

Job Connect - Automate Job Postings

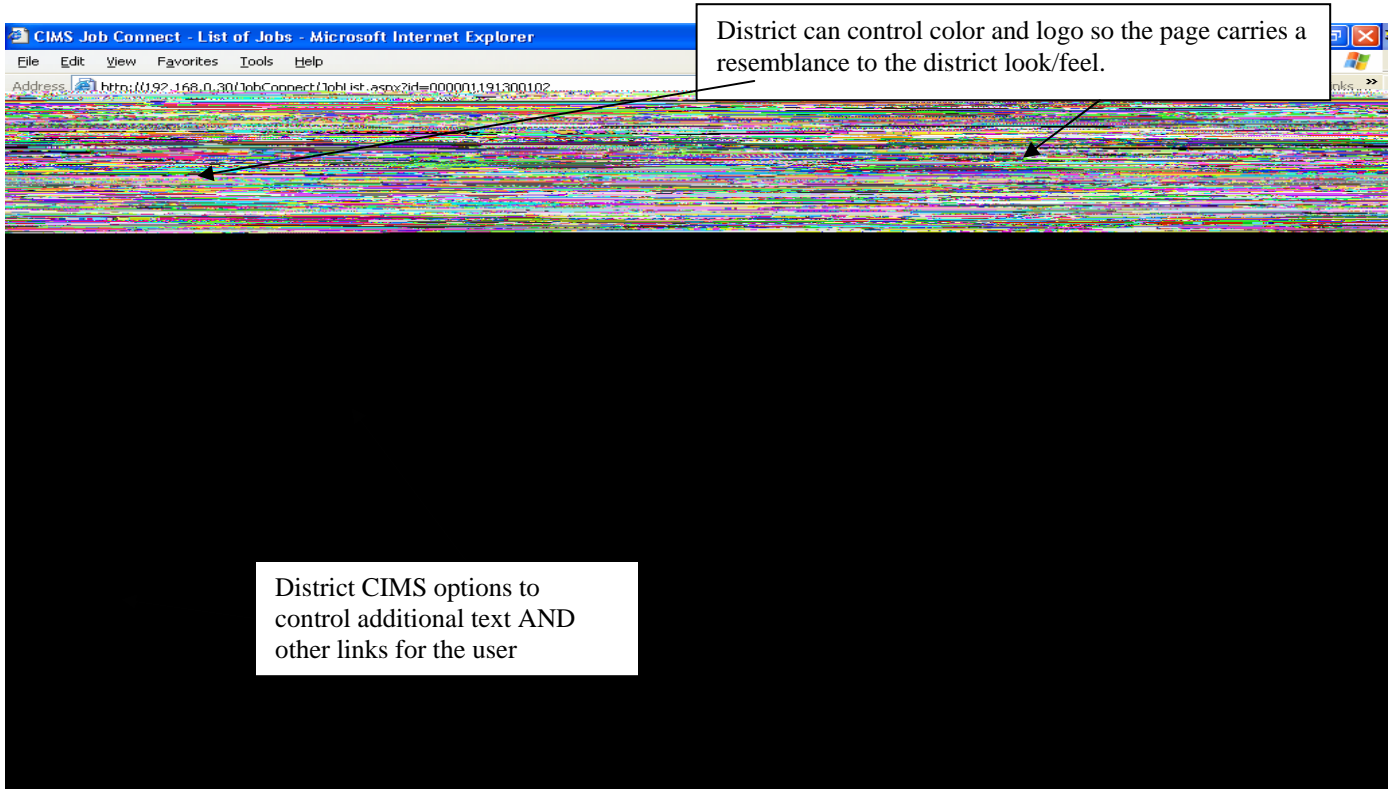
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Last Updated: July 2008

Introduction to CIMS Job Connect

The goal of Job Connect Postings module is to automate management of job postings. This process usually involves:

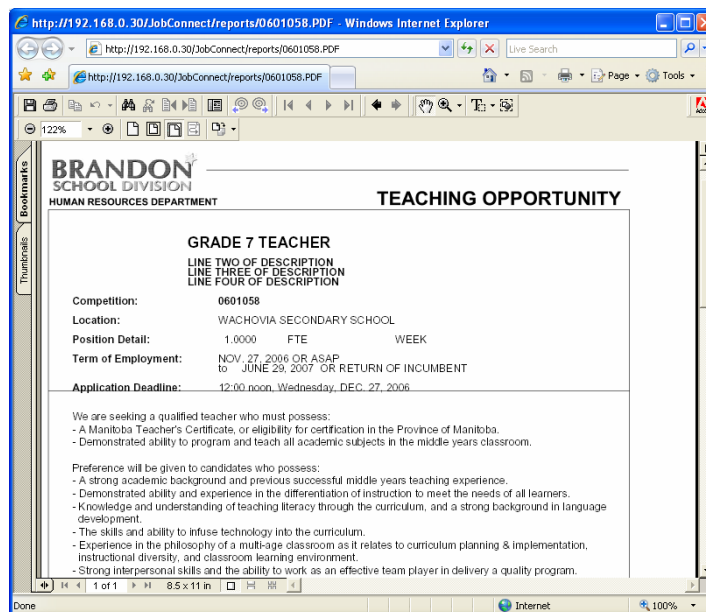
a)



Details of how to use the Website

Once connected to the appropriate URL (probable link off the district main page) the user is presented by default with all Open Postings for all job classes.

