Schulich Temp Full Time Staff Hire Procedures

Version 3.5

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Schulich Staff Temporary F/T Hire: Standard Operating Procedures

Overview   This document has been designed for Managers and Schulich Human Resources and all other staff involved in the hiring process. The document outlines the steps involved in hiring new staff member.

How this guide is organized   This guide provides information about each step in the process. Where the step requires that Schulich Human Resources (HR) or a Hiring Manager take action, the action is written out step by step. Where the action is taken by Western Human Resources, an overview of the task is provided.

All tasks related to the Hiring Manager are highlighted Yellow and all tasks related to Schulich Human Resources are highlighted Green. This will allow you to scan the table of contents for the actions relevant to your role.

Some steps require using the Schulich Administrative System (SAS), OneForm. When OneForm is used in the process, you will need to reference the *Help Documentation* within SAS, those details are not contained in this guide.

The table of contents provides the step number and title of each action involved in the New Hire process, as laid out in the Process Map, designed through a collaborative process involving Hiring Managers, Schulich Human Resources, and the Schulich School of Medicine & Dentistry Project Management Office. You can use the table of contents as your 'Quick Guide', or look within the document for the details of each step involved.

If you notice any errors, omissions, or points of confusion please contact: OneForm.Feedback@schulich.uwo.ca.

Where to begin the process   While most Temporary Full Time (TF) positions over 3 months in duration begin with a '**Request for Hire**' (RFH), **Step1.0**; the exceptions to this are the positions shown below:

• TF Clinical or Research Fellows
• TF Contracts of 3 months or less.

For hires in these categories, go directly to **Step 40.0 '..discuss offer to make to candidate…'.**

RFH Initial Request

Overview

The first step (with the exceptions noted in the previous section 'Where to begin the process') in requesting approval to hire a staff member is the completion of the Request for Hire form (RFH). Both the RFH and Staff Appointment Notice (SAN) are now referred to as the OneForm in the Schulich Administration Systems (SAS).

1.0 Need Identified by <mark>Hiring Manager</mark> OneForm RFH completed

Refer to your OneForm training for specific details about completing the form, however when you complete the OneForm you will need the information listed below:

- Job Status (RF /RP)
- Job Title
- Hiring Level (PMA/UWOSA)
- Job Description
- Hours (number to work each week)
- Vacation Pay (4% is the Employment Standards Act standard)
- Position Funding (grant, operating, or operating/tithe, If the position is grant funded, a waiver, indicating that funding is available to cover all of the positions expenses, must be signed and attached to the RFH. Summer Students do not require a grant waiver.
- Rationale in bottom comment area (explanation for hiring, i.e. Grant funding for project ' X'.)
  - this area must include if position had budget, how position will add to the mission of the school, what project is this for if grant funded, Grant details, length of funding available for the position within the grant, impact / risk of not filling position etc.
- *If known:*
  - Job Code
  - Est. Start Date (and term date for contract)
  - Action Code (https://www.uwo.ca//hr/admin/form_doc/references/action_reason_tbl.pdf)
  - Reason Code

Note: As soon as the RFH is created, a Tracking number is generated. This number is used for tracking and reference during the New Hire process.

If you do not have approval permission for your department/ unit, the form will be routed to the unit approver before being submitted to Schulich Human Resources. If sent to unit approver, the form may be rejected if more information is needed. In this case, the person completing the form revises it and escalates it to the Manager again.

Hiring Manager submits RFH

After inputting the information into the RFH in OneForm, the Manager submits the form. The table below shows what occurs to the form upon submission:

Step	Description	Result
1	OneForm RFH is submitted, via submit button. • Scan and attach *Grant Funding Waiver* to the RFH, if the position is Grant Funded (the attaching of the waiver is mandatory – if not attached, the system will not allow you to continue with your submission	• email is sent to the next person in the process automatically, • RFH is submitted to the next level within SAS, either to: 1.Dept. manager if his/her approval is required, and then to 2.Schulich HR. NOTE: The form status will indicate whether the form was submitted for Dept. or Schulich HR approval.

