

HRMS GO LIVE

Affected System: **HireDesk and Current Job Board**
 Retirement Date: **August 4, 2019**
 Activities Impacted: **Recruiting**
 Users impacted: **Hiring Managers/Delegates, Candidates and Employees**

CHANGE NOTICE

HireDesk will be retired on August 4.

Up to and including August 4, there will be no change to the Request for Staff (RFS), Job Posting, Selection, Offer and Onboarding processes. From August 5 onward, Managers and HR will be working together on HRMS for Job Posting, Selection, Offer and Onboarding processes. There will be a transition period where Managers and HR will be working on both HireDesk and the HRMS.

HireDesk and HRMS Recruitment Transition Process

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| <p>Aug 04</p> <p>Up to and including August 4, new requisitions will be handled through HireDesk</p> | <p>Aug 05</p> <p>From Aug 5 onward, RFS forms will no longer be used. New requisitions will be created on HRMS.</p> <p>Candidates will also be using the new recruitment portal on HRMS.</p> <p>Existing requisitions already started on HireDesk will continue to be processed in HireDesk until the closure of the requisition. Existing candidates on HireDesk will be accessed through HireDesk to complete the hiring process.</p> <p>All onboarding will be completed on the HRMS.</p> |
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Job Requisition, Posting and Interviewing Processes

- Aug 05** From August 5 onward:
- ✓ The approval process for filling vacant positions will include managers having upfront conversations with their Sr. Dean/Dean, Director and/or Vice-President about posting a job.
 - ✓ Managers will liaise with their HR Generalist to develop the job posting content and the HR Generalist will create a requisition template in HRMS.
 - ✓ Managers will create the requisition in HRMS for HR to review. If there will be overlapping incumbents in the position, managers will complete an *Overlapping Incumbent Form* and attach it to the requisition in HRMS.
 - ✓ HR will review the requisition and post on the new HRMS job boards (internal and/or external career portals). Managers will review the shortlisted applicants through HRMS and select the candidates to interview.
 - ✓ Managers will discuss the interview process with their HR Generalist, complete the Interview Request Form and attach it to the requisition. The form will be accessed through the HR website.

Note: Hiring Manager Delegates are also able to execute these actions in HRMS.

**Support to execute this process can be found on the HR Knowledge Base on August 5.*

Job Offer and Onboarding Process

- Aug 05** From August 5 onward:
- ✓ Managers will create job offers on HRMS and send to HR for review. HR will extend the offer to the candidate in HRMS.
 - ✓ For FT faculty offers, the completed salary calculation must be attached to the candidate's profile in HRMS.
 - ✓ HR will hire the candidate and initiate the new hire's onboarding process in HRMS once the candidate accepts the offer.
 - ✓ HR will initiate the onboarding process and managers will receive a checklist through the HRMS with activities to complete the onboarding of the new hire. Managers will also need to complete an *IT Onboarding Form*.

Note: Hiring Manager Delegates are also able to execute these actions in HRMS

**Support to execute this process can be found on HRMS or on the HR Knowledge Base on August 5.*