

 HR **CONNECT**

...with people, not paper.

POWER USER TRAINING MANUAL

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Welcome to HR Connect

The HR Connect System is located on the PHC Intranet. Please follow the path below to access from your respective Intranet sites:

Fraser Health Authority – From the FH Pulse home page, click “Tools” located at the top left-hand side. Scroll down to “Health Authority Intranets” heading, click **PHC Connect**.

Vancouver Coastal Health – From the VCH Connect home page, at the top left-hand side of the page next to the VCH Connect logo, click link to **PHC Connect**.

Provincial Health Services Authority – From the PHSA On Demand homepage, on the bottom right-hand side of the page under the “Health Authority Intranets” heading, click link to **PHC Connect**.

Once you arrive at the PHC Connect home page, please follow the instructions below.

No login is necessary, as your permissions are set from your Network ID. If you cannot open the site, you may need to update your permissions. Please contact Human Resources at 604-806-8966.

PHCConnect Providence Health Care Intranet Providence Health Care PHC Connect Feedback VCH Connect

Search eDirectory Last name GO Search PHC Connect GO Advanced Advanced

Policies and Manuals Programs and Services Sites Human Resources Learning & Development About PHC

Quick Links - Select a tab to find links for Clinical, Business, Employees, Projects or Web Links.

Clinical Business Services Employees Projects Web Links

- BC Health Authority Shared Services Organization
- Canada Post
- Client Registration and Information Services
- Commitment to Excellence
- Computers, Phones & Technology (including request forms)
- eDirectory
- eProcurement
- Electronic Health Library of British Columbia (e-HLbc)
- Grand and Toy
- HSSBC Supply Chain Policies
- Integrated Protection Services
- Information Access & Privacy Office (IAPO)
- Maintenance Requisitions
- Order Room ID Signage
- Order Signage
- PeopleSoft
- PHC Online Manuals
- Print Health Education Materials
- Printing Requisition Form
- Royal Printers
- Services to Employees
- Sign Up for Courses (CCRS web link)
- SPH Catering
- PHC Strategic Directions 2009-2012

Jobs

- Online Job Postings
- HRConnect

Web Tools

- PHC Web Mail
- PHC / VCH Extranet
- PHC Website
- Classifieds

PHC Emergency Preparedness Plan

Accreditation

In the Spotlight

IN THE SPOTLIGHT

Healthy environments lead to healthier communities - commit to your Summer Conservation Actions today!

With environmental education at the heart of Cut the Carbon Community (C3), our goal is first to build understanding, and then action across FHA, PHC, PHSA and VCH. Join more than 1,500 of your health care colleagues as they connect, exchange ideas and use C3 as a platform to develop action plans to build healthier communities across British Columbia. Full story...

Click here to enter the HR Connect System.

Your HR Connect Home Page

After entering the HR Connect site, you will see this page. Posting information is organized for the User to easily and quickly view their posting and identify where it is in the posting process. Each of these sections will be explained in greater detail throughout the manual.

The screenshot shows the HR Connect Home Page with several sections and callouts:

- Home** (circled in red)
- Contacts/Help** (circled in red)
- 710803: Carrie St. Martin**
- My Activity** sidebar with dropdowns: CostCentres / Staff, Employee Change, Casuals, Forms, OverHires, Posting Activity, Terminations, Hidden Items.
- HRConnect** main content area with a table of postings and callouts:
 - Open for Application** (circled in red): Postings are currently open for employees and/or external candidates to apply. You may only view the applicant list in this section.
 - Qualifying** (circled in red): The posting dates have closed; we are no longer accepting applications. Recruitment is prescreening and/or qualifying applicants for User/Leader review. You may only view the applicant list in this SECsection.
 - Qualifying** (circled in red): The posting dates have closed, no longer accepting applications. Recruitment is qualifying and/or prescreening applicants for User/Leader review. You may only view the applicant list in this section.
 - Ready To Hire** (circled in red): These postings have been qualified and have been released to User/Leader to hire the applicant.
 - Pending New Hires And Transfers** (circled in red): These are completed transfers and new hires that have been submitted to HR. They will fall under pending until Records & Benefits processes through the systems.

Contacts/Help

The screenshot shows the HR Connect Contacts/Help page with the following content:

- Home** (circled in red)
- Contacts/Help** (circled in red)
- My Activity** sidebar with dropdowns: CostCentres / Staff, Employee Change, Casuals, Forms, OverHires, Posting Activity, Terminations, Hidden Items.
- HRConnect** main content area:
 - Should you encounter a system error please click the e-mail link below. To assist in identifying the error, please provide a screenshot of the error page to HR Systems [PH].
 - Important Dates Calendar
 - HRConnect User Training Manual (May 30, 2009)
 - Help files:
 - HR-LR Portfolio 2011.pdf
 - HRConnect Power User Manual.pdf
 - Important HR Dates 2011.doc
 - PHC Orientation Dates-2011.doc
 - PHC PROPERTY RETURN CHECKLIST.pdf
 - Recruitment Portfolio 2011.pdf

The HR Connect User Training Manual will be posted here for easy access, as well as an email link to report any system issues. For posting inquiries, please contact your Recruitment Associate.

My Activity

Home Contacts/Help

My Activity

- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- OverHires
- Posting Activity
- Terminations
- Hidden Items

HRConnect

Open For Application

	Details	PostingNumber	Leader	Replacing	Int/Ext	Posted	DateClosed	Position_Type	Pos #		
▶	Details	PHC11-88690	Lori Nolan	Carrie St. Martin	1 / 1	Internal	10/13/11	HR Recruitment Associate	4141	Cancel	Hide

Qualifying

	Details	PostingNumber	Leader	Replacing	Int/Ext	Posted	DateClosed	Position_Type	Pos #		
▶	Details	PHC11-88691	Lori Nolan	Carrie St. Martin	1 / 0	Internal	01/01/11	HR Recruitment Associate	4141	Cancel	Hide

My Activity: The panels on the left side of the page are specific to the User. Each tab provides the User the ability to view and/or perform a number of transactions (e.g. view staff lists, process a termination, request a posting etc.) These functions will be explained through out this manual.

	Details	PostingNumber	Leader	Replacing	Int/Ext	Posted	DateClosed	Position_Type	Pos #		
▶	Details	PHC11-88693	Lori Nolan	Carrie St. Martin	1 / 0	Internal	01/01/11	HR Recruitment Associate	4141	Cancel	Hide

Hires And Transfers

	Posting	Leader	Selected	StartDate	Position	Pos #		
▶	PHC11-88692	Lori Nolan	Adam Ryvers	10/14/2011	HR Recruitment Associate	4141	Cancel	Hide

Viewing Your Cost Centres and Staff Lists

Home Contacts/Help

My Activity

- CostCentres / Staff
- CostCentres / Stafflist

StaffList

71200001-400 / HR Leadership Administration

Options	Name	Desc.	Pos #	Hours	Rate	FTE	Status
Terminate Post Change		HR Receptionist	4706	37.50		1.00	Regular Full Time-Primary
Terminate Post Change		Leader People Strategies	7576	37.50		1.00	Regular Full Time-Primary

71204000-400 / Labour Relations, Compensation/Classification

71209903-400 / Recruitment and Retention

To view your cost centres and staff lists, click on the **Cost Centres/Staff** Tab on the left side of the page. Click on **Cost Centres** to bring up all of your Cost Centres. Click on the **(+)** to expand the appropriate centre to reveal all staff in that cost centre (regular, Over hire and casual). You may terminate, post or change the employee status from this list. These functions will be explained later in the manual. This information is updated every 24 hours.

