

Request a Job Posting for a Sessional Instructor, Casual/Student Job or a Postdoctoral Scholar

Purpose

This job aid lists the steps to request that a job be posted on the Careers website via Talent Acquisition which do not usually require posting. Some examples include:

- Casual hourly or student job
- Postdoctoral Scholar
- Sessional Instructor (a posting is required as per the Collective Agreement (see Article 23.5), however in some cases appointments may be posted via a departmental website instead)

For casual, student and postdoctoral scholars, the Job Opening Request would only be applicable in cases where the desired candidate has not been identified upfront, so there is a need to advertise the job to attract applicants.

If the candidate has been identified, you can move directly to processing the hire by completing the Template-Based Hire (TBH) form. View TBH jobs aids on the Training & Development website under [Managing People – Tools, Resources and Job Aids](#) (job aids organized by employee type).

The purpose of the Job Opening Request form is to collect the information required to post the job on the University of Calgary Careers website. Once the successful candidate is identified, the hire is approved and processed through the Template-Based Hire form.

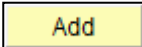

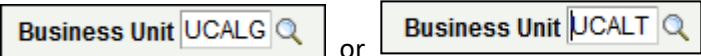
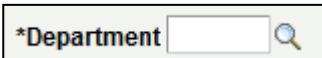
Note:	If you need help selecting the right appointment type, the following website provides detailed information about appointment types, including information on recruitment requirements, benefits, etc. <ul style="list-style-type: none">• For research-funded appointments, see the Appointment Type Summary for Researchers• For operating-funded appointments, see the HR Summary by Staff Group.
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Prerequisites

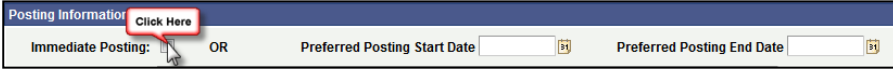

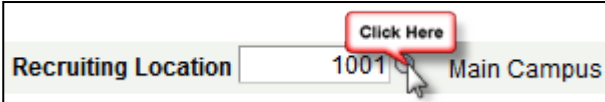
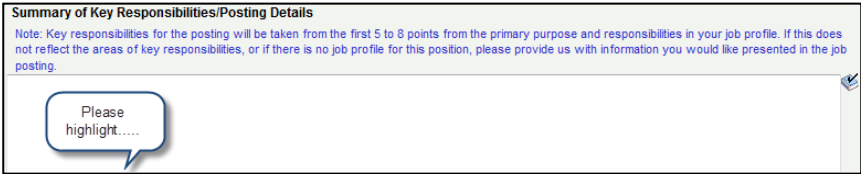
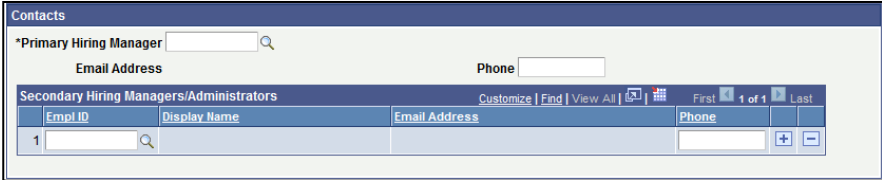
Before you proceed with this transaction, ensure the following has occurred:

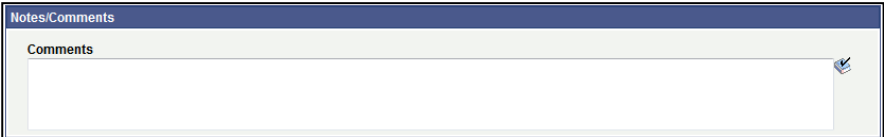
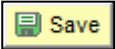


- Upfront conversations with senior management/budget owners to verify the budget exists for this position.
- A job description (including the responsibilities and qualifications for the role) has been created to help advertise the opportunity.

Once the prerequisite steps are complete, you are ready to initiate a Job Opening Request Form following the steps below:

Step	Action
<p>Accessing PeopleSoft</p>	<p>1. Begin, by logging into the myUofC portal:</p> <ul style="list-style-type: none"> From the mega-menu, click the My work tab. Click the Job opening request link under the People management heading.
<p>Initiate a Job Opening Request</p>	<p>2.</p> <ul style="list-style-type: none"> For this example, we will be initiating a new transaction. Click the Add button.  <p>Click the Request Type dropdown list. The Request Type chosen drives which fields on the form open up for entry.</p>  <ul style="list-style-type: none"> In this example we are requesting a job posting only, so you will select Optional Posting.
<p>Enter New Position Information</p>	<p>3.</p> <ul style="list-style-type: none"> If the job is base operating funded (Fund 10 only) enter UCALG in the Business Unit field. If the job is funded by a project enter UCALT in the Business Unit field.  <ul style="list-style-type: none"> Enter the five digit Department ID. This is the department number under which the position/job resides. If you do not know the home Department ID, you can use the Look Up button and search for it using the Description field.  <p>NOTE! The Faculty/Unit information auto-populates based on the Department selection.</p>

