



University of Windsor

Hiring a GA/TA in **UW***insite* People

A Step-by-Step Guide for
the Faculty of Graduate Studies

February 25, 2025

Aby Saka

Manager, Talent and Recruitment

A hand is shown holding a yellow speech bubble against a blue background. The speech bubble contains the text "JOIN OUR TEAM" in bold, black, uppercase letters.

**JOIN
OUR
TEAM**

GA/TA Hiring: Important to Know

GA/TA hiring is no longer following the traditional process—it will now be managed through UWinsite People.

To ensure a smooth transition, we encourage you to get familiar with the system, attend training sessions, and explore available resources.

Learn more and access following helpful materials:

- [Register for Training Sessions:](#)
- [Knowledge Base Articles:](#)
- [Previous Training Materials:](#)

Agenda Outline:

Meeting Guidelines

How to Hire a Student

Match an existing Employee to a Requisition as an Applicant

Create A Candidate and Match as an Applicant

Offer Creation Process

Q&A



How to Hire a Student

A Step-by-Step Guide for Line Managers and
Departmental Student Hiring Support

GA/TA Hiring Process

This process is still overseen by the Faculty of Graduate Studies. The process of obtaining applicants, how to post the job, etc. is still how you would have done in previous semesters. **What will change:** Grad Studies will not be accepting any contracts through SharePoint anymore, as this will now be done as student job requisitions in UWinsite People.

Important reminder:

- **Only** supersedes or cancelled contracts should be submitted in the SharePoint.
- HR **will not** be accepting any other contracts through SharePoint.

Learning Objectives



Navigate UWinsite People to create student requisitions accurately.



Identify and complete required sections such as Basic Info, Hiring Team, and Requisition Structure.



Understand the approval process for student Offer Letters.

3 Step Process to Hiring a Student

The Process of hiring a student in UWinsite People is made up of 3 stages:

- 1. Creating a Student Job Requisition:** A requisition is required to create job offers for students and to initiate Preboarding and onboarding journeys within UWP.
- 2. Matching successful Student Applicants to a Requisition:** New or Existing students need to be added to requisitions by a process called Matching, so that offer letters can be created and extended to the student in UWP.
- 3. Creating and Extending a Job offer:** Once a student has accepted an offer in UWP, the preboarding and Onboarding tasks will be initiated for new students before being processed by HR. Existing students will be processed by HR as soon as the signed offer has been received in UWP.

Demo





How to Create Student Job Requisitions

A Step-by-step Guide For creating Student Job Requisitions in UWinsite People.

Navigating UWinsite People

- Line Managers: Select **My Team**.
- Hiring Support Staff: Select **My Client Groups**.
- Click the **Blue Box**, choose **Hiring**, and click **Add**.

Alternative:

If the position directly reports to you:

- Click **My Team**, change **View By** to **Position**, and locate the position.
- Click the three dots next to it and select **Create Requisition**.



Selecting Position Details : Step 1 - How Section

- Ensure Requisition Type is set to **Standard**.
- Confirm Use is prepopulated with **Template**.
- Set Recruiting Type to Student.
- Set Primary Location to Windsor, ON, Canada (if applicable).
- Under Requisition Template, select the **UW Student Job Req Template (GA/TA)**. **Selecting the correct template is crucial, as it ensures approvers can review the contents of the offer letter before approval. Using an incorrect template may result in the offer being rejected by the approvers.**
- Click **Continue** to proceed.

Note that the page will refresh again to show the sections that correspond to selections made. Select **Continue** to proceed to the next section.

1 How

Requisition Type
Standard

*Use
Template

*Recruiting Type
Student

*Primary Location
Windsor, ON, Canada

*Requisition Template
Select a value

Name	Code
UW Student Job Req Template (RA Grant Funded)	UW_STDNT_JOB_REQ_TMPL_GRANT
UW Student Job Req Template (GA/TA)	UW_STUDENT_GATA
UW Student Job Requisition Template	UW_STUDENT_JOB_REQ
UW Student Job Req Template (Ignite)	UW_Student_Ignite
UW Student Job Req Template (Ignite Grant Funded)	UW_Student_Ignite_Grant

Cont

Select for all Student RA positions

Select for GA/TA positions

Select for all Casual, Outstanding Scholar student hires

Select for Ignite student hires

Select for Ignite grant funded hires

UWinsite People

Step 2 – Completing Basic Info Section

- Verify **Requisition Type** is prepopulated with **Standard**.
- Update the **Requisition Title** with specifics (e.g., "Ignite Requisition").
- Add the number of openings available for the requisition. This can continue to be updated as needed for as long as the requisition is active for.
- Click **Continue** to proceed.

