

EMS Job Posting

INTRODUCTION	2
SETTING UP TO CREATE JOB POSTINGS	2
SETUP JOB POSTING DESCRIPTORS POS.215	2
JOB POSTING WEB CONTROL OPTIONS - POS.224 AND INTERNAL POS.225	3
MAINTAINING JOB POSTINGS (POS.220)	5
PRINTING JOB POSTINGS (POS.220)	8
CONTROLLING HOW/WHERE/WHEN A JOB POSTING APPEARS	9
APPLICANTS APPLYING FOR POSTINGS (POS.220, EIS.380)	10
APPLICANT SCREENING, INTERVIEW SCHEDULES & LETTERS FOR CANDIDATES	12
CIMS REPORT POS.520 SCREENING WORKSHEET	12
CIMS JOB POSTING REPORT POS.521	13
JOB POSTING LETTERS POS.522	14
JOB POSTING STATISTICS POS.524	15
HIRING A SUCCESSFUL APPLICANT	15

Last Updated, November 2007

Introduction

CIMS Job Posting Module allows you to efficiently prepare postings, distribute posting information automatically (email, printers, web), and manage applicants and the selection process.

Job Postings consists of:

- a) Creating a Job Posting (position, location, responsibilities, qualifications)
- b) Broadcasting the posting to schools and/or contacts
- c) Making the Posting accessible to internal or external web sites
- d) Identifying applicants for the posting
- e) Creating Interview profiles and reports
- f) Marking the posting hire and adding position history for the successful applicant
- g) Keeping history of all postings by posting or by employee to know what they have applied for

** Currently Applicants cannot yet apply online. We expect that this will be available later in 2007

Setting up to Create Job Postings

There is very little setup required to utilize Job Postings. A web setup item is necessary for those that wish to publish postings to the web. There are some codes that you may want to setup to make alike postings be more consistent as wording, descriptors, and qualification codes can be preset.

Setup Job Posting Descriptors POS.215

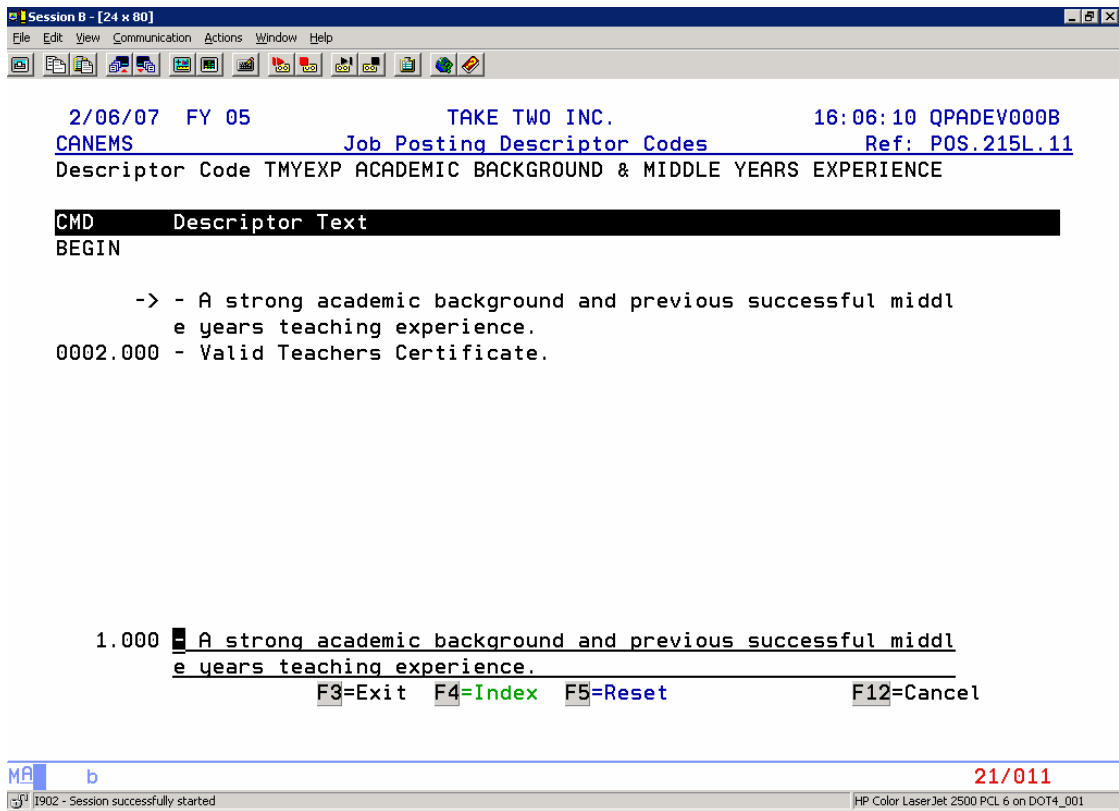
Use this option to setup standard position descriptors for qualifications or responsibilities. The system does not require you to setup any codes. By setting them up however your postings will look more consistent.