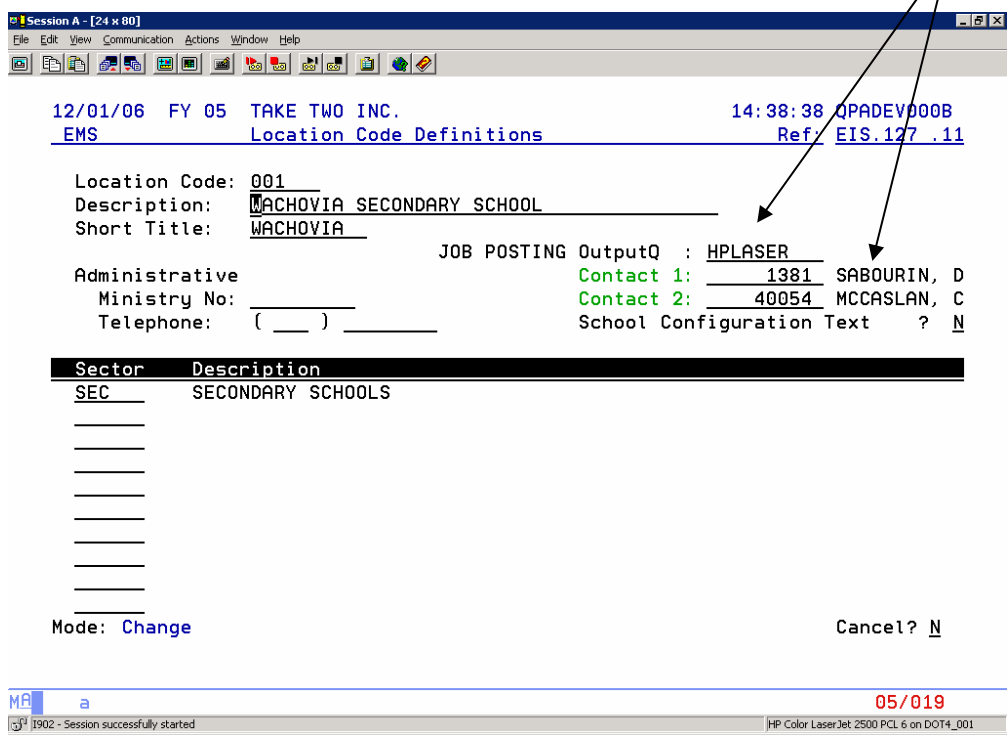
- User can search by Position (as defined in H/R positions)
- User can search by Location (as defined in H/R locations)
- User can choose to see all web posted postings rather than just those that are still open
- User can select to view/print/save any Job Posting (it is in .pdf format)
- User can apply for job online



CIMS Options and Pre-Requisites

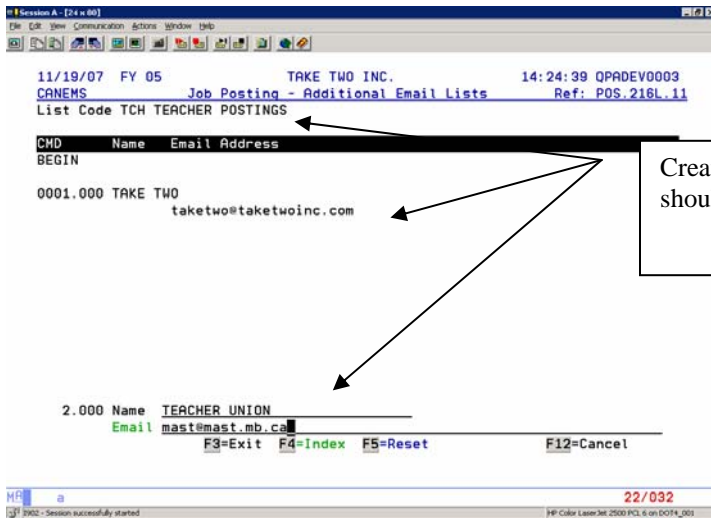
Pre-Requisite:

- a) Job Connect application must be available on your IIS webserver and linked to appropriate district webpage
- b) Replace the district.jpg with your own logo - name it district.jpg
- c) If you want to change the colour from 'Salmon' to better match your district colors edit the jobconnect.jpg file
- d) CIMS Web options must be setup POS.224
- e) Appropriate access must be setup for JC (Job Connect) in PAY.324
- f) For the search by positions drop down go into EIS.154 and turn off positions that should not appear
- g) If you intend to auto-update locations with new postings and/or additional contacts by email - then ensure that EIS.127 has been updated appropriately.



