Recruitment: E-Recruitment

Update: July 1, 2015
Owner: Dean’s Office, Faculty of Science
Contact: Dean’s Office, Faculty of Science

Background
PeopleAdmin (a.k.a. e-recruit) is the electronic software the university uses to manage the employment, recruitment, application and selection process for university employees.

Procedure
1. The Dean’s Office initiates all postings for permanent and term positions on e-recruit for the following union groups:
   - CUPE 5791
   - CUPE 2419
   - APT
   - URFA

2. All applications are received using e-recruit.

3. The Department will advise the Dean’s Office with the names of the Search Committee members.

4. The Dean’s Office will create Guest User accounts for search committee members to review applications on e-recruit and each committee member will receive the link and password to the Guest User account.

5. Guest Users are only able to review the applications for the posting assigned and are not permitted to take action on any of the applicants. When the posting is filled the Guest User accounts are automatically deactivated.