EG: Setup Codes for standard jobs: ie: Resource Teacher K-8, Resource Teacher High School, Phys Ed Teacher English K-8

EG: Setup Codes to describe standard qualifications for positions, ie: TEACHR to properly identify that all teachers must have a MB Teaching Certificate.

EG: Setup codes for support/clerical to establish all necessary certifications like first aid, WHMIS, Drivers license

An unlimited number of lines can be entered to describe position qualifications and details.



```
Session B - [24 x 80]
File Edit View Communication Actions Window Help
2/06/07 FY 05 TAKE TWO INC. 16:06:10 QPADEV000B
CANEMS Job Posting Descriptor Codes Ref: POS.215L.11
Descriptor Code TMYEXP ACADEMIC BACKGROUND & MIDDLE YEARS EXPERIENCE

CMD Descriptor Text
BEGIN

-> - A strong academic background and previous successful middle
years teaching experience.
0002.000 - Valid Teachers Certificate.

1.000 A strong academic background and previous successful middle
years teaching experience.
F3=Exit F4=Index F5=Reset F12=Cancel

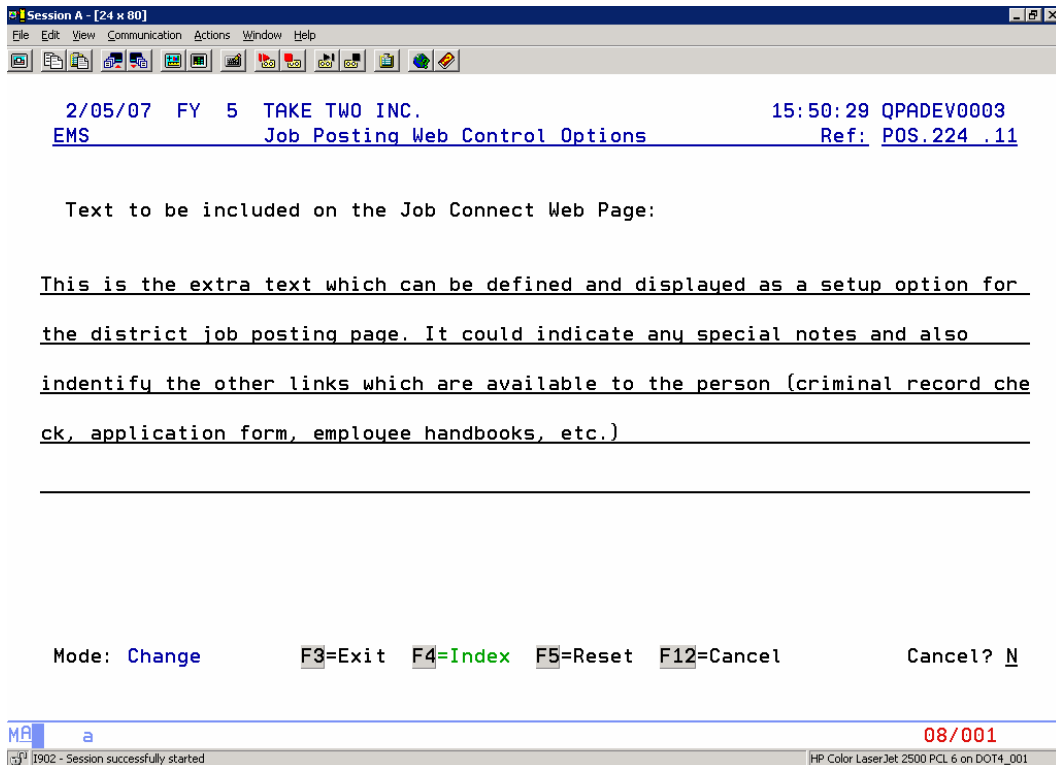
MA b 21/011
1902 - Session successfully started HP Color LaserJet 2500 PCL 6 on DOT4_001
```

Each descriptor line for print is two lines when entering in CIMS. Do not worry about a word breaking badly going from line 1 to line 2 .. keep typing. When the posting prints, both lines are concatenated together to form a single line.