1.1 Schulich HR verifies info

When Schulich HR opens up OneForm, the queue will default to show only the forms that show them as the Current Contact. They verify the RFH information and:

If the request...	Then ...
is complete	Request submitted to Deans Office approver for final Schulich approval.
needs revision	Schulich HR refuses the RFH, this trigger the form to be routed back to the hiring manager so that necessary changes can be made.

| 1.2 Schulich HR preps RHF's for Dean's Office approval | Schulich HR sends RFH's to the Dean's Office final approver for approval and the form status will change to 'submitted for Schulich approval'. |

Step	Action
1.	Press Submit in OneForm to send RFH's to Dean's Office final approver.
2.	Setup meeting with the Dean's Office final approver to review submitted RFH's.

| 2.0 Dean's Office approver reviews RFH | The Dean's Office final approver must approve all RFH's prior to the requests being routed to Western Staff Relations. |

If the Dean's Office final approver...	Then the Dean's Office final approver...
Approves the request	Press *Approve* in OneForm.
Approval is denied	Either: **Allows re-submission:** • **Refuse** the OneForm RFH • Add comments to email OR **Refuse and closes** • **Refuse and Closes** the RFH and − Instructs Schulich HR to close the request − Add comments to email This ends the process and prevents re-submission.

| 2.1 Schulich final approver sends RFH to Western HR | If the RFH is met with approval, the Schulich Dean's Office Final Approver sends the request to Western Staff Relations.

The Dean's Office Final Approver follows the steps in the table below: |

Step	Action
1.	Press Approve in OneForm • Confirm that you want to Approve
2.	Press Email in OneForm. • Select Email RFH (Form and Spreadsheet) Excel Spreadsheet and RFH in PDF format are generated
3.	Press Send • Schulich Dean's Office Final Approver sends email to Western Staff Relations and OneForm attaches both documents to the email.

Provost Reviews RFH's

Western Staff Relations forwards all RFH's to the Provost.
• The Provost reviews each application and
• Decides to approve or decline the request.
• Provost forwards the decision back to Western Staff Relations.

2.2 - 2.3 Western HR sends RFH decision

Western Staff Relations sends an email to Schulich HR indicating whether the RFH was approved or not by the Provost.

3.0 Schulich HR sends RHF hiring approval to Hiring Manager

When approved, Schulich HR changes the status of the RFH based on decision received from Provost. Schulich HR will change the form style to a SAN, and an email is generated to notify the Hiring Manager of the status.

3.1 Schulich HR action when Provost declines request

Schulich HR updates OneForm and has two options when the Provost declines an RFH:

Option #1:
Change status of the RFH in OneForm, to 'RFH Refused'
  − Guidance can be provided to the Hiring Manager to increase the

potential success of the re-submission.

Or

Option #2:
Refuse and Closed the RFH, preventing re-submission,
- Generates an email to the Hiring Manager,
  − add comments in the email explaining why the RFH was refused and closed
  − Process ends here.

4.0 Hiring Manager receives approval

The Hiring Manager receives the RFH approval via email and moves to *Step 5*.

4.1 Hiring Manager receives refusal message

When the Hiring Manager receives an email stating that the RFH was 'Refused' follow the steps outlined below :

If the comments in the email state that...	Then ...
Re-submission of the RFH is suggested	- Open up the RFH - Add additional details to the Rationale field to strengthen the submission. i.e. additional details such as the impact of not filling the role on the Faculty or School, funding opportunities that may be possible since the RFH was created, etc.
The RFH has been refused and closed	No further action is required.

Job Description

5.0 <mark>Hiring Manager</mark> determines need to create / amend job description	The Hiring Manager determines if a job description needs to be created / amended. The job description is used by Western Salary Administration to determine the appropriate level for the position and it also forms the basis for the job posting. It is important to accurately list the duties and expectations of the role, including required level of education.
6.0 <mark>Schulich HR</mark> & <mark>Hiring Manager</mark> discuss job description	If there is not already a job description created for the position being filled, one will need to be created including: • skills, • experience, • education and all other aspects required for the role.
7.0 <mark>Schulich HR</mark> creates / amends a job description (if necessary)	Schulich HR creates / amends the job description to match the requirements of the job being filled. The table below outlines the considerations.

