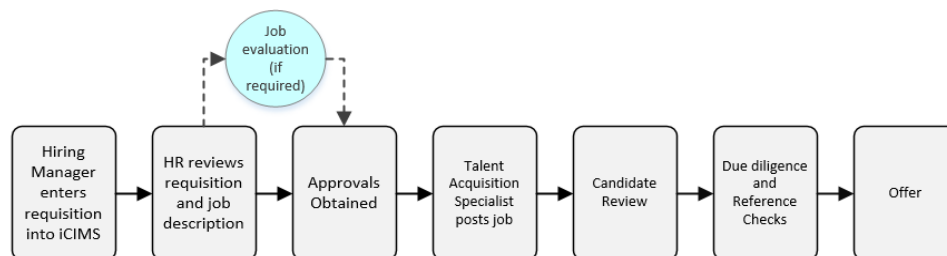


# iCIMS User guide for hiring managers

## 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:

For all job types	
Required information	Source of information
Funding Source	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> )
An up-to-date job description	Ensure the job description is up-to-date following guidelines on the HR Website - <a href="#">Compensation</a>

## 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.

The screenshot displays the iCIMS dashboard interface. At the top left, the 'Create' dropdown menu is visible. The dashboard is divided into several sections:

- QUICK LINKS:** Includes 'Shortcuts' and 'Tasks (0)'.
- Welcome to the Talent Platform for Hiring Managers:** A header section.
- My Inbox:** A summary section showing '0 Requisitions to Approve' and '0 Offers to Approve'.
- Hiring Manager's Dashboard:** A section with three sub-sections: 'Requisitions Approved (Open) - No Results', 'Requisitions Pending Approval - No Results', and 'Requisitions Declined - No Results'.
- My Requisitions:** A list of metrics including 'My Open Requisitions', 'Candidates for My Review', 'Preferred Candidate(s)', 'Offers currently Extended', 'Closed/ Filled Requisitions - Past 12 Month', 'Closed/ Filled Requisitions - Past 30 days', 'My Requisitions Pending Approval', 'All Requisitions (HM) - Past 12 months', 'Requisitions that required my approval (History)', and 'Requisitions created by me (On behalf of HM)'. All values are 0.
- Talent Portals:** Provides links for 'External Portal: https://careers-uwaterloo.icims.com' and 'Internal Portal: https://internal-uwaterloo.icims.com'.
- My Requisitions by Status:** A section for 'Requisitions by Status (Under my Portfolio)'.

## CREATING A JOB REQUISITION

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

The screenshot shows the 'Create New Requisition' form. The 'Create' dropdown menu is highlighted with a red circle, and the 'Requisition' option is selected. The form includes the following fields:

- REQUISITION:** A header field.
- Job Folder:** A text input field.
- Pending Approval:** A text input field.
- # of Openings:** A text input field with the value '1'.

At the top right of the form, there are 'Cancel' and 'Finish' buttons. The 'Finish' button is highlighted with a blue checkmark.

# Create New Requisition

 Cancel

 Finish

## REQUISITION

Job Folder

Pending Approval

# of Openings

1

iCIMS Requisition ID

(blank)

Hiring Manager \*

**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.

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.

Job Status \* Select the appropriate **Job Status** from list. *Tip: Select "Secondment/Temp Reassignment/Temp Appointment" (Contract) if used in "Requisition Type" field.*

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

Grade/USG To (to be used only for career path positions) This field should be left blank unless the position is on a **Career Path**.

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

Job Location \* 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.

Reports to Name \* Indicate the name of the person who this role will report to.

Contingent On Funding Status \* *Tip: All research 105 accounts need to be identified as **Contingent on Funding**.*

Additional Credential Checks Required \* Make appropriate selection from drop-down list.

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

End Date / Total Duration *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%)**

Funding Type 1 \* Select appropriate **Funding Type** from drop-down list.

% of Salary 1 \* Salary can be split between more than one funding source. Total must = 100%.

Funding Source 1 (Order of the attributes: Work Order, Activity) \* 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.

% of Salary 2

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

Principal Investigator 2 (if applicable)

## 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."

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.

No file chosen

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

No file chosen

Complement Select appropriate option.

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

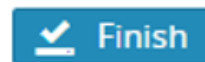
URL to Job Description [Include URL to job description in Staff Listing](#) if known.

Notes and Special Conditions (Use this section to provide any additional details that may be relevant to the job)

Name of Person Being Replaced [Provide the \*\*Name of Person Being Replaced\*\*](#) if known.

## APPROVALS

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



### ⚙️ Edit Approval List

Save **Save & Begin Approval**

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**Edit Approval List**

**ⓘ** This job requisition is pending approval.

Please select the HR Advisor List below, then click on Save and Begin Approval.

- If you just click save, the job is not being considered until you submit it for approval.

Approval Email [Edit Default Message](#)  
Note: If you do not customize the default message, the template for this approval type will be used.

Add Approvers

Approver
-Select-
<input type="text" value="— Type to Search —"/>
-Select-
HR Advisor

[Clear list](#)

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.