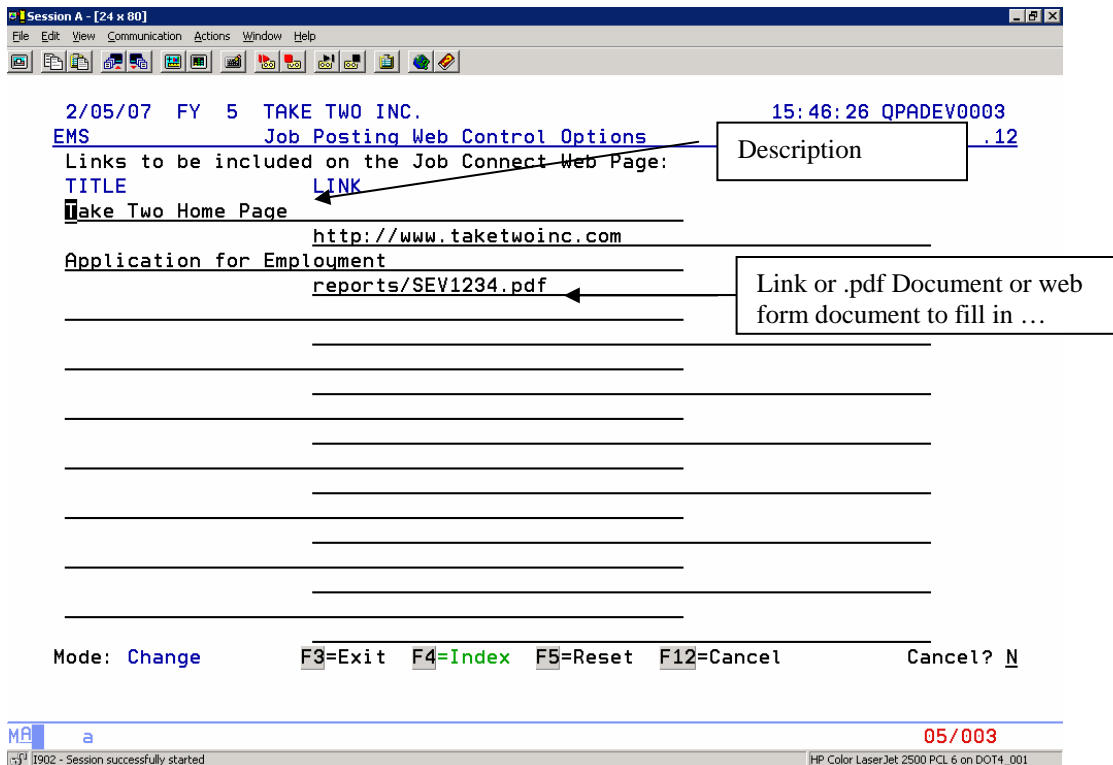
Job Posting Web Control Options - POS.224 and Internal POS.225

Posting information can be presented on the web. If a district chooses to do this they also have flexibility to control on the website additional text and/or links to appear with the posting information. Use POS.224 for external website and POS.225 for internal website.

This setup option consists of two parts. Page 1 allows the district to put additional text at the top of the website. Page 2 allows the district to create additional link descriptions and subsequent documents or other website links.



The district is limited to 5 lines of description for their website.



Up to 9 additional links can be described.

As a result of the web option setups, your URL will look more complete:

Best viewed 1024 x 768
Version 11.0 February 1, 2007

Limit to Open Postings ONLY Select Position: Select Location:

This is the extra text which can be defined and displayed as a setup option for the district job posting page. It could indicate any special notes and also identify the other links which are available to the person (criminal record check, application form, employee handbooks, etc.)

Select Posting	Posting	Position	Description	Location	Posting Date	Deadline Date	Status
Select	CAS/RELIEF SEC	arial	Casual/Relief Secretary (for Sub-List)	WRIGLEY MIDDLE SCHOOL	February 03,2006	Ongoing	Open
Select	S-018-05/06-P	oom Assistant	PERMANENT 1.5 hours/day LRA	MILE ONE MIDDLE SCHOOL	September 15,2005	No Date	Open
Select	S-019-05/06-P	oom Assistant	Perm Lunch Assist position (due to resignation of M. Klemick	SHEA SECONDARY SCHOOL	September 15,2005	No Date	Open
Select	LUNCH ASSISTANT	oom Assistant	Casual/Relief Lunch Assist	REXALL SECONDARY SCHOOL	March 07,2006	Ongoing	Open
Select	SPEECH LANG TA	ional Assistant	Speech Language Teacher Assistant	SHEA SECONDARY SCHOOL	June 29,2005	Ongoing	
Select	S-003-05/06-P	ional Assistant	Male TA Interviews	WACHOVIA SECONDARY SCHOOL	August 25,2005	No Date	
Select	S-025-05/06-P	ional Assistant	Perm position.	WACHOVIA SECONDARY SCHOOL	September 23,2005	No Date	
Select	CROSSING GUARD	ional Assistant	Casual/Relief Crossing Guard	WRIGLEY MIDDLE SCHOOL	December 21,2005	Ongoing	
Select	TRANSPORTATION	nance	Mel Clark, Supervisor of Maintenance	WRIGLEY MIDDLE SCHOOL	January 17,2005	Ongoing	
Select	S-022-05/06-A	nance	1 year TERM position	WRIGLEY MIDDLE SCHOOL	September 17,2005	No Date	
Select	0606002	nance	Maintenance Summer Students	WRIGLEY MIDDLE SCHOOL	May 15,2006	Ongoing	

Maintaining Job Postings (POS.220)

A Job Posting can be as generic or detailed as required by the inputter. Each District can setup their own custom overlays to decide how their posting should appear. If your goal is to have your current paper posting identical on electronic version, we can do this.

Posting information should never be deleted. Once the closing date expires, postings will automatically disappear from the everyday screen but can easily be accessed at anytime to check on what occurred with that posting, who applied, who won the posting etc.

The posting number/identifier can be alpha or numeric and must be unique. This is the key field used by applicants to apply.

The postings will appear (or not) on the web according to the user indicating whether or not the posting should be posted. If the posting is marked for the web, presenting it on the web and removing it from the web are handled automatically based on the posting date and deadline date.