If the role is...	Then the...
To replace an existing position with no role modifications	Existing job description will be used • The job description is attached to the SAN and • Saved. − Schulich HR immediately sends SAN and job description to Western Staff Relations to have the job posted (skip to step 9.0)
To replace an existing position with role modifications	Existing job description will need to be amended and potentially reevaluated if there are significant changes.
A brand new position	A new job description will need to be created and evaluated .

7.1 <mark>Schulich HR</mark> finalizes job description

Once the job description has been finalized it is saved and uploaded as an attachment to OneForm.

Schulich HR:

1. Finalizes the electronic job description,
2. Uploads it to OneForm
    a. Obtains Managers electronic signature
    b. Obtains Dean's Office approval
    c. Status is changed to "JD Approved"

NOTE: Refer to step 11.0 for further details.

Interview Planning

Overview

The Hiring Manager or Leader should commence preparations for interviewing while the job is being evaluated and subsequently posted. The interview process can include one or more interviews, competency testing and submission of a sample of work. This section outlines the preparation for each piece that may be needed. Refer to the appropriate section for your hiring needs.

8.0 <mark>Hiring Manager</mark> considers tools to be used during the interview

The Hiring Manager starts to *think* about the process and tools they want to use during the interview process. For all regular full-time positions a representative from Schulich HR may be involved in the interviews, and can provide guidance on the various tools that might be used.

The table below provides some options:

If the required role is for...	Then review, revise or arrange ...
PMA staff	- Behavioural / Situational questions, - Multiple Interview Rounds, - Interviews – Hiring Manager and HR only, or larger panel, - Evaluation criteria – must have skills / experience.
UWOSA	- Interview Questions, - Candidate Selection Tool, must be used.
Technical / Administrative role	- Skill testing. - MS Office, Finance competency, etc.

NOTE: Tools are available from Schulich HR. To obtain copies, please contact them at: human.resources@schulich.uwo.ca

Interview Preparation

Overview

Interviewing PMA and UWOSA staff follows general guidelines.

The PMA administrative policies and the UWOSA Collective Agreement can be accessed via the Schulich HR website: http://www.schulich.uwo.ca/humanresources/staffunions

9.0 Hiring Manager and/or Schulich HR creates applicant evaluation criteria

It is important to have objective criteria set to assist in choosing and evaluating each applicant. Conducting skills testing can provide objective criteria by which to evaluate potential candidates. The testing may be done prior to or after the interview.

10.0 Schulich HR & Hiring Manager setup PMA interview questions

Typical interviews for PMA level positions can include both behavioural and situational questions; Schulich HR will provide a template. There is no set number of questions to be asked, but several core questions should be asked.

Hiring Manager and Schulich HR
based on the job description, will determine what:
• skills and experience are required and
• questions that should be asked to evaluate skills and experience,
• each candidate is to be asked the same questions.

10.1 <mark>Hiring Manager</mark> sets up UWOSA *Candidate Selection Tool*

For UWOSA level positions, the candidate selection tool and job description are used for each interview. The tool lists selection criteria from the job description. The Hiring Manager sets the weighting in conjunction with the job description and Schulich HR, for each category, using the weighting ranges at the bottom of the page.

See the image below:

CANDIDATE SELECTION TOOL

Posting _____

Candidate: _____   Date: _____

Selection Criteria	Score	Weight	Total
Education			
Work Experience			
Technical Knowledge			
Independent Work			
Customer Service			
Teamwork			
General			
GRAND TOTAL			

"Weighting" of selection criteria refers to the significance or relative importance of each criterion to the role in question for an incumbent to be successful.

Minimum Importance (1-3): Required to be successful in the role, but not of primary importance (i.e. some knowledge, experience or expertise is sufficient for success)

Medium Importance (4-6): Essential to the role; of significant importance for success in the role (i.e. average or intermediate level of knowledge, experience or expertise is sufficient for success)

Maximum Importance (7-9): Crucial to success in the role; of utmost importance (i.e. it is critical to success in the role that the incumbent be able to function at the level of expert in this area)

Scores are determined by: Multiplying the **Score x Weight** for each category, and then totaling the *Total* column to obtain an overall score.