MISSING ~ if this reads "missing" or "0", this indicates that the employee has casual status.

Employee Change Request

In this section, the User is able to initiate various employee change requests. Please follow the below instructions for each change request option:

Home Contacts/Help

My Activity

- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- Posting - Replacement
- Posting - New
- Termination
- Employee Change
- Position Change
- OverHire
- Casual
- OverHires
- Posting Activity
- Terminations
- Hidden Items

Employee Change Request

st. martin

Select Employee	PosDescription	Pos #	HomePos	FTE
St. Martin, Carrie	HR Associate Recruitment	4141	P	1.00

You have selected to work with in position .
Please press proceed to continue.

Similar to other request forms, user enters the last name of the employee and clicks **SEARCH**. Below is a confirmation of the selected employee. Click **CONTINUE** to proceed.

NOTE: This is a search of all employees at PHC. Please ensure you are selecting the correct employee. Contact your Recruitment Associate if you have questions.

Regular to Casual ~ An employee is transferring from regular status to casual status. If this employee intends to port their benefits to another organization please complete a termination and rehire form ~ you may contact Records & Benefits if you have questions.

Casual to Casual ~ An employee is transferring from one casual pool to another casual pool on a permanent basis. A form is not needed if the employee is simply picking up shifts in a different department. You may also use this form to transfer an employee from one position to another (ie. RCA to LPN).

Home Contacts/Help

My Activity

- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- OverHires
- Posting Activity
- Terminations
- Hidden Items

HRConnect

Selected Individual:

Replacement For You:

Department: Employee ID:

Position: Number:

Reports To:

Classification: Cost Centre -

Union: PHC Mgt Site:

Job Desc. Job Code: FTE:

Status: F Home Pos:

Notify following individual of this change:

Maureen Guichon Carrie St. Martin

Individual going to:

Reason for Change:

Effective Date:

Status:

Department: Job Title:

Select

HR Recruitment Associate

Recruitment Advisor

Notify: Maureen Guichon Carrie St. Mart

Authorized By:

NOTE: If transferring LPN to RN, please complete the form and contact your Recruitment Associate regarding a reference check.

Return to Former Position ~ An employee has completed their temporary assignment and needs to be returned to primary base position OR if employee is returning during the qualifying period. **To complete this change request, you must have the position number. Please contact Records & Benefits to obtain the number if you do not have it.**

Employee Change ▾
 Casuals ▾
 Forms ▾
 OverHires ▾
 Posting Activity ▾
 Terminations ▾
 Hidden Items ▾

Replacement For You:

Department: Employee ID:

Position: Number:

Reports To:

Classification: Cost Centre -

Union: PHC Mgt Site:

Job Desc. Job Code: FTE:

Status: R F Home Pos:

Notify following individual of this change:
 Maureen Guichon Carrie St. Martin

Individual going to:
 Reason for Change: End of Temp Assignment
 Within a Qualifying Period

Effective Date:

You have selected the option to return to former position.
 Please enter the position number:

Replacement For: Vacant **Employee ID:** vacant
Department: Recruitment and Retention **Number:** 5601
Position: HR, Recruitment Associate **Centre:** 71209903 -400
Classification: R4 **Union:** N/C/XPC **Site:** Hornby
Job Desc.: 000841 **Job Code:** 900629
Home Pos: P **Status:** R/F
FTE: 1.00

Reports To:
 Lookupform

Notify: Maureen Guichon Carrie St. Martin

Authorized By:

Additional Responsibilities & End Additional Responsibilities ~ These are for excluded employees only. Please contact your Recruitment Associate if you have questions.

Home Contacts/Help

My Activity
 CostCentres / Staff ▾
 Employee Change ▾
Employee Change
 Requests
 Employee Change Form

Casuals ▾
 Forms ▾
 OverHires ▾
 Posting Activity ▾
 Terminations ▾
 Hidden Items ▾

Employee Change Requests

Employee Change Requests

Requested	Name	Requestor	From Dept.	To Dept.	EffectiveDate	Assuming Position	Status
No records to display.							

Processed

Requested	Name	Requestor	From Dept.	To Dept.	EffectiveDate	Assuming Position	Status
No records to display.							

Cancelled

Requested	Name	Requestor	From Dept.	To Dept.	EffectiveDate	Assuming Position	Status
6/16/2011	Adam Ryvers	Lori Nolan	71209903-400	71209903-400	Jul 7 2011 12:00AM	000841 HR Recruitment Associate	Hide

All Employee Change requests are stored here until Records & Benefits has processed the request through HRIS.

Position Change Request

In this section, the User is able to update the reports to for a position or inactivate a vacant position.

You have two options to search when processing a position change request; you may search by last name or position number. Once you have chosen the correct employee, click continue

Home Contacts/Help
710803: Carrie St. Martin

My Activity

- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- Posting - Replacement
- Posting - New
- Termination
- Employee Change
- Position Change
- OverHire
- Casual
- OverHires
- Posting Activity
- Terminations
- Hidden Items

HRConnect

Last name or position Number:

Select Employee	Position	Pos #	HomePos	FTE	Department
St. Martin, Carrie	HR Associate Recruitment	4141	P	1.00	Recruitment & Retention

Page size: 10 1 items in 1 pages

HR Associate Recruitment
 Carrie St. Martin | 710803

Cost Centre: 71209903 400 Department: Recruitment & Retention
 Job Code: 900827 Pos Num: 4141
 Job Desc Code: 000841 FTE: 1.00
 Union: PHC Mgt Home Site: Hornby
 Status: (P) R F

Update Reports To ~ You may complete this form if a position is no longer reporting to you. Select Update Reports To in the dropdown and type in the last name to search and choose the new Manager/Leader to whom the position will report.

Home Contacts/Help
710803: Carrie St. Martin

My Activity

- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- OverHires
- Posting Activity
- Terminations
- Hidden Items

HRConnect

Selected Position:

Current Incumbent:

Department: Employee ID:

Position: Number:

Reports To:

Classification: Cost Centre: -

Union: N/C XPC Site:

Job Desc. Job Code: FTE:

Status: R F Home Pos:

Notify following individual of this change:
 Maureen Guichon Carrie St. Martin Sarwat Naz

Position Change Requested:

Reason for Change:

Effective Date:

New Reports To Position:

Notes:

Please Indicate Person Replaced and Additional Compensation

Action :

Reason Code:

Notify: Maureen Guichon Carrie St. Martin Sarwat Naz

Authorized By:

Inactivate Vacant Position ~ If you no longer require a position or it is no longer in your budget, you may complete this form. Select Inactivate Vacant Position in the dropdown and enter an effective date.

My Activity

- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- OverHires
- Posting Activity
- Terminations
- Hidden Items

HRConnect

Selected Position:

Current Incumbent:

Department: Employee ID:

Position: Number:

Reports To:

Classification: Cost Centre: -

Union: Site:

Job Desc. Job Code: FTE:

Status: Home Pos:

Notify following individual of this change:
 Maureen Guichon Carrie St. Martin Sarwat Naz

Position Change Requested:

Reason for Change:

Effective Date:

Notes:

Action:

Reason Code:

Notify: Maureen Guichon Carrie St. Martin Sarwat Naz

Authorized By:

NOTE: You should only complete this form if the position is vacant.

Requesting Casuals

You have two options to search when posting a casual position; you may search by employee/position or by department. While searching with either option, a list will appear that matches your search criteria (employee names, position numbers or jobs from the specified cost centre).