Session A - [24 x 80] File Edit View Communication Actions Window Help

3/02/07 FY 05 TAKE TWO INC. 11:27:03 QPADEV0003
 CANEMS H/R Job Postings Maintenance Ref: POS.220 .11

Posting CROSSING GUARD Position ED ASSISTANT Position# _____
 Posting Date 12/21/05 Sub-Type 226 Overlay POSTSUP2
 WEB Yexternal/Int/Both/No Y Location 009 WRIGLEY
 Deadline Date 4/30/07 Time 24Hr Clock 16:00
 Description _____

 Note1 These are the extra notes which can be added per job posting and will
print prior to the qualification codes on the first page of posting.
 Note2 This additional note will print also.

 FTE .0000 Hours .5000 Work Schedule _____
 Schedule 3 Hrs/Day, 2 Days per Week
 Salary _____
 Start Date 1/01/06 Term End Date, if applicable 063007
 Start Text ASAP OR Term End Text MAY EXTEND
 Maintain Qualifications? Y Responsibility Codes(2nd Page) N View Applicants? Y
 Mode: Change F3=Exit F4=Index F5=Reset F12=Cancel

MA a 22/027
 [902 - Session successfully started] HP Color LaserJet 2500 PCL 6 on DOT4_001

Position#: (Optional) For those districts utilizing position control, this will link your job posting with the budgeted position.

Position: Indicate what position you are hiring for. This position code must already exist as per your current position history codes.

Sub-Type: If applicable indicate a sub-type for the position

Overlay: Indicate what word/pdf document should be included when this posting is printed. Districts can setup multiple overlays (for teaching & for support) and apply them to appropriate postings.

Location: Indicate what location ID this posting is for. When the posting is printed - location description is used.

Posting Date: Indicate the date this posting should be made available to the web.

Post to the Web (Yes - External, No, Internal, Both): Indicate whether this posting should be visible. By inputting a Y, I, or both the webserver will pick it up for view based also on deadline date and posting date to know whether it should be appearing.

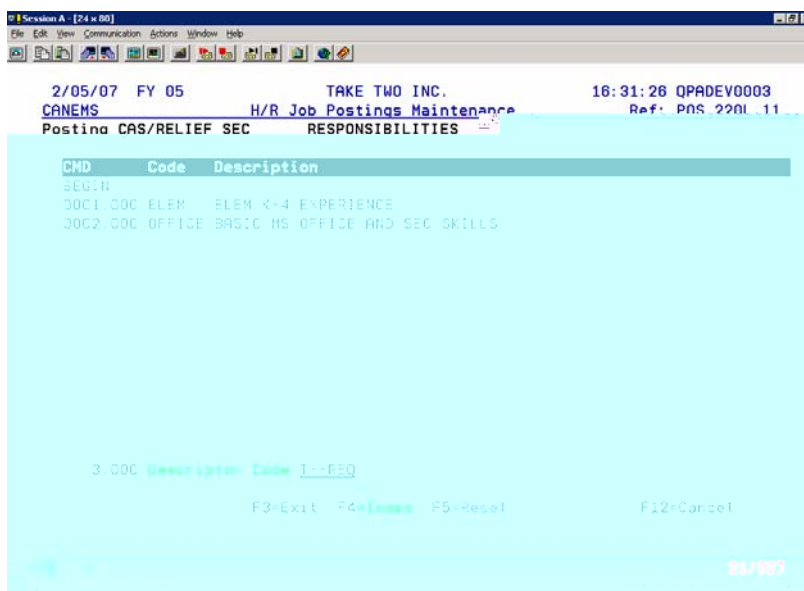
Description: The description is visible on the posting header. Describe the posting highlights, ie: name of position and any other info you want front-centre!

Note1 and Note2: This area allows you to indicate additional information about the posting that is not already taken care of in the header description, salary, schedule or other areas. It will appear in the posting directly after description details and before the qualifications section.

Work Schedule: (Optional) Indicate as per your position setup (EIS.153) what schedule this position is for (Monday-Friday, Evenings only, etc).

Schedule: In addition to the Job Schedule Code field (or in place of it), use this field to describe hours or days information, ie: 3 Hrs per day or Just Monday and Wednesdays

Responsibility and Qualification Codes: (Optional) As per code setup (POS.215) districts may use codes 'Y' and a subsequent screen will appear allowing the user to input many responsibility and qualification codes. If you plan your posting appropriately to incorporate a qualifications area this will fit nicely!



Salary: (Optional) Indicate Salary Value if you want it to appear on the posting

FTE / Hours: Indicate Full time equivalency or number of hours for this position

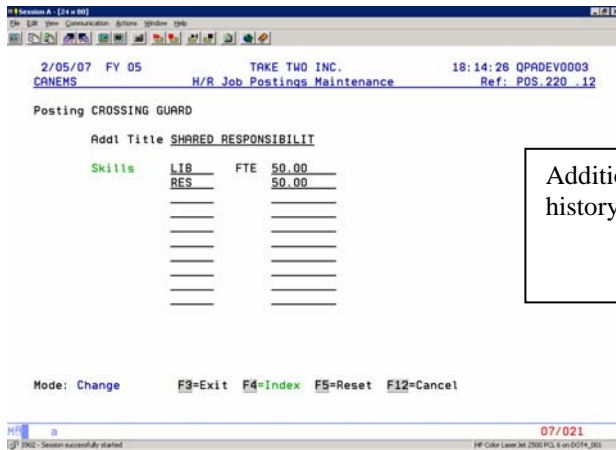
Start Date and/or Text: Indicate potential start date and in text can indicate additional details like ASAP.