Additional Contacts/Distributions (POS.216)

When you 'P'ost the Job - there may be a need to auto-notify certain groups (union, teachers association, services that you subscribe to). Use this option to setup your distribution list(s). You can create several lists (support different than teaching different than maintenance) and the email addresses in the list could be individual or a distribution group).



For Each Posting:

1. Job Posting must be define in POS.220
2. Job Posting must be 'P' and requested to post to web in order to enable applicants to print/view a .pdf. Alternatively: If you prefer to maintain your word document postings – then name the document as per the jobposting number.pdf and move it to \cims\employeeconnect\reports on the webserver.
3. Ensure that you have filled out the description and qualification codes so that the printed version will produce what is expected on the posting!

Each District has the potential to setup an overlay and dictate characters per inch and line spacing. This means that you will need to make some rules yourself on how to input a posting in order for it to look GREAT for your format. For instance:

- Indent the First line of description so it centers on your format (if that looks better)

Each Posting should contains:

- Main Description Information to appear Top/Center to the posting
- (Optional) Note1 to describe particulars to this job posting that do not meet standard qualification or responsibilities. Note 1 Information prints in a particular area of your posting to separate from standard responsibilities and qualifications
- (Optional) Note2 to describe particulars to this job posting that do not meet standard qualifications or responsibilities. Note2 information prints in a different area than Note1 and separates itself from standard qualifications and responsibilities.
- Qualification codes - as predefined .. will print in full on the posting
- Responsibility codes - as predefined



Job Posting can be made available to the web or not by selecting to Post

11/19/07 FY 05
CANEMS

H/R Job Postings Maintenance

Ref: POS.220 .11

Posting TA-P00L Position ED ASSISTANT Position# _____
Posting Date 1/24/05 Sub-Type _____ Overlay _____
WEB Yexternal/Int/Both/No B Location 009 WRIGLEY
Deadline Date 12/31/29 Time 24Hr Clock _____
Description Casual/Relief Teacher Assistant

Interviewers: Bruce Shamray, Principal, Kirkcaldy School
Marion Goldstone, Resource Teacher

Note1 _____
Note2 _____

FTE 1.0000 Hours .0000
Schedule _____
Salary _____
Start Date 0/00/00
Start Text _____
Maintain Qualifica: 12/01/06 FY 05 TAKE TWO INC. 14:44:02 QPADEV000B
Mode: Change CANEMS H/R Job Postings Maintenance Ref: POS.2200.01
Posting SEV1234 QUALIFICATIONS

Once the deadline date passes, posting will automatically change to close status.

MA a
1902 - Session successfully started

CMD	Code	Description
BEGIN		
0001.000		OFFICE BASIC MS OFFICE AND SEC SKILLS
0002.000		SALCOL SALARY AS PER COLLECTIVE AGREEMENT



12/01/06 FY 05 TAKE TWO INC. 14:46:01 QPADEV000B
CANEMS Job Posting Descriptor Codes Ref: POS.215L.01
Descriptor Code OFFICE BASIC MS OFFICE AND SEC SKILLS

CMD	Descriptor Text
BEGIN	
0001.000	- Experience using Word and various C.I.M.S programs is
0002.000	essential, or the successful applicant(s) must be
0003.000	prepared to learn these programs as required.
0004.000	

F3=Exit

06/002

HP Color LaserJet 2500 PCL 6 on DOT4_001

Qualification and Responsibility Codes are key to your posting containing all necessary information. The only free text you can use

COMMANDS: A C D L F T # E

PageUp, PageDwn, F3=Exit

MA a
1902 - Session successfully started

06/002

HP Color LaserJet 2500 PCL 6 on DOT4_001

Sample Job Posting Templates

Adobe Reader - [0601058.PDF]

File Edit View Document Tools Plug-Ins Window Help

Open Save a Copy Print Email Search Select Text

85%

YAHOO! TOOLBAR Get it free

BRANDON SCHOOL DIVISION

HUMAN RESOURCES DEPARTMENT

TEACHING OPPORTUNITY

GRADE 7 TEACHER

LINE TWO OF DESCRIPTION
LINE THREE OF DESCRIPTION

Location: WAC (VIA S. CONINARY SCHOOL)

Position Detail: 1.0000 FTE WEEK

Term of Employment: NOV 07 2006 TO SEP 15 2007 OR RETURN OF INCUMBENT

Application Deadline: 2006, Wednesday, 12:00:00

Requirements:

- A Manitoba teacher's Certificate, or eligibility for certification in the Province of Manitoba.

