying for the Posting, click the link of the document under the column labeled “Documents” from the "Active Applicants" screen.

After clicking the link, a new window will appear (it may take several moments to load) in Adobe Acrobat Reader. This window contains the document for the applicants you selected to print. Select File>Print from the Adobe Acrobat Reader menu to print the document. To close the window, click on the “X” in the upper right corner of the window (this will NOT log you out of the system – it will simply return you to the list of applicants on the “View Posting” screen).

To view and print multiple documents at the same time, perform the following steps:

1. Check the boxes next to the corresponding applicants you wish to print (or click the “All/None” link). These boxes are located on the right side of the page.
2. Click the View Multiple Documents button.
3. Select File>Print from the Adobe Acrobat menu.
SECTION 11
APPLICANT STATUS

Once the posting has closed and once the applicants have a status of “Under review by Department/Committee”, supervisors are required to change the posting status so that applicants may follow the progress of the competition.

To change a posting status:

1. Select posting and choose View
2. A list of active applicants will appear
3. Select blue link entitled Change Status
4. Change the status
5. Select Continue to Confirm Page
6. Select Save Status Changes

Note: Once a candidate is selected and marked with the “ Recommend for Hire” status, Human Resources will change all other applicant statuses to “ Not Hired” and the system will generate and send an email to those candidates who were unsuccessful.
SECTION 12
ONLINE APPLICATION FORM

Applicants are required to create a username and password on the University of Regina career site.

Once an account is created and applicants log in, they must complete a profile including:

- Surname
- First name
- Address
- City
- Province
- Country
- Postal code
- Daytime and cell (optional) phone
- Email
- Are you legally entitled to work in Canada?
- Do we have your permission to contact you via email about other employment opportunities?
- Self declaration (optional)
- For internal applicants only – employee ID; date of hire/seniority date; department; current position; employee group
- For external applicants only – previous U of R employment dates
SECTION 13
CHANGING YOUR PASSWORD

To change your password:

1. Log in to PeopleAdmin
2. Select the Change Password link from the left side menu
3. Enter Current password
4. Enter New password
5. Confirm password
6. Select Submit Password Change
SECTION 14
LOG OUT

To log out:

1. Select the Logout link on the left hand green menu
APPENDIX A
QUICKSHEETS

A. Quicksheet for Level 2 & 3 approvers

Log in

1. Go to Go to https://urcareers.uregina.ca/hr
2. Enter User Name and Password. Your username will be provided by Human Resources.
3. Click Login
4. The Human Resources Welcome to the Online System main screen will appear and display any active postings linked to Department/Unit

Change password

1. Log in to PeopleAdmin
2. Select the Change Password link from the left side menu
3. Enter Current password
4. Enter New password
5. Confirm password
6. Select Submit Password Change

Log out

2. To log out, select the Logout link on the left hand green menu
Approve a posting

Each posting MUST be approved electronically, in PeopleAdmin, by the Dean/Director/AVP, the Vice President and sent to Human Resources before it will be posted.

The efficiency in which the posting is sent from

- Supervisor/Manager →
- Dean/Director/AVP →
- Vice President →
- Human Resources

may affect the posting date and closing date.

To approve a posting:

11. Choose Pending Postings from the left hand green navigation menu
12. Select the blue View link
13. Select blue Edit link
14. Select green Comments tab
15. Enter a comment in the Dean/Director/AVP Comments field
16. Choose Continue to Next Page
17. Choose Continue to Next Page (will need to select icon twice on differing pages)
18. Change posting status to one of the following options:
   - Send to Dean/Director
   - Send to Vice President
   - Return posting to Supervisor/Manager
   - Vice Presidents will have the option to Send to Human Resources which is the final step.
19. Select Continue
20. Select Confirm
21. The pending postings screen will either display additional postings that require approval or a message that notes “No Pending Postings”
B. Create a posting

This process is very similar to printing Quick Guide for Creating a Posting

1) From the HR site, click **Create Posting**.

2) Fill in the Posting details
   a. When finished, click **Continue to Next Page**

3) Add any Documents.

4) Add screening question(s) (optional...to skip, click **Continue to Next Page**)
   a. From “Screening Questions” section, click **Add A Question**
   b. Click **Search**
   c. Select one of the previously entered questions, or click **Create A Question**
   d. Enter the text of the question
   e. Designate the question as closed-ended (e.g., Yes/No) or open-ended (e.g. free text)
   f. Designate answer choices for a closed-ended question, or answer type for an open-ended question
   g. Click **Submit Question** to attach the question to the Posting
   h. Enter additional screening questions, or click **Continue to Next Page**

5) Assign disqualifiers or points to each answer for closed-ended screening questions (to skip, click **Continue to Next Page**). Click the “Disqualifying” box next to answers that would disqualify a candidate from consideration. When finished, click **Continue to Next Page**

6) Make any Comments on the Comments tab if applicable.

7) Review the Posting, and edit if necessary. When finished, select the appropriate action and click **Confirm** on the following screen.