Term End Date and/or Text: Indicate expected term end date if applicable and also additional text if required (or until employee returns).

Deadline Date/Time Info: Indicate when this posting closes. After this date is exceeded the posting will automatically not be presented as Open on the website. There is nothing that needs to be done manually to remove the posting from 'active'.

Additional Skills Page (Optional): For those districts who will want to automate inputting the history record into PRO.300 or for those using position management adding the skills component

is key to balancing your FTE. If skills are identified here they will flow to the H/R record. It is a district choice as to whether the skills actually appear on the posting.



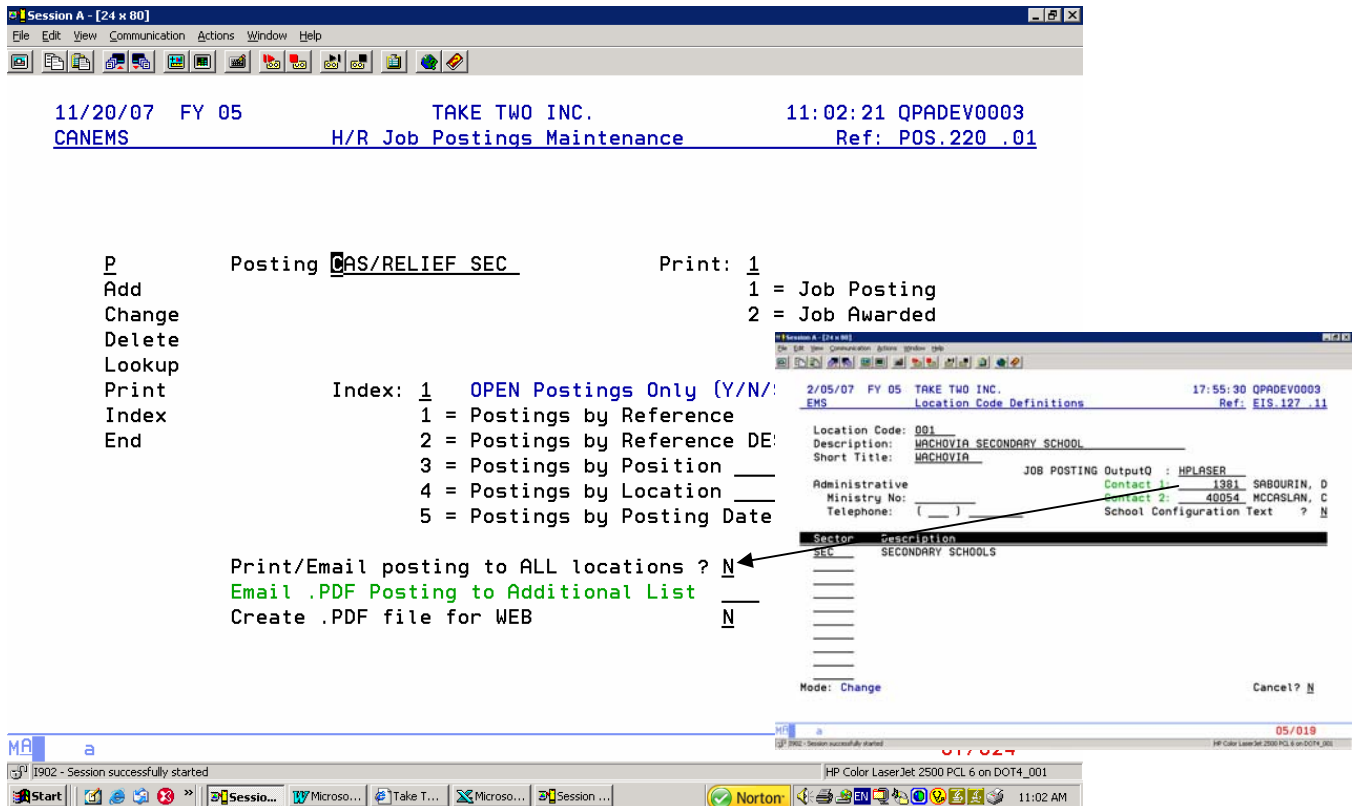
Additional skills link to hired history/position record

Printing Job Postings (POS.220)

Once a posting has been generated it can be 'P'ed right from the same option where the posting was created.

When 'P' is selected there are many things that can occur:

- Printed copy of the posting with the attached overlay
- Copy of the Posting will be converted to .pdf and transferred to the webserver automatically identified by the posting#.pdf
- An email can get sent to all schools according to contact information indicated in the location definitions. (EIS.127). Email will identify the posting# and direct them to the web to review.