Step	Action
<p>Enter New Position Information</p>	<ul style="list-style-type: none"> For a postdoctoral scholar job, enter 'PDF162' in the Job Code field. <p>For other jobs, click the Look Up button to search for the appropriate Job Code. In the Description field enter:</p> <ul style="list-style-type: none"> 'hourly' for casual or student hourly job codes 'sessional' for Sessional Instructor job codes <ul style="list-style-type: none"> Choose the appropriate job code. <div data-bbox="542 638 826 699" style="border: 1px solid gray; padding: 2px;"> <p>*Job Code <input type="text"/> </p> </div> <p>NOTE! Upon entering the Job Code, the Job Family, Classification, Phase/Zone and Salary Range fields auto-populate.</p> <ul style="list-style-type: none"> In the Reports To Position field, enter the Reports to Manager's position number. <div data-bbox="542 926 971 982" style="border: 1px solid gray; padding: 2px;"> <p>*Reports To Position <input type="text"/> </p> </div> <p>NOTE! Position number should not be confused with Employee ID number. If you do not know the Reports to Manager's position number, you can use the Look Up button and search for it using the Reports to Manager's name.</p> <ul style="list-style-type: none"> If applicable, click the Full/Part Time dropdown and make your selection. <div data-bbox="548 1241 937 1392" style="border: 1px solid gray; padding: 2px;"> <p>Full/Part Time <input type="text"/> ▼</p> <p>Classification <input type="text"/></p> <p>Phase/Zone <input type="text"/></p> <div style="border: 2px solid red; padding: 2px; margin-top: 5px;"> <p>Full-Time</p> <p>Part-Time</p> </div> </div>
<p>Enter Job Information</p>	<p>4.</p> <ul style="list-style-type: none"> Enter the Length of Term and, if known, the Expected Job End Date. <div data-bbox="542 1484 1300 1598" style="border: 1px solid gray; padding: 5px;"> <p style="text-align: right;">Length of Term (if applicable) <input type="text"/></p> <p style="text-align: right;">Expected Job End Date (if applicable) <input type="text"/> </p> </div>

Step	Action
<p>Enter Posting Information</p>	<p>5.</p> <ul style="list-style-type: none"> Click the Immediate Posting option when you want the job posted as soon as possible when received by the Talent Acquisition Advisor. Alternatively, you can define start and end dates for posting. If not specified, the Talent Acquisition Advisor will post the job immediately for the standard two weeks.  <ul style="list-style-type: none"> Enter the title you would like displayed on the job posting into the Job Posting Title field.  <ul style="list-style-type: none"> The Recruiting Location field defaults based on the faculty/unit entered prior and indicates the physical location of the job. This can be changed, if required, by clicking the Look Up button.  <ul style="list-style-type: none"> Enter the job description in the Summary of Key Responsibilities/Posting Details field. Be sure to include everything you would like detailed in the job posting, including a description of your department or research project, key responsibilities, and qualifications. 
<p>Enter Contacts, Notes / Comments</p>	<p>6.</p> <ul style="list-style-type: none"> Under Contacts, enter those who should be associated with this job opening, meaning those individuals who require access to view the job opening and associated applicants in PeopleSoft.  <ul style="list-style-type: none"> The Reports to Manager should be entered as the Primary Hiring Manager. If you know the Empl ID of the Reports to Manager, simply enter this here. Otherwise, click the Look Up button and search by name.

Step	Action
Enter Contacts, Notes / Comments	<ul style="list-style-type: none"> The email will auto-populate, but the phone number does not, so enter it in the Phone Number field. If required, Secondary Hiring Manager(s) can be specified as well. Additional rows can be added by using the + sign for multiple Secondary Hiring Managers. <p>NOTE! Only those with the correct security role will display for selection or entry into this field. If you have issues adding someone, please contact your Talent Acquisition Advisor.</p> <ul style="list-style-type: none"> In the Comments field, add any additional notes or comments about the request. As an example, you could enter special requests or ask for external advertising, which should include the account string the expense will be charged to. 
Click Save	<p>7.</p> <ul style="list-style-type: none"> At any point, you can click the Save button to save the request and return later to complete and submit the form. 
Click Begin Approvals	<p>8.</p> <ul style="list-style-type: none"> Once you have completed all required fields and saving the form, click Begin Approvals to start the automated approval process.  <p>NOTE! Optional Posting requests do not require budget approvals (as approvals are obtained through the Template-Based Hire form at the time of hire), so are sent directly to the Talent Acquisition Advisor for posting.</p> <p>NOTE! If a correction to the information on the form is required after it has been submitted for approval, the Initiator can click Retract to stop the approval workflow and open up the form for editing.</p>  <p>Once the necessary changes are made, the Initiator should repeats steps 7 and 8 to start the approval process from the beginning.</p>
End of Procedure.	

Results

Completion of this transaction results in the following:

- Job Opening Request is saved and submitted for approval
- Generation of a Job Opening **Request ID** (which can be used for tracking purposes)

Next Steps

Once you have completed this transaction, the following will occur:

- Once approved, the job is posted on the U of C Careers website, and the recruitment process begins
- The initiator and Reports to Manager will be notified by their Talent Acquisition Advisor once the job posting is created
- Once the job is posted, applications can be viewed by the Hiring Manager(s) at any time, but they will be prompted by their Talent Acquisition Advisor to review the applicants once the posting closes. For information on how to view applicants in PeopleSoft, please refer to the [Managing Applicants in PeopleSoft](#) quick reference guide.