For example:

Selection Criteria	Score	Weight	Total
Education	10	5	50
Work Experience	6	9	54
Technical knowledge	4	2	8
			112

Job Evaluation

11.0 <mark>Schulich HR</mark> submits job description for evaluation	The job description is forwarded to Western Salary Administration for formal evaluation. The Job Description status in OneForm is changed to 'JD Submitted'
12.0 Western Salary Admin receives forms for job evaluation	Western Salary Administration reviews the job descriptions for all positions and assigns a job level. For PMA positions, a Committee reviews and evaluates any new job descriptions to determine the appropriate job level.
12.1 <mark>Schulich HR</mark> Changes JD Status	Schulich HR receives the job level assigned by Western Salary Administration, and changes the Job Description status to 'JD Evaluated by Salary Admin'
13.0 - 14.0 Western Salary Admin & <mark>Schulich HR</mark> clarify job description	Sometimes Western Salary Administration requires additional details before they can evaluate a job. When this is the case they will contact Schulich HR and ask for clarification.

For example, they could need more details about:
- The level of independence for the role – is there any oversight of tasks, etc.

When this occurs, the Job Description status is updated to "JD returned to Dept for Revisions."

15.0 – 17.0 <mark>Hiring Manager</mark> receives job rating

Western Salary Administration sends the finalized rating back to the Hiring Manager and Schulich HR.

If the Hiring Manager agrees that the rating is...	Then the SAN...
Acceptable	moves to the next step (18.0).
Unacceptable	contacts Schulich HR.

Job Posted

18.0 Schulich HR & Hiring Manager requests Job to be posted

Once the finalized job description is available, Western Salary Administration forwards the job description to Western Staff Relations. Staff Relations then creates a job posting in PeopleSoft. Schulich HR updates OneForm to 'Job Posting Created'

- An email is sent from Western HR to the Hiring Manager to review and approve the posting details within PeopleSoft.
  - If the posting is for a PMA position and the Hiring Manager has the budget, the job can also be posted to websites outside of Western. Schulich HR will assist with this and should be contacted.
- Schulich HR is notified of the Hiring Manager's approval and provides final approval in PeopleSoft and the position is posted on *Working at Western* website.
- The positing is available for a minimum of 7 days. The duration can be longer if the Hiring Manager/Schulich HR, determines that it would be beneficial (e.g. specific skill set required, senior position etc.).
- Schulich HR updates status in OneForm to 'Job Posting Open'.

19.0 Job posting closes

After the specified time period, the posting closes for applicants; however the *process* is not completed until the position is filled.

Schulich HR updates OneForm status to 'Job Posting Closed'.

Screening Applicants

20.0 Western Staff Relations identify UWOSA applicants	Western Staff Relations differentiates between UWOSA, PMA, and external candidates. In accordance with the Collective Agreement, all UWOSA qualified applicants for a UWOSA position must be considered prior to external applicants. For details refer to: Schulich HR website: schulich.uwo.ca/humanresources/staffunions
21.0 Schulich HR & Hiring Manager receives applicants	The UWOSA applicants for all UWOSA positions are sent to the Hiring Manager by Western Staff Relations via an email providing a link to the posting in PeopleSoft. Internal and external applicants for any PMA roles are sent to the Hiring Manager for consideration. Schulich HR updates OneForm status to 'Applications Routed'.
22.0 Schulich HR & Hiring Manager reviews UWOSA candidates	The Hiring Manager reviews the UWOSA candidate applications to determine qualifications based on the requirements of the job posted. **Hiring Manager** Reviews applicants for: • Work Experience • Education • Skill • Etc.
23.0 Hiring Manager & Schulich HR assess candidate suitability	If there are qualified candidates the process moves to step 28.0, shortlisting candidates to interview. For UWOSA roles, if there are no qualified candidates, based on comparison against the job description, the Hiring Manager must speak with Schulich HR.