- d) An email and .Pdf attachment can be sent to appropriate other departments and email addressed as set up in Postings distribution list POS.216
- e) Printed Copy of the Awarded Bulletin and/or email distribution same as original posting

The ability for CIMS to automatically create the .pdf and post it the web simply with a 'P' is powerful. The user does not have to maintain a website at all. Likewise with CIMS automatically managing when postings should stop appearing.

Controlling how/where/when a Job Posting Appears

When you create a job posting you control:

- a) if this job posting should appear on the web and if so, internal or external
- b) How long it will appear on the web based on the deadline date

Posting	CAS/RELIEF SEC	Position	SECRETARIAL	Position#	
Posting Date	2/03/06	Sub-Type	203	Overlay	
WEB	Yexternal/Int/Both/No B	Location	009 WRIGLEY		
		Deadline Date	12/31/29	Time	24Hr Clock 16:30

In the example above, the Posting will appear on both the internal and external websites AND it will appear forever because the end date has been post-dated to the end of December 2029.

Applicants applying for Postings (POS.220, EIS.380)

Existing employees or new applicants are eligible to apply for postings. If you are using POS.220 to key all applicants, they must first exist in CIMS (EIS.380).

REMINDER: Some districts are concerned that applicants will clutter their CIMS employee database. Applicant information can easily be purged as long as districts are utilizing the applicant entry date field appropriately and because of PAY.979 to remove/delete never hired applicants from the system.

Minimum Information you will want to complete if this is an external applicant:

- Name, Address, Phone
- Applicant Entry Date (to assist in Purging)
- Assignment of APPLIC (must be setup by payroll one time)

Additional information you can input that will assist in the hiring process:

- Skills and Subject Areas (F20) or Skill Type selection at top
- Years of Experience (F15)
- Academic Degree(s), Major and Minor

Whether you access Job Postings from POS.220 or from EIS.380 as you register applicants a screen will appear allowing you to enter applicant details about the applicant relating to the posting, interview, and followup.

Session B - [24 x 80] File Edit View Communication Actions Window Help

2/06/07 FY 5 TAKE TWO INC. 16:22:13 QPADEV000B
 EMS Job Posting Applicant Information Ref: POS.221E.11

Applicant: 940792

Posting 731-05-01-049 Application Date 2/06/07

FTE	100.0000	Position	CUSTODIAN
Hours	.0000	Sub-Type	
Start Date	0/00/00	Location	003
Term End	0/00/00		

Hire Type Int/Ext/Grad Declaration Type

Interview Date 0/00/00 Ratings
 Time 00:00 24 HR Clock Preference
 Short Listed?

Comments Low applicants, allowed this entry late.

Hired Date 0/00/00
 Mode: Add Cancel? N

POS 0004 *WARNING* APPLICATION DATE IS AFTER THE DEADLINE DATE

MA b 11/014
 1902 - Session successfully started HP Color LaserJet 2500 PCL 6 on DOT4_001

Hire Type: For reporting and statistical purposes input whether this is internal, external, or a new grad.

Declaration Type: (Optional) A district can setup declaration types for tracking aboriginal, foreign, or other employment types you may wish to track

Interview Details: (Optional) If you choose to use CIMS to print out interview lists, letters, emails then input interview date and time information.

Ratings, Preference, Short Listed: (Optional) These fields can be used

Comments: This is an internal note area for keeping additional details about this applicant regarding this posting. Comment information is generally not included on reports.

Hire Date: For the successful applicant - input a hire date on who was hired for the position

Applicant Screening, Interview Schedules & Letters for Candidates

At various stages in the applicant process namely:

- inputting applicants and knowing who has applied
- selecting certain applicants for interview and notifying them of interviews

CIMS can be used to assist in creating reports and schedules for district office to be aware of interviews as well as to produce letters, email, and details to applicants.

CIMS Report POS.520 Screening Worksheet

Use this Report to get a spreadsheet like listing of applicants and at the same time request additional information to print

- skills (as defined to be important by the district for this type of position),
- experience (in and out of division),
- academic history Major, Minor

This spreadsheet shows all applicants and their skillsets in a fashion that may make it easier to review, take notes, and shortlist.

At the time the user requests the report, they can identify which skills to focus on , additional user definable columns (A,B,C,D), as well as other experience and academic fields to print.

Ref: POS 520 TAKE TWO INC. Page 1
 Date: 2/06/07 SCREENING WORKSHEET
 Casual/Relief Crossing Guard

Start	Stop	Posting	CROSSING GUARD
		Posting Date	DEC21/05
		Deadline Date	DEC31/29
FTE .0000		Location	WRIGLEY
Hours .5000		Position	ED ASSISTANT

A	B	C	D	Applicant	MATH	PHYSED	MUSIC	ENG	FR	FRIMM	GBO	HIST	Comment
---	---	---	---	APINOGENOV, AMY				X					_____
---	---	---	---	APINOGENOV, CHERYL H.				X	X				_____
---	---	---	---	APINOGENOV, ROSS									_____

Total Candidates 3

CIMS Job Posting Report POS.521

This is a multi-purpose posting reporting option. Use this report to view several postings and details about the posting. Use it to show all candidates for a posting and their detailed applicant information (ratings, short listed, comments) as well as to include their current position at your district.