- Employee Change
- Casuals
- Forms
- Posting -
- Replacement
- Posting - New
- Termination
- Employee Change
- OverHire
- Casual**
- Reports To Change
- OverHires
- P
- Terminations
- Hidden Items

By Employee or Position

Last name or position Number:

Select Employee	Position	Pos #	HomePos	FTE	Department
St. Martin, Carrie	HR Associate Recruitment	4141	P	1.00	Recruitment & Retention

Page size: 10 1 items in 1 pages

HR Associate Recruitment
Carrie St. Martin | 710803

Cost Centre: 71209903 400 Department: Recruitment & Retention
 Job Code: 900827 Pos Num: 4141
 Job Desc Code: 000841 FTE: 1.00
 Union: PHC Mgt Home Site: Hornby
 Status: (P) R F

In either of these instances, click on the appropriate option, review the information that appears below and confirm selection by clicking on **CONTINUE**.

You need to create the casual request based on a regular line; the status will change to casual after you've clicked **CONTINUE**.

NOTE: Casual requests can only be created from regular lines.

- My Activity
- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- Posting - Replacement
- Posting - New
- Termination
- Employee Change
- OverHire
- Casual
- OverHires
- Posting Activity

Casual Request

By Employee or Position | By Department

Recruitment and Retention | Please Select Department

Select	FTE	Job Code	Job Desc Code
Recruitment Advisor	1.00	900203	000904
HR Recruitment Associate	1.00	900629	000841
HR Recruitment Associate	1.00	900827	000841

HR Recruitment Associate
Recruitment & Retention

Cost Centre: 71209903400 | Job Desc Code: 000841
 Wage Range: 04 | Job Code: 900827
 FTE: 1.00

NOTE: If you do not have a regular base line position in your cost centres matching the casual position you would like to hire into, please contact your Recruitment Associate.

In all three options for posting (casual, replacement and new), you will see the two 'Multisite' dropdown boxes. If you have individuals working in a lower mainland consolidation multisite position (ie. HIM), please use LMC Multi-site dropdown bar.

- Employee Change
- Casuals
- Forms
- OverHires
- Posting Activity
- Terminations
- Hidden Items

Creating New Casual Requests For Job Description Code: 000841

Position: HR Recruitment Associate | Position Number: Casual
 Job Desc Code: 000841 | Job Code: 900629
 Classification: R4 | Union: N/C
 replacement for: Casual | Reason: Casual
 Request Type: Casual | FTE: 0

Required Information:
 Department: SPH-Labour Relations Con | Status: Casual
 Hours: Select
 Base Site: Select
 Starting: | Post On: |
 Ending: |
 PHC Multisite: PHC Multisites | LMC Multisite: |

Rotation:
 Days
 Days/Evenings Rotating
 Days/Nights Rotating

Notify:
 Carrie St. Martin

Work area:

Rationale for request:

Required Number of Casual: Select
 Authorization Name: Select

Abbotsford Regional Hospital

BCCA - Fraser Valley Centre

BCCA - Vancouver Island Centre

Central City

Eagle Ridge Hospital

Fraser Canyon Hospital

Howe

Lions Gate Hospital

Peace Arch Hospital

Richmond Hospital

Royal Columbian Hospital

St. Mary's Hospital

UBC Hospital

BC Children's & Women's Hosp

BCCA - Southern Interior Cntr

Burnaby Hospital

Chilliwack General Hospital

East Transcription HUB

G.F. Strong

JP Surrey OutPatient Centre

Mission Memorial Hospital

Pemberton Health Centre

Ridge Meadows Hospital

Shared Serv Scanning HUB

Sunny Hill Hospital

Vancouver General Hospital

BCCA - Abbotsford Centre

BCCA - Vancouver Centre

Cambie Transcription HUB

Delta Hospital

Forensics

Gibsons Health Unit

Langley Memorial Hospital

North Transcription HUB

Powell River General Hospital

Riverview

Squamish General Hospital

Surrey Memorial Hospital

VCMH 520

Complete the required information and click **CREATE CASUALS**. A confirmation page will appear, it will include a link to where the requests are held.

You may create up to 8 casual postings from one request form. Please use drop down box to select number required.

Creating a Posting

Home Contacts/Help

My Activity

- CostCentres / Staff
- Employee Change
- Casuals
- Forms**
 - Posting - Replacement
 - Posting - New
 - Termination
 - Employee Change
 - OverHire
 - Casual
- OverHires
- Posting Activity
- Terminations
- Hidden Items

HRConnect

Open For Application

Details	PostingNumber	Leader	Replacing	Int/Ext	Posted	DateClosed	Position_Type	Pos #		
> Details	PHC11-88690	Lori Nolan	Carrie St. Martin	1 / 1	Internal	10/13/11	HR Recruitment Associate	4141	Cancel	Hide

Qualifying

Details	PostingNumber	Leader	Replacing	Int/Ext	Posted	DateClosed	Position_Type	Pos #		
> Details	PHC11-88691	Lori Nolan	Carrie St. Martin	1 / 0	Internal	01/01/11	HR Recruitment Associate	4141	Cancel	Hide

Ready To Hire

No records to display.

Pending New Hires And Transfers

Details	RecordID	Posting	Leader	Selected	StartDate	Position	Pos #		
Details	88693	PHC11-88693	Lori Nolan	Teresa Pagua	7/18/2011	HR Recruitment Associate	4141	Cancel	Hide
Details	88692	PHC11-88692	Lori Nolan	Adam Ryvers	10/14/2011	HR Recruitment Associate	4141	Cancel	Hide

Click on **FORMS** to expand the menu. Depending on the type of posting you wish to complete, there are two options:

Posting - Replacement: To post a current employee's position.

Posting - New: To post an entirely new position. Please forward Director approval to your Recruitment Associate if posting a newly budgeted position.

Posting To Replace an Employee

Home Contacts/Help

My Activity

- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- Posting - Replacement**
- Posting - New
- Termination
- Employee Change
- OverHire
- Casual

Posting - Replacement Request

Last name or position Number:

Type in the employee's **LAST NAME OR POSITION NUMBER** and click **LOOKUP**. You may type a single letter for a longer list of employees.

NOTE: If you are posting a position that was previously occupied by a now terminated employee, you will have to use the position number to post the vacancy.

Home Contacts/Help

My Activity

- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- Posting - Replacement**
- Posting - New
- Termination
- Employee Change
- OverHire
- Casual

Posting - Replacement Request

Last name or position Number:

Select Employee	Position	Pos #	HomePos	FTE	Depart
	HR Associate Recruitment	4141	P	1.00	Recru
	Human Resources Advisor	8435	P	0.50	Labour
	Labour Relations Analyst	8466	P	1.00	Labour Relations Comp-Class
	Labour Relations Coordinator	5839	P	1.00	Labour Relations Comp-Class

A list of employees will appear. Select the employee you wish to replace by clicking on their **NAME**.

NOTE: Choose only the Primary incumbent for the position being posted. Contact your Recruitment Associate if you have questions.

