ACCESSING THE HIRING FORM

The Hiring Form can be accessed from **HUB** (https://apps.rrc.ca/HUB/) or from the **HR Microsite** (http://blogs.rrc.ca/hr/services/hiring-form/), with a link to HUB.

Once in HUB you can find the **Hiring Form (Previously PEAR) (MP033)** under *My College Processes* or within the MAESTRO application.

COMPLETING A HIRING FORM PROCESS

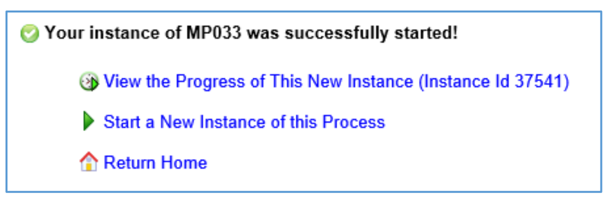
1. Enter all required information (indicated by a red *). The form will change depending on which variables you select.

   ***Note:** if there is any reason why the form can't be completed, and more time is needed, click on the **Initiator Save Process**, and then the **Start Button** at the end of the form. You will be sent an email to the process to complete where you left off.*

2. When you are finished, click on the **Start button**, at the bottom of the page.

3. If you do not enter a required variable, an error message will appear when you try to save and start the process. You will not be able to complete the process start until you fill in the required variable.

4. If all required variables were entered, and you process start was successful, you will get a message similar to this:



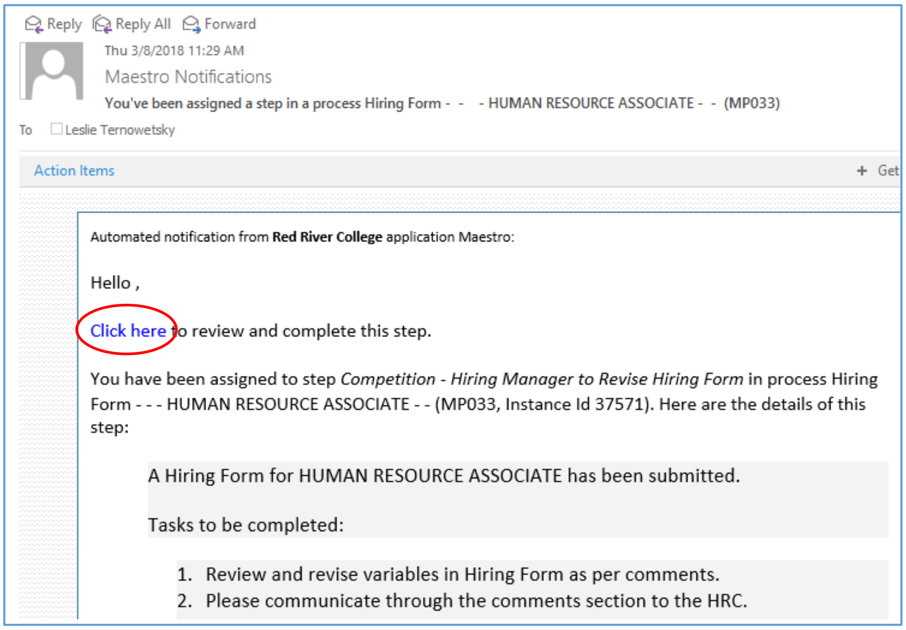
INITIATOR, HIRING MANAGER, DEAN/DIRECTOR, AND OTHER ROLES

- A Hiring Manger may allow another person to start, or initiate, processes on their behalf. This initiator must specify the Hiring Manger to send the approvals to.
- If a Hiring Manager starts the process, and designates themselves as the Hiring Manager, they will not receive a second approval request.
- If the Dean/Director designates themselves as the Hiring Manger, they will not receive a second approval request.
- If any other persons need to be notified at the end of the process, the initiator may choose the 'Check if additional employees require email notification.

APPROVING HIRING FORMS

Approvers will be notified by email to review Hiring Forms, amend if necessary, and approve steps.

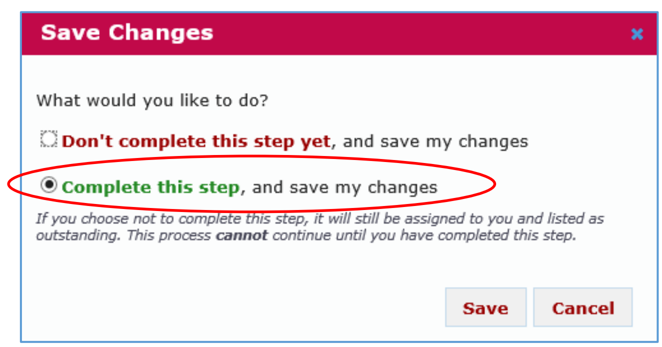
The email an approval will receive will look similar to:



Click on the link in the email to access the Hiring Form.

Comments can be added to the step for further information, if required.

When you are finished, click on **Save My Changes**, at the bottom of the page. You will then be prompted to save and **Don't complete this step** (if you need to come back to it) or **Complete this step**.