This Report can be used to post interviews.

```
Session B - [24 x 80]
File Edit View Communication Actions Window Help
2/06/07 FY 05 TAKE TWO INC. 18:39:10 QPADEV000B
CANEMS H/R Job Postings Report Ref: POS.521P.01

Limit to: Start Date Range 2/06/07 to 2/06/07
OR Posting Date Range _____ to _____

Job Posting _____ - _____

Position(s) _____

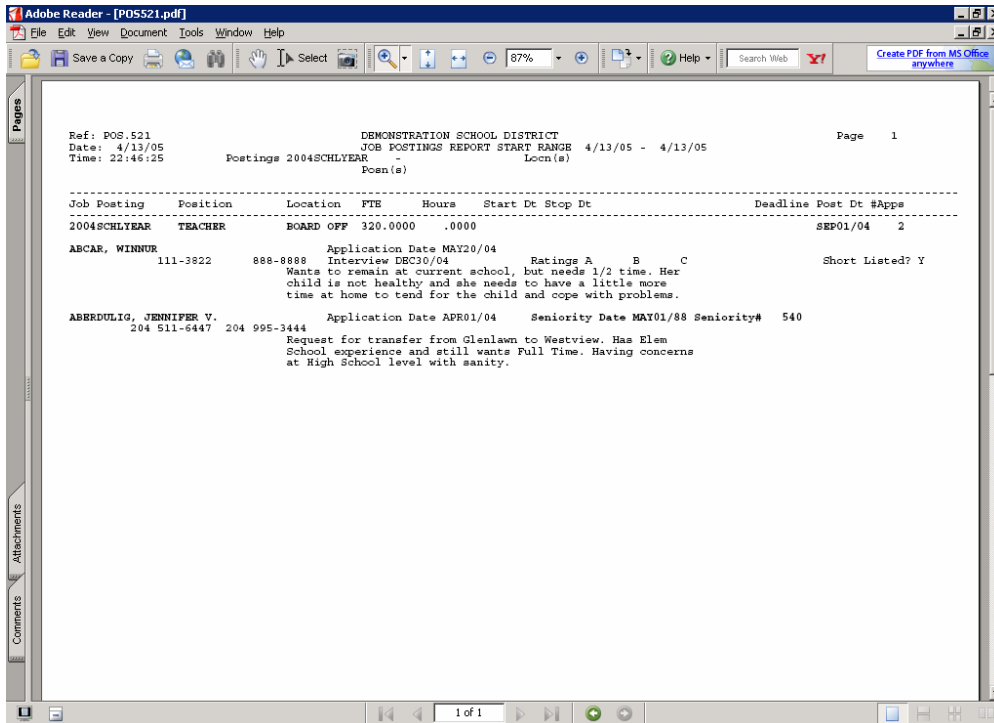
Location(s) _____

Print Posting Description? N Y/N/F
Print Applicants OR Hired? Y Y/N/H
Sort A (A)lpha (S)en Date Sen (N)umber (L)ocn
Only Short List _
Only Rated _____
Only Interview Date Range 0/00/00 to 0/00/00
Include Comments? N
Include Academic Info? N Include Experience? N
Include Posn History? _ _ _ _ _
Effective Range: 0/00/00 0/00/00
F3=Exit F4=Index F5=Reset F12=Cancel

MA b 04/034
HP Color LaserJet 2500 PCL 6 on DOT4_001
```

Note that there is a great variety of selections when running the report as to what applicants to include and what information should be included about those applicants.

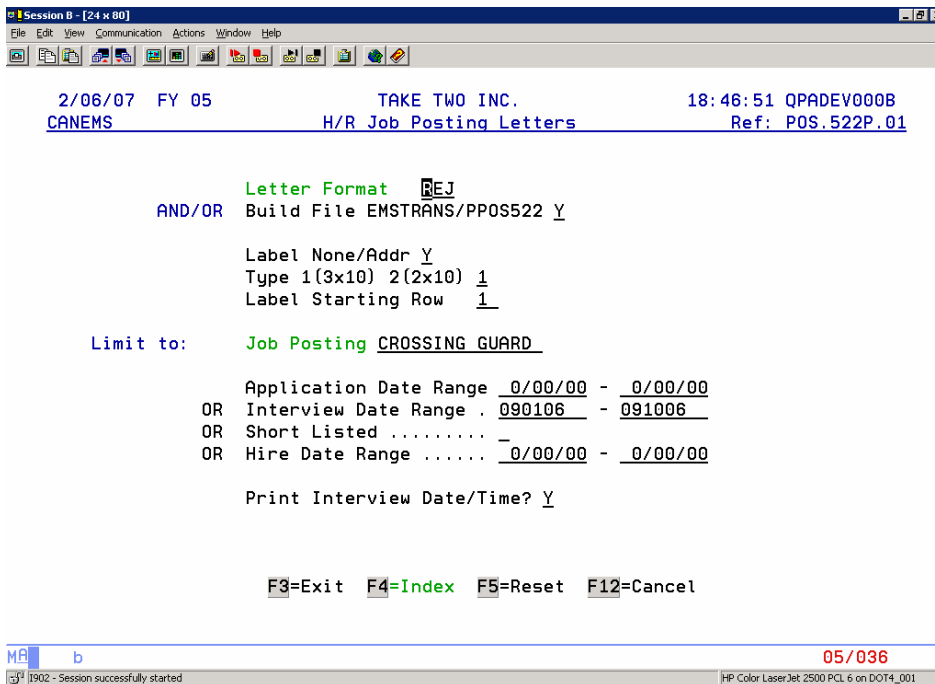
Some districts use this option and a posting called - SCHOOLYEAR transfers to identify all transfers.