2 Basic Info

Requisition Type
Standard

*Requisition Title

*Number of Openings
Limited

[Continue](#)

Start with term, program and department name and/or unit

Number of hires – be as specific as possible

Step 3 – Setting Up the Hiring Team

- Verify **Hiring Manager** is populated. Update to Cost Centre Owner if incorrect.
- For the **Recruiter**, enter the Departmental Student Hiring Support name or delegate.
- In the **Add Collaborator Type** field, add anyone who will be a part of the hiring process within the department. To do simply click the drop down, select **Collaborator**, a collaborator field will populate, type in the name of the person to be added, multiple collaborators can be added.
- Click **Continue** to advance.

3 Hiring Team

Hiring manager is the dean or department head →

Recruiter is the Departmental Hiring Support Staff →

Add anyone who will be a part of the hiring process within the department →

[Continue](#)

Step 4 – Requisition Structure Section

- Verify prepopulated fields such as **Recruiting Type**, **Primary Location**, **Job Family**, and **Job Function**.
- Update the **Organization** field by selecting the relevant department or faculty or simply select UW BU.
- No action is required for the remaining fields.
- Click **Continue** to proceed.

4 Requisition Structure

Recruiting Type
Student

*Organization
Select relevant department or simply choose UW BU from the drop-down
UW BU

Primary Location
Windsor, ON, Canada

Other Locations
Select a value
Add Another Location

*Job Family
Automatically populates, no edit required
Student Jobs

*Job Function
Leave as student, however, select CUPE 4580 - Graduate Teaching Assistants if this is a GA/TA hire
Student

Continue

Step 5 – Posting Description

- Student requisitions are not posted in UWinsite People and as such no input is necessary here.
- Click **Continue** to advance.

5 Posting Description

Posting Description for Internal Candidates

Select a value ▼

Enter Custom Internal Posting Description

Short Description for Internal Candidates

Description for Internal Candidates

Same Posting Description for Internal and External Candidates

Continue

Step 6 – Offer Info Section

- All necessary fields are prepopulated in this section.
- In the Job field, select the type of student job being hired for by typing out the option to select. (**Refer to the list of Student jobs**)
- During the offer letter creation stage, use the Assignment Info section to select the position (job code or title).
- Click **Continue**.

6 Offer Info

Legal Employer
University of Windsor

Business Unit
UW BU

Department
Human Resources

Primary Work Location
Select a value

Other Work Locations
Select a value

Add Another Work Location

Job
Select a value

Refer to the list of Student jobs and input the appropriate job code.

Continue

JOB TITLE	CODE
Student Research Assistant Contract (International)	10051
Student Research Assistant Contract (International) - Grant Funded	10053
Student Research Assistant Contract (Canadian) - Grant Funded	10063
Student Research Assistant Contract (Canadian)	10067
Co-op Student	10115
Ignite Student	10116
Outstanding Scholar Student	10117
Student Research Assistant	10118
Student Staff	10119
Graduate Assistant - CUPE 4580	10120
Student Staff - Ancillary	10131
Student Staff - Class Action Clinic	10134

JOB TITLE	CODE
Student Research Assistant - Grant Funded	10136
Student Staff - Grant Funded	10139
Ignite Student - Ancillary	10141
Teaching Assistant – CUPE 4580	10170
Ignite Student - Grant Funded	10231
Mitacs Intern - Grant Funded	10255
Casual Stipend Recipient	10263
Casual Stipend Recipient - Grant Funded	10266
Casual Stipend Recipient - Ancillary	10267
Student Staff - Agency Fund	10280
Student Staff - Funded by Trust	10282

Step 7 – Attachments

- Attachments Section: Attach a Summary of Duties, a copy of the job posting is applicable and any other document that could be relevant to the hiring—click **Continue**.

7 Attachments



Drag files here or click to add attachment ▾

Drag and drop or attach files and links from your device in here. There is no size limit to what can be attached here.

Continue

Step 8 – Configuration

- Configuration Section: **Already configured for sourcing.** No action required—click **Continue.**
- Questionnaires Section: No action required—click **Continue.**

8 Configuration

*Candidate Selection Process
UW Student Sessional CSP - UW_DEFAULT_CSP (Default) ▾

*External Application Flow
UW Candidate Apply Flow - UW_CAND_APPLY_FLOW (Default) ▾

Allow Candidates to Apply When Not Posted
Yes ▾

Automatically Open Requisition for Sourcing
Yes, not posted ▾

Automatically Unpost Requisition
No ▾

Automatically Fill Requisition
No ▾

[Continue](#)

This is automatically configured and must be left as Yes for all student hiring.

This is automatically configured to Yes, not posted and must be left this way for all student hiring.

Step 9 – Questionnaires

- Questionnaires Section: **No action required.**
- Scroll back to the top right corner of the page to either save and close, submit, or cancel the requisition.

9 Questionnaires ←

Internal Prescreening Questionnaire

Add Question

Select a value


No items to display

Maximum Possible Score 0

External Prescreening Questionnaire

Add Question

Select a value


 **Are you above 16?**

Question Code
300000090444529

Question Type
Single Choice

Question Classification
Prescreening Question Added Automatically

✓ Requires Response

 **Are you legally entitled to work in Canada?**

Final action – Submitting the Requisition



- If all sections are complete, click **Submit**.
- If additional information is needed, click **Save and Close** to return later.
- If the requisition is no longer necessary, click **Cancel** to forgo the requisition.