Home Contacts/Help

My Activity

CostCentres / Staff

Employee Change

Casuals

Forms

Posting - Replacement Request

Last name or position Number:
s

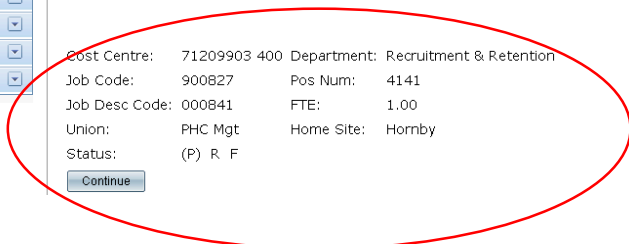
Select Employee	Position	Pos #	HomePos	FTE	Department
St. Martin, Carrie	HR Associate Recruitment	4141	P	1.00	Recruitment & R
So		8435	P	0.50	Labour Relations Comp-Class
Sir		8466	P	1.00	Labour Relations Comp-Class
Sn		5839	P	1.00	Labour Relations Comp-Class

Page size: 10 4 items in 1 pages

HR Associate Recruitment
Carrie St. Martin |

Cost Centre: 71209903 400 Department: Recruitment & Retention
Job Code: 900827 Pos Num: 4141
Job Desc Code: 000841 FTE: 1.00
Union: PHC Mgt Home Site: Hornby
Status: (P) R F

Once you have clicked on the name, a detailed description of the position will appear below. Once you are certain that this is the position to post, click **CONTINUE**.



If this information is incorrect, please contact your Recruitment Associate, as all records are generated through PeopleSoft.

PHC Connect Human Resources HRConnect

Home Contacts/Help

My Activity

CostCentres / Staff

Employee Change

Casuals

Forms

OverHires

Posting Activity

Terminations

Hidden Items

Posting - Replacement Request

Posting Request

Replacement For You:

Department: Employee ID:

Position: Number:

Reports To:

Classification:

Union: / Site:

Job Desc: Job Code: FTE:

Status: / Home Pos:

Required Information:

Post Reason:

Status:

Post On:

Start Date:

Hours:

FTE:

Reports To:

Post External:

Authorization:

PHC Multisite: LMC Multisite:

Rotation

Days Evenings Rotating

Days/Evenings Rotating Nights Weekends, Stats

Days/Nights Rotating

Days Off

Monday Thursday Sunday EDOs (HSP/NBA)

Tuesday Friday Stats Rotating

Wednesday Saturday

Notify:

Maureen Guichon Carrie St. Martin Sarwat Naz

Notes: Work Area:

The Posting Request form auto-populates, using the information from the employee being replaced. Before posting the position, please complete the **REQUIRED INFORMATION**. Once you are done, click **POST THIS JOB**.

REPORTS TO: This should default to Managers/Leaders name. You may also type in the name of the individual that this person reports to.

Click this box if you would like the position to be posted externally and internally concurrently.

Click "Post This Job" to complete the form. You will be reminded if you forgot to complete the required information.

NOTE: The **Required Information** is vital to ensure the posting is posted correctly. Please make sure to include whether the posting is for temporary or regular replacement, hours of work, days-off, work area and/or if there are any special notes to communicate to Recruitment.

- My Activity
- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- OverHires
- Posting Activity
- Terminations
- Hidden Items

Posting - Replacement Request

Your Posting Request has been sent to:
Nursing Staff Scheduling
Human Resources will contact you if there are any questions.
You may review or cancel your Posting - Replacement Request [HERE](#)

Date Requested: 10/31/2011 9:25:46 AM
 Empl Name: Carrie St. Martin Empl ID: 710803
 Pos. Title: HR Recruitment Associate Pos.# 4141
 Job Code: 000841 Union: N/C
 Cost Centre: 71209903 -400 Dept Descp: Recruitment and Retention
 Reports To: 5599
 Multi Site
 Posting Reason: Replacement Work Area:
 FTE: 1 Site: Hornby
 Rotation: Rotating Status: Regular Full Time
 Post On: 10/25/2011 Days off: Rotating
 Post External: Post Regular Start date: 10/25/2011
 Hours: 0700-1500
 Notes:

This is the confirmation page that will appear once your request has been submitted. Click **HERE** if you wish to see all your posting requests. You may click on **HOME** to go back to the Main Page.

Posting a New Position – Three Options

- My Activity
- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- Posting - Replacement
- Posting - New
- Termination
- Employee Change
- OverHire
- Casual

Posting - New Position Request

By Employee or Position | By Department | All Positions at PHC

Last name or position Number:

Option 1: If the new position is the same as another employee/position number in your cost centre, click on the "By Employee or Position" Tab. Type in the requested information.

- My Activity
- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- Posting - Replacement
- Posting - New
- Termination
- Employee Change
- OverHire
- Casual

Posting - New Position Request

By Employee or Position | By Department | All Positions at PHC

Select Please Select Department

Select	Job Code	Job Desc Code
HR Leadership Administration		
Labour Relations, Compensation/Classification		
Recruitment and Retention		

Option 2: If you do not know the employee or position number, but have such existing positions in your cost centres, click on the "By Department" Tab. Select appropriate position from the drop down menu.

- My Activity
- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- Posting - Replacement
- Posting - New
- Termination
- Employee Change
- OverHire
- Casual

Posting - New Position Request

By Employee or Position | By Department | All Positions at PHC

All Positions at PHC:

Criteria

Select	Job Desc. Code	Union	Job Code	classification
Lab Assistant 2 Data Entry Clk	000180	HEU	900134	SD18
Unit Coord/Bking and Schding Clk	000312	HEU	900972	SB16

Option 3: If the position is outside your cost centre, but is a position at PHC, click on the "All positions at PHC" Tab. Indicate the type of position you wish to post.

Note: When requesting a New Position with this option, you must consult with the Compensation and Classification Dept. to determine which position you may need for your department. They will supply you with the correct information to proceed with this request.

Home Contacts/Help

My Activity

- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- Posting - Replacement
- Posting - New**
- Termination
- Employee Change
- OverHire
- Casual
- OverHires
- Posting Activity

Posting - New Position Request

By Employee or Position | By Department | All Positions at PHC

Recruitment and Retention | Please Select Department

Select	FTE	Job Code	Job Desc Code
Recruitment Advisor	1.00	900203	000904
HR Recruitment Associate	1.00	900629	000841
HR Recruitment Associate	1.00	900827	000841

HR Recruitment Associate
Recruitment & Retention

Cost Centre: 71209903400 Job Desc Code: 000841
Wage Range: 04 Job Code: 900629
FTE: 1.00

For all three options, once you have indicated the search criteria, a list will appear with either the employee name or the job title. Click on the name, or job title you wish to post. A short description will appear below. Confirm this is the position you wish to post, and click **CONTINUE**.

My Activity

- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- OverHires
- Posting Activity
- Terminations
- Hidden Items

Posting - New Position Request

You Are Currently Creating A New Position Request

Replacement For You:

Department: Employee ID:

Position: Number:

Reports To:

Classification: Cost Centre: -

Union: / Site:

Job Desc: Job Code: FTE:

Status: R / F Home Pos: P

Posting Required Information:

Post Reason: Reports To:

Department: Base Site:

Status:

Post On:

Hours:

FTE:

Authorization:

Notes:

Post External:

Work Area:

PHC Multisite: LMC Multisite:

Rotation:

Days Evenings Rotating

Days/Evenings Rotating Nights Weekends, Stats

Days/Nights Rotating

Days Off:

Monday Thursday Sunday EDOs (HSP/NBA)

Tuesday Friday Stats Rotating

Wednesday Saturday

Notify:

Maureen Guichon Ca

Similar to replacing a current employee, the form has auto-populated the position data. User must complete the required fields and click **NEW POSITION REQUEST**.

REPORTS TO: This should default to Managers/Leaders name. You may also type in the name of the individual that this person reports to.

Home Contacts/Help

My Activity

- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- OverHires
- Posting Activity
- Posting Requests**
- Active Postings
- Transfers & New Hires

Posting Requests

New Position Posting Requests

Department	Job Title	Poston Date	Start Date
No records to display.			

