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# THE UNIVERSITY OF BRITISH COLUMBIA



**Human Resources**  
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<http://www.hr.ubc.ca>

**Date:** February 16, 2009

**To:** AAPS, CUPE 2950, CUPE 116, and IOUE

**From:** Alex Bayne, Director, HR – Integrated Strategies  
Robert Boudreau, Director, HR – Management Systems

**CC:** Linda McKnight, Lindi Frost, Maynard Witvoet & Michael Vizsolyi

**Re:** Changes to recruiting system

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Effective March 23, 2009, UBC will move to a new online recruiting system. This system has been developed to align with the goals set out in the *Enabling Opportunities* report (<http://www.hr.ubc.ca/newhirebpr/>).

The various collective agreement requirements were well-contemplated during the design phase and we are confident the new system complies with the University's obligations under each agreement.

Please note that your members will notice some improvements to the recruiting process when applying for jobs. Example of changes include:

- Access to full job descriptions
- Ability to create customized searches and alerts
- Flexible posting dates (exception CUPE 116)
- Ability to track status of competitions
- Ability to maintain an online profile

Another feature of the new system will distinguish internal candidates from external candidates. Employees will be provided directions on the website (<http://www.hr.ubc.ca/postings/index.html>), when they apply, guiding them to the the internal application process. It is important to note anyone applying through the external link *will not* be processed as an internal applicant. Therefore, if an employee does not use the appropriate link, they will not have their internal rights recognized.

Employees needing assistance in applying on line are encouraged to visit the HR Service Centre. Human Resources will continue to accept paper applications from those employees who prefer not to apply on line.

Thank you to those that attended one of the recent demonstration of the new technology. Further updates can be found at [http://www.hr.ubc.ca/campus\\_initiatives/new\\_hire/](http://www.hr.ubc.ca/campus_initiatives/new_hire/)

Should you have any further questions please contact either Robert Boudreau at 604-822-8142 or Alex Bayne at 604-822-1839.