Job Posting Letters POS.522

Letters can be done from CIMS for any applicant need. The user can create letter format(s) and include letterhead or any overlay and select to prepare letters/labels for any selection of applicant, ie: Interview letters for all applicants that have an interview date OR Rejection letters for all those that did not get an interview.

Alternatively, there is a build file option so if you would rather prepare the letters in word, the employee information is available to you in Excel for merging.



Job Posting Statistics POS.524

For any date range or Job Position Type district office can collect statistics per posting and in total of how many applicants, how many shortlisted, what type of applicants (external, internal), what declaration types were involved etc. This can assist in qualifying your application process .

This is an extremely valuable tool !

Time: 18:51:01	START RANGE	9/01/05 - 6/30/06			
	Postings	-			
	Locn(s)				
	Posn(s)				

NUMBER OF POSTINGS	132	TOTAL FTE	92.5780		
APPLICATIONS WERE RECEIVED AS FOLLOWS:					
	# CANDIDATES	%	# APPLICATIONS	%	
# MALES	186	31.6			
# FEMALES	400	68.0			
GRADUATES	59	10.0	266	10.6	
EXTERNAL	127	21.6	409	16.2	
INTERNAL	87	14.8	242	9.6	
OTHER	329	56.0	1602	63.6	
TOTALS	588	102.4	2519	100.0	
VACANCIES WERE FILLED AS FOLLOWS:					
	# POSITIONS	%	FTE	%	
GRADUATES	30	18.6	7.720	7.5	
EXTERNAL	50	31.1	26.485	25.8	
INTERNAL	81	50.3	68.263	66.6	
OTHER	0	.0	.000	.0	
TOTALS	161	100.0	102.468	99.9	
STILL VACANT	29	22.0	9.890	10.7	
PERMANENT/TERM POSITIONS REPRESENTED:					
	# POSITIONS	%	FTE	%	
PERMANENT	1	.8	.000	.0	
TERM	131	99.2	92.578	100.0	
TOTALS	132	100.0	92.578	100.0	
	#CANDIDATES	#APPLICATIONS	#POSN HIRED	FTE HIRED	
ABORIGINAL	15	91	4	3.010	
PHYS DISAB	1	1	1	.010	
VIS MINRTY	10	28	3	1.020	

Hiring a successful Applicant

To complete the hiring task, job posting details are available from the position history master. When a candidate gets selected, PRO.300 will allow you to input a posting number and all information pertaining to that posting will auto-fill (location, dates, FTE or hours, position, skills). This should greatly enhance entering correct and concise data into position history.

Once a successful applicant has been awarded a position from Job Posting - information can easily populate PRO.300. All pertinent information found in the posting (position, date, FTE, skills etc) will fill into the PRO.300 details ensuring that information is accurate and correct.

11/19/07 FY 5 TAKE TWO INC. 18:08:50 QPADEV0003
 EMS Employee Record Profile Lines Ref: PRO.300L.11
 Emp#: 1191 AFINOGENOV, CHERYL H. 11/19/07 CURRENT
 Record Type: GET_JOB_POSTING CHANGED 11/19/07 TEACH 100.0000
 Loc 10
 Wor CANEMS Job Postings by Posting POS.22W2.02 31/29
 Pos Posting Position Lcn Posn to
 Sub #07-529T ED ASSISTANT 001 AMA
 Sta CAS/RELIEF SEC SECRETARIAL 009 07
 Lea COMPUTER TECH SUPPORT 008
 Eff CROSSING GUARD ED ASSISTANT 009
 FTE CUST CUSTODIAN 009 ITION#
 Hou CUST ASSIST CUSTODIAN 009
 Let LUNCH ASSIST LUNCH ASSIST 008
 Cha F12=Cancel Position Cursor to Desired Code More...
 Com
 Replace/Acct: _____ Grade: _____
 Addl Title: _____ Step: _____
 Start Time: _____ Stop Time: _____ (0800 - 1600)
 Work Schedule: _____
 Mode: Add F4=Index F13=COPY F14=PASTE F23=EVALS F12=Cancel

MA a 10/008
 [1902 - Session successfully started] HP Color LaserJet 2500 PCL 6 on DOT4_001
 Start [Session A - [24... Microsoft Word - ... COPY Welcome taketw... Norton 6:09 PM]