Replacement Posting Requests

Department	Job Title	Poston Date	Start Date	Pos #	Replacing		
Recruitment and Retention	HR Recruitment Associate	11/05/11	11/05/11	4141	Carrie St. Martin	Cancel	Hide

You may review your posting requests here. The requests remain here until Recruitment has posted the request internally/externally.

The Posting Process – Open for Application

Home Contacts/Help 710002: Carrie St. Martin

My Activity

- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- OverHires
- Posting Activity
- Terminations
- Hidden Items

HRConnect

Open For Application

	Details	PostingNumber	Leader	Replacing	Int/Ext	Pos
>	Details	PHC11-88690	Lori Nolan	Carrie St. Martin	1 / 1	Inter

After HR has completed the posting request, the posting will move to **OPEN FOR APPLICATIONS** – it is available for people to apply. You may only view applicants in this section.

Qualifying

	Details	PostingNumber	Leader	Replacing	Int/Ext	Posted	DateClosed	Position_Type	#		
>	Details	PHC11-88691	Lori Nolan	Carrie St. Martin	1 / 0	Internal	01/01/11	HR Recruitment Associate	4141	Cancel	Hide

The Posting Process – Qualifying

Qualifying – For Internal Applicants

Home Contacts/Help

My Activity

- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- OverHires
- Posting Activity
- Terminations
- Hidden Items

HRConnect

Open For Application

	Details	PostingNumber	Leader	Replacing	Int/Ext	Posted	DateClosed	Position_Type	Pos #		
>	Details	PHC11-88690	Lori Nolan	Carrie St. Martin	1 / 1	Internal	10/13/11	HR Recruitment Associate	4141	Cancel	Hide

When the posting closes, the record moves to **QUALIFYING**. HR reviews the internal applicants. HR releases the record to User when qualifying process is complete.

Qualifying

	Details	PostingNumber	Leader	Replacing	Int/Ext	Posted	DateClosed	Position_Type	Pos #		
>	Details	PHC11-88691	Lori Nolan	Carrie St. Martin	1 / 0	Internal	01/01/11	Associate	4141	Cancel	Hide

Users can track the amount of internal and external applicants for the postings.

Ready To Hire

	Details	PostingNumber	Leader	Replacing	Int/Ext	Posted	DateClosed	Position_Type	Pos #		
>	Details	PHC11-88693	Lori Nolan	Carrie St. Martin	1 / 0	Internal	01/01/11	HR Recruitment Associate	4141	Cancel	Hide

Pending New Hires And Transfers

	Details	RecordID	Posting	Leader	Selected	StartDate	Position	Pos #		
Details	88692	PHC11-88692	Lori Nolan	Adam Ryers	10/14/2011	HR Recruitment Associate	4141	Cancel	Hide	

Qualifying – For External Applicants

Recruitment will prescreen external applicants and notify User when applicant list is ready to be reviewed. User may interview shortlisted applicants and proceed as per below options.

Check References: Once User has interviewed, this will send an automated email to Recruitment. If the references are satisfactory, Recruitment will move the record to READY to HIRE.

References Completed By User: If User has completed reference check on applicant, they may forward references to Recruitment.

Not Pursuing: User has the option to decline pursuing shortlisted applicants.

Applicant Declined: Applicant has contacted User and declined interview/offer.

Not Interviewed: User did not interview applicant.

Active Postings

nolan Search Just show me postings with applicants

Vacant Postings

Drag a column header and drop it

PostingNumber	Details
PHC11-88690	Edit / Print / Int / Ext
PHC11-88691	Edit / Print / Int / Ext
PHC11-88692	Edit / Print / Int / Ext
PHC11-88693	Edit / Print / Int / Ext
PHC11-88694	Edit / Print / Int / Ext
PHC11-88695	Edit / Print / Int / Ext

New Hire Pending Postings

Drag a column header and drop it

PostingNumber	Details
No records to display.	

Transfer Pending Postings

Drag a column header and drop it

PostingNumber	Details
No records to display.	

Cancel Requests

Drag a column header and drop it

Requested	Not Requested
No records to display.	

HRConnect

External Applicant: Sara Cubberley [Print This Page](#)

Once an interview has been completed please indicate the outcome using the buttons below.
Please indicate if not interviewed.

Sara Cubberley

[resume](#)
[Online Resume and Pre-Screen](#)

Notes:

Note: Once the transaction has been processed (if posting is at Open for Application, Qualifying or Ready to Hire), users may request for a cancellation if required. To do so, please click "Cancel".

The Posting Process – Ready to Hire

Hiring Internally – Transfers

Home Contacts/Help

My Activity

- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- OverHires
- Posting Activity
- Terminations
- Hidden Items

HRConnect

Open For Application

Details	PostingNumber	Leader	Replacing	Int/Ext	Posted	DateClosed	Position	Pos #	Cancel	Hide
Details	PHC11-88690	Lori Nolan	Carrie St. Martin	1 / 1	Internal	10/13/11	HR Recruitment Associate	4141	Cancel	Hide

Qualifying

Details	PostingNumber	Leader	Replacing	Int/Ext	Posted	DateClosed	Position_Type	Pos #	Cancel	Hide
Details	PHC11-88691	Lori Nolan	Carrie St. Martin	1 / 0	Internal	01/01/11	HR Recruitment Associate	4141	Cancel	Hide

Ready To Hire

Details	PostingNumber	Leader	Replacing	Int/Ext	Posted	DateClosed	Position_Type	Pos #	Cancel	Hide
Details	PHC11-88693	Lori Nolan	Carrie St. Martin	1 / 0	Internal	01/01/11	HR Recruitment Associate	4141	Cancel	Hide

For **INTERNAL** applicants, the record is moved from **QUALIFYING** to **READY TO HIRE** when HR has completed the qualifying for the applicants. Before it has been qualified, users may view the applicant list only.

Home | Contacts/Help

My Activity

- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- OverHires
- Posting Activity
- Terminations
- Hidden Items

HRConnect

Open For Application

Details	PostingNumber	Leader	Replacing	Int/Ext	Posted	DateClosed
No records to display.						

Qualifying

HR Recruitment Associate | 0 - PHC11-88941 [Print](#)

Ready To Hire

Leader: Lori Nolan

Type: TERMINATION Last Updated: 8/4/2011 FTE: 1 Status: Regular Full Time

Post By: 5/11/2011 12:00:00 AM Posted: 5/11/2011 Union: N/C Number:

Reports To: 0

Status: Vacant Closes: 5/8/2011 Class: R4 Job Desc. Code: 000841

Recruiting Internally: Ready to Hire: Start Date: 5/11/2011 Job Code: 900629

Recruiting Externally: Post External: End Date: Return Of Incumbent:

Successful Applicant: Decision Pending Replacing: New Position

Location: SPH Recruitment & Retention 71209903 L 400 Horshy

Work Area: H
Rotation: D
Hours: O
Multi Site: S
Days Off: S

Click on the (➤) to view all internal applicants. You may now proceed with hiring your internal applicant by clicking on **DETAILS**

Scroll down the page to the **READY TO HIRE** section. Click on **DETAILS** button beside the posting number to view posting information.