24.0 Schulich HR & Hiring Manager ID's need for external applications for UWOSA role	If there are no qualified UWOSA members, external applicants can be considered.
25.0 Schulich HR requests external applicants for UWOSA role	Once Schulich HR approves the release for external candidates (for UWOSA postings only), Western Staff Relations is asked to send external applicants.
26.0 Western Staff Relations sends external applicants	The external applicants are sent to Schulich HR and the Hiring Manager electronically through PeopleSoft. They will receive an email providing a link to the posting. They return to step 23.0 and screens the external applicants in the same manner as the UWOSA applicants.
27.0 Schulich HR & Hiring Manager short lists candidates	Schulich HR and the Hiring Manager creates a shortlist of the candidates to bring in for an interview, based on the job description. Typically the shortlist contains 3 – 5 candidates. Schulich HR updates OneForm status to 'Applicants Shortlisted'.
28.0 Hiring Manager determines if testing is required	**Hiring Manager:** • Finalize whether testing is required for the candidates being interviewed. • Determine if the test should be done before or after the interview. e. g. would the test results assist in deciding who to interview
28.1 Hiring Manager sets up Testing (if required)	**Hiring Manager:** • Schulich HR can provide contact details to obtain testing.

29.0 Schulich HR / Hiring Manager schedules testing

Schulich HR / Hiring Manager can schedule testing.

30.0 Candidate completes testing (if required)

Testing is completed and results are available to Schulich HR and Hiring Manager.

Interviewing

31.0 <mark>Schulich HR</mark> / <mark>Hiring Manager</mark> setup interviews

The shortlist of candidates is reviewed and compared with testing results (if completed before interview). Finalized list of candidates are contacted for the interview by Schulich HR or by the hiring department if they so choose. Both the Hiring Manager and Schulich HR may be present for the interviews for all RF roles. Additional people may be asked to participate (e.g. direct supervisor, etc.) in the interview process; this is determined by the Hiring Manager.

The people involved in the interview may divide up the questions to be asked and collaborate on the format of the interview (e.g. who will provide introductions, background information, etc.).

Schulich HR / Hiring Department:
- ✎ Books the room for the interviews,
  - o For interviews at the Schulich School of Medicine & Dentistry, London campus, refer to the room booking procedures found at: http://www.schulich.uwo.ca/schulichhome/facilities
- ✎ Schedules interview times with the Hiring Manager,
- ✎ Sets up interview times with candidates,
- ✎ Schulich HR changes OneForm status to 'Interviews Scheduled'.

32.0 <mark>Hiring Manager</mark> & <mark>Schulich HR</mark> conduct Interviews

The interview is conducted using the Interview Tools and Questions from step 9.0.

After each candidate is interviewed, the interviewer assigns a number or ranking to the candidate based on skills.

32.1 Hiring Manager & Schulich HR conduct 2nd interviews

If applicable, two candidates are brought in for the 2nd interview for further assessment, if required. The Hiring Manager is always included in this process; Schulich HR may or may not be included.

Additional questions are asked, the interviewee may be asked to provide references at this point in the process. Otherwise references are requested at step 35.0.

33.0 <mark>Schulich HR</mark> & <mark>Hiring Manager</mark> rank candidates

UWOSA candidate scoring is based on the Selection Criteria tool and the job description. Ranking for PMA candidates will be based on the evaluation of skills and experience.

Schulich HR changes OneForm status to 'Candidate Selected'.

Qualifying the Top Candidate

35.0 <mark>Schulich HR</mark> requests references	Schulich HR obtains permission from the candidate to perform reference checks. Reference contact information is requested if it has not already been provided.
36.0 Candidate provides references	The candidate provides references via email or dropping them off to Schulich HR, if not already provided.
37.0 <mark>Schulich HR</mark> performs reference check	Schulich HR conducts the reference check of the top candidate using the Schulich HR Reference Check Template. Schulich HR changes OneForm status to 'Reference Checks Conducted'.
38.0 <mark>Schulich HR</mark> sends reference information to Hiring Manager	Schulich HR sends an email to the Hiring Manager, that contains the questions and responses, for the top candidate and asks the leader for his / her feedback on the references. The leader indicates: • Whether or not to proceed with an offer, − If yes, then proceed to step 40.0.
39.0 <mark>Schulich HR</mark> conducts 2nd candidate reference check (if required)	If the Hiring Manager decides to pursue the 2nd candidate, return to step 35 for 2nd candidate. If no suitable 2nd candidate was identified, return to step 18.0 and have the job re-posted.

