iCIMS User guide for hiring managers

Overview

iCIMS is the Talent Acquisition System used at UW for advertising and hiring of all Staff roles, including temporary appointments of three months or longer.

REQUIRED PRE-WORK

Before you enter a hiring requisition, you will need the following:

<table>
<thead>
<tr>
<th>Required information</th>
<th>Source of information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Source</td>
<td>If not known, discuss with your manager or the financial officer for your department. (Note: if it is a new account, it must be set up by Finance before the job requisition is entered (Contact <a href="mailto:coa-adm@lists.uwaterloo.ca">coa-adm@lists.uwaterloo.ca</a>))</td>
</tr>
<tr>
<td>An up-to-date job description</td>
<td>Ensure the job description is up-to-date following guidelines on the HR Website - Compensation</td>
</tr>
</tbody>
</table>

ACCESSING iCIMS

Click here:

(https://uwaterloo.ca/human-resources/icims)

Note: this link can be accessed from the HR Website (Human Resources > Information for Managers > UWaterloo Talent Acquisition System (iCIMS). You will be prompted to enter your WatIAM user id and password.)
INTRODUCTION TO YOUR DASHBOARD

You can access your dashboard anytime in iCIMS by clicking on the UW logo at the top left of your screen. Use your dashboard to access and monitor progress on job requisitions.

CREATING A JOB REQUISITION

Click on Create at the top left hand side of the screen and select Requisition.
Create New Requisition

REQUISITION

Job Folder
Pending Approval

# of Openings
1

iCIMS Requisition ID
(blank)

**Hiring Manager** automatically populates with your name. The Hiring Manager is responsible for working with the Talent Acquisition Team during the recruitment and offer process. Please change if you are not the Hiring Manager.

Hiring Manager *
Your Name,yourname@uwaterloo.ca

Department/Unit Head *
Start entering the appropriate **Department/Unit Head** and select from drop-down options.

-Select-

HR Partner *
Select your **HR Partner** from the drop-down options. The HR Partner is responsible for reviewing the iCIMS requisition and verifying the information prior to approvals. Please contact your HR Partner if you need assistance with any of the information in the iCIMS requisition.

-Select-

Recruiter
POSITION INFORMATION

Job Posting Title *
**Job Posting Title** must match the job title in the Job Description.

Position #
Enter Position Number for Replacement for permanent loss (resignation/retirement/other) or extension to current Secondment/Temp Reassignment/Temp Appointment (Contract). **Do NOT enter Position Number (leave blank)** for Mission Critical (net new) or NEW Secondment/Temp Reassignment/Temp Appointment (Contract).

-Select-

Requisition Type *
Select appropriate **Requisition Type** from the list.

-Select-

Department/Org Unit Code *
Start entering your 4 digit **Org Unit Code** or the name of your **Department** and select from list.

-Select-

Hours per Week (new) *
Indicate the number of **Hours per Week** that the position will work.
Select the appropriate Job Status from list. Tip: Select "Secondment/Temp Reassignment/Temp Appointment" (Contract) if used in "Requisition Type" field.

Indicate the USG level of the role. Tip: Select "To Be Determined" if the position needs to be evaluated.

This field should be left blank unless the position is on a Career Path.

Please notify your HR Partner if your Campus Location does not appear in the list.

The Job Location is the building in which the position will work. Please notify your HR Partner if your building does not appear in the list.

Indicate the name of the person who this role will report to.

Tip: All research 105 accounts need to be identified as Contingent on Funding.

Make appropriate selection from drop-down list.

Use this field to indicate if the position has a target hire date.

Must fill out this field for Secondment/Temp Reassignment/Temp Appointment (Contract) positions. The duration of the temporary appointment affects eligibility for vacation, benefits and pension.

FUNDING INFORMATION (SALARY CAN BE SPLIT BETWEEN VARIOUS FUNDING SOURCES. TOTAL MUST BE 100%)

Select appropriate Funding Type from drop-down list.

Salary can be split between more than one funding source. Total must = 100%.

Enter account code using the format: Work Order-Activity.
Principal Investigator 1 (if applicable) Enter Principal Investigator for all research-funded roles.

-Funding Type 2 Enter second funding source if appropriate.

-Select-

% of Salary 2

-Funding Source 2 (Order of the attributes: Work Order, Activity)

-Select-

Principal Investigator 2 (if applicable)

-Select-

POSTING DETAILS

Posting Location Indicate where you would like the position to be advertised. If No Posting Required is selected, please enter preferred candidate into the field called "Name of preferred candidate for temporary position."

-Select-

Name of qualified internal(s) in the role (as per Policy 18)

-Not applicable for temporary roles.- Internal status can be granted to an individual in a Contract Position who has been employed in that position for a minimum of 12 consecutive months and currently holds the position. (See Policy 18 for eligibility details)

Name of preferred candidate for temporary position Indicate the name of the preferred candidate when "No Posting Required" has been selected.

-Job Description Please attach up-to-date Job Description in Word format for all roles. Notify your HR Partner if any changes or updates have been made to the document.

Additional Documents (i.e. Completed References) Attach reference check for preferred candidate if complete.

-Choose File No file chosen

Complement Select appropriate option.

-Select-

Justification: What is the impact to UW if this role is not approved? Enter the justification for net-new positions.

-
Include URL to job description in Staff Listing if known.

Approvals

Click “finish” at the top right of the requisition to move to approvals.

1. Select “HR Advisor”
2. Click “Save and Begin Approval”

Next steps: Your HR Partner will review the requisition and contact you to discuss if needed. Requisition will then be sent for approvals (or job evaluation, if applicable) prior to being received by the Talent Acquisition team.