Home | Contacts/Help 710803: Carrie St. Martin

My Activity

- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- OverHires
- Posting Activity
- Terminations
- Hidden Items

HRConnect

Open For Application

Details	PostingNumber	Leader	Replacing	Int/Ext	Posted	DateClosed	Position_Type	Pos #		
➤ Details	PHC11-88690	Lori Nolan	Carrie St. Martin	1 / 1	Internal	10/13/11	HR Recruitment Associate	4141	Cancel	Hide

Qualifying

MS Teresa Pagua | 709352 [Hire!](#)

MS Teresa Pagua | 709352

Seniority: 0.00 SenrDate(BCNU)

Qualified: Equivalency Statement noted

Resume: No Resume Attached

Cover:

HR Comments:

Position: Recruit
Department: Recruit
FTE: 1.00
TYPE: R - F
Affil: PHC Mg
Employee / Position E
Hired:
Est. Term:
Home Pos: P

A pop-up will appear with the applicant information. You may also review the resume if it has been submitted. Click **HIRE** to proceed with the transfer.

Home | Contacts/Help 710803: Carrie St. Martin

My Activity

- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- OverHires
- Posting Activity
- Terminations
- Hidden Items

Transfer Form

Please select the appropriate education options.
NEO is mandatory for all new employees.
*Please note that you must select N/A if the user is not required to attend.

Name: Teresa Pagua Job Title: HR Recruitment Associat

Dept: Recruitment and Retentio Location: Recruitment

NEO: N/A Exceptions:

GNO: N/A Exceptions:

[Sign Up](#)

Please select the appropriate orientation. If no orientation is required, please select **N/A** to proceed.

Click **SIGN UP**, this page will refresh and you will then need to click **CONFIRM** to proceed.

- My Activity
- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- OverHires
- Posting Activity
- Terminations
- Hidden Items

Transfer Form

Today: 10/31/2011 9:42:51 AM

Successful Applicant: R

From Position/Department

Position: **Recruitment Advisor**
 Number: 6219
 Cost Centre: 71209903 -400 Site: Hornby
 Job Desc. Code: 000904 Job Code: 900203
 Reports To:
 End Date: Status: Regular Full Time
 Union: PHC Mgt FTE: 1.00
 Home Pos: P

To Posting: PHC11-88941

Position: **HR Recruitment Associate**
 Replacing: New Position Position #: 0
 Reports To: 0
 Status: Regular Full Time Site: Hornby
 FTE: 1 Job Code: 900629
 End Date: Cost Centre: 71209903-400
 Multi Site: Job Desc: 000841
 Union: N/C

Start Date: 11/1/2011

Notify the following users
 (Leaders in original cost centre with be automatically notified of this transfer):
 Maureen Guichon Carrie St. Martin Sarwat Naz

Education
 No Education Dates listed
 Authorized By: Select

Approve Transfer

The transfer form is auto-populated. You must provide the **start date**. Indicate who should receive a confirmation by clicking on their name. Click on **APPROVE TRANSFER** when you are done.

- My Activity
- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- OverHires
- Posting Activity
- Terminations
- Hidden Items

HRConnect

Transfer Request Submitted Successfully To Human Resources

Your Transfer Request will be sent to:
 Nursing Staff Scheduling
 No users were selected to this transaction.
 Human Resources will contact you if there are any questions.
 You may review your Transfer [HERE](#).
 If you wish to cancel this transfer please contact your recruitment a:

Date Requested: 10/31/2011 9:44:22 AM
 Posting#: PHC11-88941
 Employee Name
 Position Title: HR Recruitment Associate
 Position Number: 0
 Start Date: 11/1/2011
 End Date:
 Job Code: 900629
 Union: N/C
 Dept. Description: 71209903
 Cost Centre: 71209903-400
 Base Site: Hornby
 Status: Regular Full Time
 Autonotified: Inolan@providencehealth.bc.ca
 cstmartin@providencehealth.ca
 Posting: PHC11-88941
 Successful App: f
 StartDate: 11/1/2011

This is the Confirmation Page. Click **HERE** if you wish to review the request.

Hiring Externally – New Hire

Home Contacts/Help 710803: Carrie St. Martin

My Activity

- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- OverHires
- Posting Activity
- Terminations
- Hidden Items

HRConnect

Open For Application

Details	PostingNumber	Leader	Replacing	Int/Ext	Posted	DateClosed
No records to display.						

Qualifying

Details	PostingNumber	Leader	Replacing	Int/Ext	Posted	DateClosed	Position_Type
>	PHC11-88929		New Positon	0 / 0	External	08/10/11	Recruitment P

Ready To Hire

Details	PostingNumber	Leader	Replacing	Int/Ext	Posted	DateClosed	Position_Type
>	PHC11-89002	Carrie St. Martin	Carrie St. Martin	0 / 1	External	10/25/11	HR Recruitm

External Applicants

Applicant	Telephone	Cell	Email	App Date	References	Notes
Eileen Evens	604-806-9045		eileen_e@hotmail.com	10/31/2011 9:40:14 AM	<input checked="" type="checkbox"/>	

Pending New Hires And Transfers

Details	RecordID	Posting	Leader	Selected	StartDate	Position
>	88941	PHC11-88941	Lori Nolan	Rubina Gursharon Kaur Mahal	11/1/2011	HR Recruitment

User will receive an email or phone call from Recruitment about the outcome of references for the external applicant. If the references are satisfactory, the record is moved to **READY TO HIRE**. User can select the applicant to hire by clicking on **DETAILS**.

Home Contacts/Help 710803: Carrie St. Martin

My Activity

- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- OverHires
- Posting Activity
- Terminations
- Hidden Items

HRConnect

External Applicant: Eileen Evens [Print This Page](#)

Hire!

Eileen Evens
 Address: 1190 Hornby Street
 Vancouver, British Columbia, V6Z 2K5, Canada
 Tel: (604)-806-9045 | Cel:
 Email
[RESUME...](#)
[Online Resume and Pre-Screen](#)

A pop-up window will appear with applicant information. You will see prescreen as well as employee information. Click on **HIRE** to proceed.

Pos #	Cancel	Hide
0	Cancel	Hide
4141	Cancel	Hide
Pos #	Cancel	Hide
0	Cancel	Hide

Home Contacts/Help

My Activity

- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- OverHires
- Posting Activity
- Terminations
- Hidden Items

HRConnect

New Hire Form

You are currently in the process of hiring an external candidate that has met the requirement of HR Recruitment. At the bottom of this form, please indicate if you will be setting up any orientation schedules. Please select the appropriate education options. NEO is mandatory for all new employees.
 *Please note that you must select N/A if the user is not required to attend.

Name: Eileen Evens Job Title: HR Recruitment Associat
 Dept: Recruitment and Retentior Location: Hornby
 NEO: N/A Exceptions:
 GNO: N/A Exceptions:

No Education Dates listed

You are required to identify the orientation date(s) for New Employee Orientation and General Nursing Orientation, if required. Please select the appropriate dates, click **SIGN UP** and then **CONFIRM** when you are done.

- My Activity**
- CostCentres / Staff ▾
 - Employee Change ▾
 - Casuals ▾
 - Forms ▾
 - OverHires ▾
 - Posting Activity ▾
 - Terminations ▾
 - Hidden Items ▾

HRConnect

New Hire Form

You are currently in the process of hiring an external candidate that has met the requirement of HR Recruitment. At the bottom of this form, please indicate if you will be setting up any orientation schedules.

Posting:

Leader: Carrie St. Martin Number: PHC11-89002
 RecordID: 10/31/2011 9:39:27 AM

Position Info:

Position: HR Recruitment Associate Pos. Number: 4141
 Job Code: 900629 Job Desc. Code 000841
 WrkUnion: N/C Replacing Carrie St. Martin
 Reports To: 5599

Location:

Base Site: Hornby Department: Recruitment and Retention
 Work Area: Recruitment Cost Centre: 71209903 -400

Status:

Status: Regular Full Time FTE: 1
 DaysOff: Rotating
 Hours: 0700-1500

Start Dates:

Start Date:

End Date:

Notify:

Maureen Guichon Carrie St. Martin Sarwat Naz

Education

No Education Dates listed

Authorized By:

The **NEW HIRE** form will appear after you have completed the orientation page. All information is auto-populated from applicant profile and the job posting. **Confirm the START DATE.** Click **CONTINUE** when complete.