Making the Offer

40.0 <mark>Hiring Manager</mark> & Supervisor (if appropriate) discuss offer to make to candidate	**For TF Clinical or Research Fellows and for staff being hired into contracts with a duration of 3 months or less, this is the first step in the hiring process.**
	
	The Hiring Manager & Supervisor, where appropriate, discuss and determine the offer to make to the successful candidate. Items discussed include:
	    ↳ Salary – this must be within the appropriate range
	        o UWOSA roles must adhere to the Collective Agreement
	        o PMA roles must follow the PMA Guidelines
	    ↳ Vacation – 4% or time off in lieu
	    ↳ Start date
	    ↳ Hours per week
	
	The Hiring Manager documents the offer agreed upon.

40.1 <mark>Hiring Manager</mark> makes verbal offer to successful candidate	Hiring Manager contacts the successful candidate via telephone and presents the offer. During the call the Hiring Manager provides details about: • Role • Salary • Vacation • Start Date • Hours • Parking options & cost • End date The candidate may agree immediately, or take 24 or 48 hours to consider the offer. The Hiring Manager changes the OneForm status to 'Verbal Offer Extended'.
41.0 Candidate accepts verbal offer	The candidate verbally accepts the offer. If it is an internal candidate the start date is negotiated with the candidate's current supervisor. If candidate does not accept offer, then go back to Step 39. The Hiring Manager changes the OneForm status to "Verbal Offer Accepted".

41.1 Hiring Manager collects information from hiree	Once the verbal offer is accepted, the Hiring Manager collects additional information (eg. DOB, SIN, etc) from hiree (this information will be used in Step 44.1). If the candidate has a 900-series SIN, a Work Permit must be attached to the record in OneForm.
42.0 Hiring Manager drafts New Hire Letter	The Hiring Manager drafts and signs the Temporary Full Time letter using the template on the SSMD website. (http://www.schulich.uwo.ca/humanresources/stafftemplateletters) The Hiring Manager changes the OneForm status to 'Offer Letter Sent'.
43.0 Hiring Manager sends New Hire letter to hiree	The Department scans the offer letter, and the person being hired is sent the offer letter.
43.1 Candidate signs and returns offer letter	The new hire signs and returns the letter to the Hiring Manager.

Setting up the New Hire

44.0 <mark>Hiring Manager</mark> uploads signed offer letter into OneForm

The Hiring Manager uploads the signed offer letter into OneForm and updates the status to 'Signed Offer Letter Received'.

44.1 <mark>Hiring Manager</mark> completes SAN in OneForm

The Hiring Manager enters all required information into the SAN using the data collected in Step 41.1.

The Hiring Manager changes the OneForm status to 'Applicant Info Completed'.

44.2 <mark>Hiring Manager</mark> sends SAN and offer letter to Schulich HR

The Hiring Manager clicks 'Submit' to send the SAN and offer letter to Schulich HR.

The status will change to 'SAN and Offer Letter Submitted for Schulich HR Approval'.

45.<mark>0 Schulich HR</mark> reviews and verifies information

Schulich HR reviews finalized letter and the SAN. Email is automatically generated and sent to the Hiring Manager.

If the SAN & offer letter…	Then…
are complete	Documents are sent to final Schulich HR approver
need revisions	Schulich HR Coordinator 'refuses' the OneForm. This triggers the form to be sent back to the Hiring Manager so he/she can make the necessary changes.

45.1 <mark>Schulich HR</mark> sends SAN and offer letter for final Schulich HR approval

The Schulich HR sends SAN and offer letter to final Schulich HR approver by clicking 'Submit'; the form status will change to 'Submitted for Schulich Approval'.