References will be given to candidates who possess:

- A strong ability to communicate effectively with students and staff.
- Knowledge and understanding of teaching literacy through the curriculum, and a strong background in language development.
- The skills and ability to infuse technology into the curriculum.
- Experience in the philosophy of Family Assessment as it relates to curriculum planning and implementation in a classroom and classroom management strategies.


Adobe Reader - [SEV1234.PDF]

File Edit View Document Tools Plug-Ins Window Help

Open Save a Copy Print Email Search Select Text

85%

YAHOO! TOOLBAR Get it free



FORT McMURRAY PUBLIC SCHOOLS

231 Hardin Street, Fort McMurray, Alberta T9H 2G2
Telephone: (780) 799-7900

School Secretary

POSTING SEV1234 DATE POSTED SEP. 12, 2006

LOCATION JOE LOUIS ELEMENTARY

DESCRIPTION	Permanent, 10 month, full time Pay Grade 5 effective as mutually agreed
QUALIFICATIONS	<ul style="list-style-type: none"> - Experience using Word and various C.I.M.S programs is essential, or the successful applicant(s) must be prepared to learn these programs as required. - Salary is according to the Collective Agreement, position description is part of the Policy Manual (GCDAS&GCDAU) at www.7oaks.org (Click on School Division; then Publications under the Navigation menu).
RESPONSIBILITIES	RESPOND IN WRITING TO NORMA GWIZON, SCHOOL BOARD OFFICE by email to: norma.gwizon@7oaks.org

TERM OF EMPLOYMENT SEP. 15, 2006 to PERMANENT POSITION

APPLICATION DEADLINE FEB. 01, 2007 at 4:00 PM

1 of 1

Apply Online

In order to apply online, external applicants must supply their social insurance number and birthdate. This is the only way to uniquely identify someone signing in to know that we have a match in CIMS (so as not to create duplicates of the same person).

In our online apply application we are doing much more than simply setting up a userid. The person might already exist in CIMS - how can we ensure that we are matching up with the existing profile so that we retain a historical record of all activity and are able to link this application with existing job information, pay information, employee information? AND, some of these applicants may span more than 10 years .. employee information is retained in CIMS so if a retired teacher is looking for some TOC work - we need to hook up with his existing CIMS profile.

Some districts are worried about the legalities of requesting SIN and birthdate. The legality is not in asking for the info - it is in your usage of the info. We believe that if your documentation states clearly why this information is being collected and confirms that you are not using this information in any way – that should satisfy the applicant. An applicant can call you on the request upon which case you would be happy to have a second alternative to apply - by snail mail (not an email option).

The district can setup their own help document, declaration document and online apply instructions document. The product comes loaded with defaults of:

- Jobconnecthelp.pdf
- Jcdeclare.pdf
- Appinstruct.pdf

The online apply process is unique for every job posting. In creating the posting the user has full control of:

- a) instructions that applicant will read (attached pdf)
- b) disclosure/declaration document (attached pdf)
- c) Skills checkboxes that applicant can choose from
- d) Certificate details
- e) Education
- f) Experience
- g) References All of this records into CIMS EIS.380 direct from input
- h) attachments that should be included (which will save on the webserver and in CIMS) and are viewable in addition to information from within Admin Connect or CIMS

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Session B - [24 x 80]
File Edit View Communication Actions Window Help
7/14/08 FY 06 TAKE TWO INC. 13:42:31 QPADEV0004
CANEMS H/R Job Postings Maintenance Ref: POS.220 .12

Posting CAS/RELIEF SEC
Addl Title ADDITIONAL TITLE
Skills MATH
FTE 100.0000
Appl Categories: APPCIT APPGRP
Pick Multiple: Y
Appl Certificates:
Appl Skills Type: 3
Appl Instructions:
Disclosure:
Applicant Teacher Y/N: N
Mode: Change F3=Exit F4=Index F5=Reset F12=Cancel

REQUIRED
Skills Y/N
Education Y/N
Experienc Y/N
Reference 0-9
Cover Let Y/N
Resume Y/N
Transcrip Y/N
Evaluatio Y/N
CRC Y/N
CAR Y/N
Certifica Y/N
Other Y/N

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Indicate what elements are required for this posting by indicating Y or N.

For references indicate how many are required for this posting 0 - 9

Indicate for the online application process what skills, Categories, and certificates are required. If you have setup Formats in EIS.180 for skills (eg: TOC skills) then you can request the format rather than to identify each skill separately