The Posting Process – Pending Transfers and New Hires

- My Activity**
- CostCentres / Staff ▾
 - Employee Change ▾
 - Casuals ▾
 - Forms ▾
 - OverHires ▾
 - Posting Activity ▾
 - Terminations ▾
 - Hidden Items ▾

HRConnect

Open For Application

Details	PostingNumber	Leader	Replacing	Int/Ext	Posted
No records to display.					

Qualifying

Details	PostingNumber	Leader	Replacing	Int/Ext	Posted	DateClosed	Position_Type	Pos #
No records to display.								

Ready To Hire

Details	PostingNumber	Leader	Replacing	Int/Ext	Posted	DateClosed	Position_Type	Pos #
No records to display.								

Pending New Hires And Transfers

Details	RecordID	Posting	Leader	Selected	StartDate	Position	Pos #	Cancel	Hide
Details	88693	PHC11-88693	Lori Nolan	T	7/18/2011	HR Recruitment Associate	4141	Cancel	Hide
Details	88692	PHC11-88692	Lori Nolan	A	10/14/2011	HR Recruitment Associate	4141	Cancel	Hide
Details	88691	PHC11-88691	Lori Nolan	T	10/14/2011	HR Recruitment Associate	4141	Cancel	Hide
Details	88690	PHC11-88690	Lori Nolan	A	10/14/2011	HR Recruitment Associate	4141	Cancel	Hide

Transfer and New Hires that were submitted to HR become pending. The records remain here until HR processes the transaction through HRIS.

Note: The hire form will automatically be sent to Recruitment to complete and finalize. Recruitment will prepare a new hire letter and package and mail it to the new employee. The orientation selected will be included in the hire letter.

Terminations

Home Contacts/Help

My Activity

- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- Posting - Replacement
- Posting - New
- Termination**
- Employee Change
- OverHire
- Casual
- OverHires
- Posting Activity
- Terminations

Termination Request

Last name or position Number:

From the HR Connect homepage, click on **FORMS** and then click on **TERMINATION**. Enter the employee's **LAST NAME** to be terminated, or their position number and click **LOOKUP**.

Home Contacts/Help

My Activity

- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- Posting - Replacement
- Posting - New
- Termination**
- Employee Change
- OverHire
- Casual
- OverHires
- Posting Activity
- Terminations

Termination Request

Last name or position Number:

Employee	EMPPos	Description	Status	FTE	Department	Job_id
St Martin, Carrie	4141	HR Associate Recruitment	R F (P)	1.00	Recruitment & Retention	3078677

Select the appropriate name from the list that appears by clicking on the **NAME**.

Cost Centre: 71209903 -400 Department: Recruitment & Retention
 Job Code: 900827 Pos Num: 4141
 Job Desc Code: 000841 FTE: 1.00
 Union: PHC Mgt Home Site: Hornby
 Status: (P) R F

Confirm the information that appears and click **Continue**.

Home Contacts/Help 710803 : Carrie St. Martin

My Activity

- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- OverHires
- Posting Activity
- Terminations
- Hidden Items

Termination Form

Carrie St. Martin

Position: **HR Associate Recruitment** Position Number: 4141
 Department: 71209903-400 Home Site: Hornby
 Status: R F EmplID: 710803

Action Code: Retirement Termination

Please indicate Reason:

Date that notice was given in writing:

Has employee provided letter of resignation: Yes No

Has letter been forwarded to HR: Yes No HR Fax: 604.806.8144

Last day available to work:

Leader approving this transaction:

Is Employee porting to another org:

Rehire employee as casual:

Post this job immediately:

Inactivate position after incumbent termination:

Send this transaction to the following individuals:

Maureen Guichen Carrie St. Martin Sharwat Naz

[Click here for property check list](#)

This is a link for property checklist. You may print this form to ensure you have received all the property from the terminated employee.

Notes:

Review the information and complete the required information and click on **APPROVE TERMINATION**.

Some employees request to resign and stay as casual status with PHC. If they intend to port their benefits to another organization, we must terminate, then rehire as casual. Porting is an option to BCNU & HSA employees. Please contact Records & Benefits if you have any questions about portability.

INACTIVATE POSITION AFTER INCUMBENT TERMINATION: If you no longer need a position upon termination of an incumbent, you may request to have this position inactivated in the system at point of filling out termination form. Please contact Records & Benefits if you have any questions.

Note: Retirees cannot be rehired within 30 days of retirement date.

Requesting Over Hire Positions

You are limited to creating vacancies going 10% over your budget. Please contact your Recruitment Advisor regarding Overhire positions.

Cancelling Records

Home Contacts/Help

My Activity

- CostCentres / Staff ▾
- Employee Change ▾
- Casuals ▾
- Forms ▾
- OverHires ▾
- Posting Activity ▾
- Terminations ▾
- Hidden Items ▾

HRConnect

Open For Application

	Details	PostingNumber	Leader	Replacing	Int/Ext	Posted	DateClosed	Position_Type	Pos #		
▶	Details	PHC11-88690	Lori Nolan	Carrie St. Martin	1 / 1	Internal	10/13/11	HR Recruitment Associate	4141	Cancel	Hide

Qualifying

	Details	PostingNumber	Leader	Replacing
▶	Details	PHC11-88691	Lori Nolan	Carrie St. Martin

Ready To Hire

	Details	PostingNumber	Leader	Replacing							
▶	Details	PHC11-88693	Lori Nolan	Carrie St. Martin	1 / 0	Internal	01/01/11	HR Recruitment Associate	4141	Cancel	Hide

Pending New Hires And Transfers

	Details	RecordID	Posting	Leader	Selected	StartDate	Position	Pos #		
Details	88692	PHC11-88692	Lori Nolan	Adam Rywers	10/14/2011	HR Recruitment Associate	4141	Cancel	Hide	

You may cancel transactions. Click **CANCEL** on the row of the transaction you wish to cancel. Canceling at the request stage (as shown here) deletes the request from HR's view as well. **NOTE ~ THIS CANNOT BE UNDONE. IF DELETED IN ERROR, USER MUST PROCESS A NEW REQUEST.**

Note: Use the cancel button only if canceling the whole transaction. If you need to change the start date or the successful incumbent for a pending transfer, please contact your HR Associate to help you with this process.

Hiding Records

Home Contacts/Help

My Activity

- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- OverHires
- Posting Activity
- Terminations
- Hidden Items

HRConnect

Open For Application

	Details	PostingNumber	Leader	Replacing	Int/Ext	Posted	DateClosed	Position_Type	Pos #		
>	Details	PHC11-88690	Lori Nolan	Carrie St. Martin	1 / 1	Internal	10/13/11	HR Recruitment Associate	4141	Cancel	Hide

Qualifying

	Details	PostingNumber	Leader	Replacing	Int/Ext	Posted
>	Details	PHC11-88691	Lori Nolan	Carrie St. Martin	1 / 0	Internal

The option to hide active postings is available to you. This is helpful if you wish to hide certain records you may not need to work on, or if they belong to another Leader. Click on **HIDE** to activate this option.

Home Contacts/Help 710803: Carrie St. Martin

My Activity

- CostCentres / Staff
- Employee Change
- Casuals
- Forms
- OverHires
- Posting Activity
- Terminations
- Hidden Items
- All Hidden Rows**

Hidden Rows

Posting Requests (Casual & Overhire Inc.)