PROCESS TERMS AND LANGUAGE

Hiring Manager	Manager that is responsible for the hiring of the position (enter staff number or use search function)
Dean/Director Name	Dean or Director for the responsible for the budget
Action Requested	Will you be filling a position with existing funding or creating a position with new available funding.
Existing Funded Position	Choose when: • the position currently exists • you are appointing someone to term position, where a regular position currently exists • you are appointing someone to regular position, where a term position currently exists
Establish a New Position	Choose when: • the position does not currently exist • the position is funded by a project, FSA, or other another source
FSA Number	Financial Services Approval Number *Only to be entered if Establish a New Position is selected.*
Project Number	Enter project number if applicable (if department number ends in 99) *Only to be entered if Establish a New Position is selected.*
Reason for Request	Brief explanation for when FSA or Project are chosen. *Only to be entered if Establish a New Position is selected.*
Funding From Another Source	If neither an FSA or Project number are available use this section to describe the funding type. *Only to be entered if Establish a New Position is selected.*
Position Title	Title for the new position to be filled. *Only to be entered if Establish a New Position is selected.*
Budget Code / Department Name	Corresponding funding budget code (found on your budget report) *Only to be entered if Establish a New Position is selected.*
Classification Type	Level of position *Only to be entered if Establish a New Position is selected.*
Default Pay Period	Bi-weekly hours for this position. *Only to be entered if Establish a New Position is selected.*
Campus Location	Campus location of the new position *Only to be entered if Establish a New Position is selected.*
Position ID	The identifier of an existing funded position.
Type of Recruitment Strategy	Choices are: • Competition • Direct Appointment

	• Direct Appointment from Previous Competition
Type of Action	• Regular Position – Permament, no end date • Term Position – Hired for a specific term of employment, with an end date • Acting Status Appointment – Hired to temporarily take over the duties and responsibilities of another positions, having a higher pay grade • Lateral Transfer – Moving a regular employee to a position of the same pay grade • Casual – Hired on an 'as if and needed" basis • Term Conversion – Moving a term employee to an regular status
Appointment Status	Is the appointment full-time or part-time
Appointment Start Date	Required field on all positions
Appointment End Date	Required on all positions that are not regular status
Attendance Report Information	Which attendance should the employee to be attached to
Conditions of Employment Required	Choose applicable conditions of employment for the position. Some options enable more choices. Any conditions that are identified, will need to be verified later in the process.
Previous/Current Employee or Student	If this is a previous employee, current employee or student, their information may already be in the system for selecting. A search option will open if **yes** is chosen. If **no** is chosen, then fields will open for data entry.
Position Band	Band, instructor or excluded level ex. B03, INS, E09
Employee Step	Step within the classification or band
Hourly Rate	Hourly rate of pay as per corresponding classification/band and step - Collective Agreement Salary Schedule is included for assistance.
Salary Rationale	Provide rationale to the salary being paid
Canadian Citizen	Indicate if the employee is a Canadian citizen. If not, additional fields will open up and permit upload fields will appear.
Other Attachments for Employee	Additional dropbox for items such as certificates, diplomas, degrees, licenses, etc.
Other information	Additional information can be added about the incumbent, if necessary.
Resume & Reference Attachments	Area to add resume and references for the incumbent. If these attachments cannot be added at the time of initiating the form, the initiator can choose to add at later time. Initiator will be reminded in 5 days.
Pay Cycle	Is incumbent to be paid in arrears (by timesheets submitted) or by auto pay (current). If the incumbent is part-time and auto pay is selected then the daily hours to be worked must be added.
Work Schedule Information	Additional information can be added here as a note to the Payroll office.

Additional Position	This can be used when an employee works in 2 positions (of the same pay grade) and needs to split their hours between 2 separate timesheets and budgets. This is only available for employees paid in arrears (based on timesheets submitted).
Duplicate Hiring Form	If you have other positions to hire with the same position information, you may use this option to start a copy of this Hiring Form.
Computer Resources	Computer Resources is a process to notify “Client Services” of up and coming computer requirements for hired employees. Due to lead time in purchase, this is only a notification process. Approval of the request will still be required.

FREQUENTLY ASKED QUESTIONS

1. How can I view all of my outstanding tasks?

   All outstanding steps, specific to YOU, will appear under ‘My Work Processes’, ‘Outstanding Steps’. Click on the hyperlinked title to complete the step.

2. How can I view all my past and current instances of PEAR?

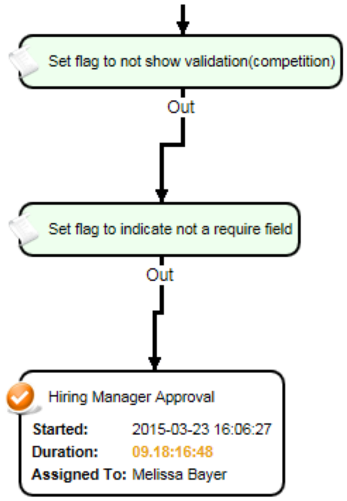
   Any instance that you have been a part of, you will have access to by clicking the timer icon next to the process:

   This will then show you a list of all the Hiring Forms you have access to.

3. How can I find what step a Hiring Form is at and/or who it is with?

   By looking at your instances (above), you can go into a specific Hiring Form and look at the flow chart to see who it is current with and at what stage.

Click on the instance you are inquiring about and it will bring you to a flow chart.



You can click on the step in the workflow to action or complete the step, choose 'View Runtime Form'.