45.2 Final <mark>Schulich HR</mark>

Final Schulich HR approver reviews SAN and offer letter and approves;

approver reviews and approves SAN and offer letter	the form status will change to 'SAN and Offer Letter approved by Schulich'.
45.3 Schulich HR final approver sends docs to Western HR	Fully completed SAN output and offer letter is generated and sent automatically to Western HR (payroll) through secure file transfer. • The documents are sent via email • The status of OneForm is changed to 'SAN and Offer Letter Sent to Corporate'.
46.0 Western HR setups Payroll	Submission of the docs to Western HR triggers: ↳ Payroll setup, ↳ Western ID, ↳ Western email account creation.
47.0 Schulich HR downloads EE info from PeopleSoft HR	Once the Western ID has been created, Schulich HR downloads employee information from PeopleSoft HR.The imported record is matched to the OneForm record and, if applicable, an employee record is created in the Schulich Administrative System (SAS).
48.0 Schulich HR setups timekeeping	Schulich HR sets up the new hire's vacation tracking (timekeeping) record in the PDB using the information provided by the Hiring Manager in the 'PDB Timekeeping Record Setup Request' webform www.schulich.uwo.ca/humanresources/staffforms/. The information from OneForm and the Offer Letter is used to complete the form. If the successful candidate is internal, only 10 days of vacation is allowed to be carried to the new unit. The current unit pays out any days over 10, or the candidate takes the time off before starting the new job.
49.0 Hiring Manager orients new staff member	Once the Western email account is set up and a Western ID obtained, the Hiring Manager may need to request: • A Schulich email account and access to the Schulich Network, • Hospital Accounts, • University of Windsor Accounts, Etc.

49.1 **==Hiring Manager==** **request additional accounts**

The successful candidate is taken through the orientation process. Refer to the Schulich HR Orientation website at the following URL for details: https://www.schulich.uwo.ca/humanresources/orientation.

Closing the Competition File

50.0 <mark>Schulich HR</mark> notifies Interviewed but unsuccessful candidates that posting is closed

The candidates who were interviewed but not successful for the role are personally notified via phone.

51.0 Western HR closes competition file

Schulich HR sends an email to Western Staff Relations with:
- ↳ Competition number of the job posting,
- ↳ Name of successful candidate,
- ↳ Start date of candidate and
- ↳ Negotiated salary.

This email triggers Western Staff Relations to close the posting in PeopleSoft.

51.1 <mark>Schulich HR</mark> updates OneForm

Schulich HR updates the status in OneForm to 'Hiring Activity Complete & File Closed'.

52.0 All applicants notified of the closed posting

When Staff Relations closes the posting in People Soft, an email is automatically sent out to all applicants (interviewed or not) indicating that the role has been filled and thanks them for their interested in Western.

Technical Feature Support

OneForm Help Page

Users requiring more information on the technical features of OneForm are directed to the Help page, which is accessible within any open record in OneForm.

The Help page will assist you with navigating through OneForm, and contains step-by-step instructions which pertain to the use of the form only, and not the policies and procedures of the hiring process.

The Help Page defines the fields in the RFH and SAN form styles, outlines how to add attachments, how to submit for approval, approving/refusing the RFH/SAN, copying records, sharing/editing records within work groups, secure hires, and delegating signing authority.

Change Log

Version 3.3
February 6,
2014

Step 2.1 – RFH outputs now generated and sent by Schulich Dean's Office Final Approver.

Step 40.1 – Clarification of work permit requirement for individuals with 900-series SINs

Step 45 – SAN outputs now generated and sent to Corporate HR by Schulich HR Final Approver

Version 3.4
April 8, 2014

Addition of Technical Feature Support information

Step 1 – clarification regarding waivers for grant-funded positions; Summer Students do not require a waiver.

Step 11 – The new Job Description status is now changed, not the Job Description field in the position details area.

Step 12 - For PMA positions, a Committee reviews and evaluates only new job descriptions.

Step 12.1 – The new Job Description status is updated to "JD Evaluated by Salary Admin."

Step 13-14 – The new Job Description status is updated to "JD returned to Dept for Revisions."

Version 3.5
October 15,
2014

Addition of Technical Feature Support information

Step 45.3 – through secure file transfer