Restore	position	department	wrk_area	Basesite	startdate	pos. #	FTE	poston
No records to display.								

Postings

Restore	Leader	BaseSite	Posting	Pos #	FTE	SuccessfulApplicant	Start Date	EndDate
<input type="checkbox"/>	Ri	St. Paul's Hospital	PHC10-85093	0	0.01	Decision Pending	3/1/2010 12:00:00 AM	
<input type="checkbox"/>	An	St. Paul's Hospital	PHC09-83544	0	0	Decision Pending	6/5/2009 12:00:00 AM	
<input type="checkbox"/>	An	St. Paul's Hospital	PHC09-83543	0	0	Decision Pending	6/5/2009 12:00:00 AM	
<input type="checkbox"/>	An	St. Paul's Hospital	PHC09-83543	0	0	Decision Pending	6/5/2009 12:00:00 AM	

Page size: 10 44 items in 5 pages

Termination Requests

Restore	Lname	Action	Reason	LastDay	Cd
No records to display.					

Change Requests

Restore	EmpName	CreatedDate	Created	From Dept.	To Dept.
No records to display.					

Restore Checked Items

To retrieve your hidden transactions click on the **HIDDEN ITEMS** tab and then click on **ALL HIDDEN ROWS**. Expand the list, and click on the record you wish to restore and click on **RESTORE CHECKED ITEMS**.

Note: The function of hiding records is for organization of User work only. Users may wish to periodically check these records as the system does not alert or remind Users of data stored here.

PHC Website and Hiring External Applicants

HR Connect is a vacancy driven system used to hire external applicants. A vacancy must exist in HR Connect to hire an applicant whether you want to hire that person as a casual, overhire, regular or temporary employee.

Please use these Questions and Answers as a reference but note they do not take the place of a phone call to Recruitment! We welcome and are happy to talk to you about hiring external applicants using HR Connect.

What happens when I post a regular or temporary posting?

HSA and non-contract roles (excluding non-contract clerical) will be posted internally and externally on the website. In addition to posting other roles (HEU, BCNU and non-contract clerical) internally you have the option in consultation with your Recruitment Advisor to post them on our website by clicking on the 'post external' button. **Please remember you must consider internal employees prior to external applicants for unionized roles.**

How does an external applicant apply?

All external applicants must apply via our website www.providencehealthcare.org

The easy steps are:

- 1) Go to www.providencehealthcare.org
- 2) Click on 'Careers' and 'Apply Now'.
- 3) Find a job posting.
- 4) Create an online profile and attach a resume

Do we take paper resumes?

The short answer is "No", we are no longer accepting paper resumes as we require everyone to apply online so we have a record of them in the system. Please direct all external applicants to our website to apply online. If however, you have received a paper resume from a potentially great applicant, please forward it to Recruitment via interoffice mail or email it to us indicating you would like to pursue them and we will follow up directly with the applicant. If you are personally speaking with applicant, let them know that you will forward their resume to us but they will still need to apply online.

How are postings organized on the external website?

Vacancies are organized into one of six categories on the website: Nursing, Allied Health, Corporate Professionals, Clinical Professionals, Administrative/Clerical and General. The Nursing and Allied Health categories are divided into sub-categories to make the job search easier.

How do I hire an external applicant?

Recruitment prescreens (and tests as required), approves applicants and sends you an email asking you to view applicants attached to your vacancies in the 'Qualifying' section of your HR Connect Home Page. Having reviewed an applicant's resume and prescreen information, you arrange for an interview with them. After the interview, return to the application in HR Connect and click on one of the following five buttons:

1. **'check references'**: click on this button if you want references checked by Recruitment
2. **'references completed by user'***: click on this button if you want to complete your own references
If you choose to complete your own references, please consult with your Recruitment Advisor for the appropriate form and process
Once two satisfactory references are completed you contact the applicant to offer them the job. Your posting is moved into the 'Ready to Hire' section of your HR Connect Home Page by your Recruitment Advisor and you identify the orientation date(s) and start date in the New Hire Form.
3. **'not proceeding'**: click on this button after you have interviewed applicant but decide not to pursue them.
4. **'applicant declined'**: click on this button after references are completed and applicant declines a job offer.
5. **'applicant not interviewed'**: click on this button if you decide not to interview an applicant.

When you click on any of these options Recruitment receives an email and will action it as necessary.

Do I need to know the Social Insurance Number or Date of Birth to complete the hire?

No, you identify the orientation date(s) and start date and Recruitment contacts the applicant for a SIN, DOB and mails the new hire letter (signed by a Recruitment Advisor) and documentation package.

How do casual or overhire postings work?

You create these from the 'Forms' section of your HR Connect Home Page. These vacancies are not posted internally instead the requisitions are sent directly to external Recruitment and are either posted on our external website to attract applicants or known external applicants are attached.

How do I hire into an overhire vacancy?

Contact your Recruitment Advisor.

What if I already know of an individual I want to hire as a 'casual'?

Create a casual requisition and note the name of the applicant in the 'rationale for request' and/or phone your Recruitment Advisor with the name of the applicant. We will ensure the posting is on the website for them to apply to. The applicant will need to create their online application and apply to the job on the website. Please note, for some jobs testing may be required as part of the recruitment process.

Why can't I process a request for one of my employees in HR Connect?

In order for you to process a change or posting request for an employee, they need to fall under one of your cost centres. If you are unable to find an employee in your search options, please contact your Recruitment Associate so they can confirm that employee is in your cost centre and that you are linked to that cost centre in our system

How can I add my CNL (for example) to my HR Connect so they can receive notifications?

If you would like to be able to have the notifications sent to someone else in your department (ie. CNL, Supervisor, Coordinator), please contact your Recruitment Associate so they can link them to your cost centre.

I have an employee that would like to apply as a late applicant, how do I attach them to my posting?

Please have the individual contact your Recruitment Associate and they will walk them through the steps of applying as a late applicant.

Any other questions regarding recruitment?

Please contact your Recruitment Advisor.

Glossary of Terms

Active Posting: This is a posting that is currently open for internal and external applicants to apply. Each Bargaining unit has different timelines for how long a posting is up for:

BCNU: 10 days

HSA: 10 days. All HSA positions are automatically posted on the internal and external sites concurrently.

HEU: 7 days

LMC: Lower Mainland Consolidation

Open for Application: Postings are currently open for employees and/or external candidates to apply. You may only view the applicant list in this section.

Over Hire: This is a position created that goes beyond funding available to you in your cost centre. You are permitted to go 10% above your current funding. The incumbents who hold these positions have regular full time status, but it is recommended they post into regular lines within three months of being hired.

Pending Transfers & New Hires: These are completed transfers and new hires that have been submitted to HR. They will fall under pending until Records & Benefits processes through the systems.

Position Number: This is a unique number given to regular full time/part time positions. The number does not change upon posting, regardless if you are posting for regular replacement or temporary relief.

Posting Number: This is a unique number created when a request to post a position is completed by Human Resources (e.g. PHC09-82546).

Posting Request: This is a form completed by a User or their delegate to request for HR to post a position internally and/or externally. Most postings are completed every Tuesday and Thursday and deadline to submit the request is 12:00PM Noon, the day before.

Users may request regular, new, over hire and casual posting requests.

Qualifying: The posting dates have closed, and we are no longer accepting applications. Recruitment is prescreening and/or qualifying applicants for User review. You may only view the applicant list in this section.

Ready to Hire: These postings have been qualified and released to User to hire the applicant.