Notifications Sent Upon Submission:

- Cost Centre Owner: Notified that the requisition is open for sourcing.
- Departmental Student Hiring Support: Receives notifications for sourcing, approval, and approval completion.

Summary and Next Steps

Key Takeaways:

- Ensure all sections are completed accurately before submission
- Understand notification and approval workflows.
- Use the correct templates and configurations for student requisitions



Match an existing Employee to a Requisition as an Applicant

A Step-by-step Guide For Matching Candidates to Requisitions as Applicants.

Learning Objectives

By the end of this training, participants will be able to:



Understand the Applicant Matching Process:

Identify the configuration requirements for matching a candidate to a requisition as an applicant.

Recognize the critical system settings for the process.



Match a Candidate:

Match candidates to requisitions using precise search and selection techniques.



Manage Candidate Applications and Job Offers:

Extend job offers after successfully matching candidates to requisitions.

Ensure seamless communication and tracking through the system.

Demo



UWinside People



University of Windsor

Preliminary Steps / Things to Note

System Requirements:

- Ensure the requisition configuration is set as follows:
 - Open Requisition for Sourcing: Set to "Yes" (options: not posted, posted external, posted internal, or both internal and external).
 - Allow Candidate to Apply When Not Posted: Set to "Yes."
- Only Recruiters can configure requisitions to meet these criteria.

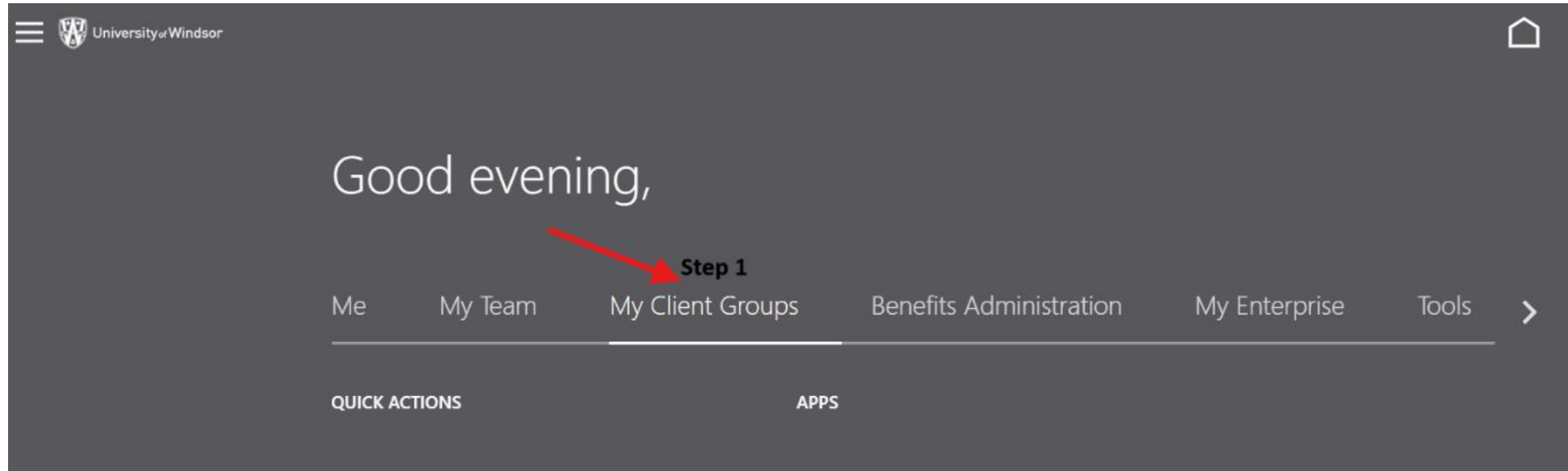
Preparation Needed:

- Obtain the candidate's UWin email. For a non-student, enter their alternative email.
- Know the 4-digit requisition number or Requisition title for matching.

Accessing Your Dashboard

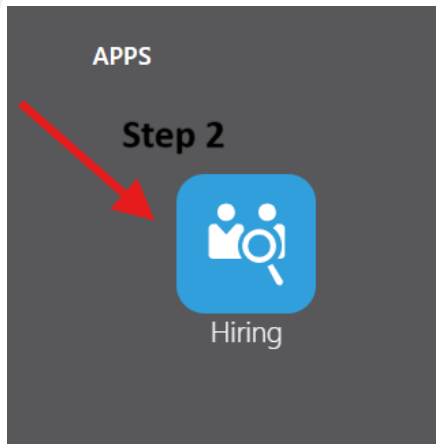
Step 1 - Navigate to the Dashboard:

- Go to the "**My Client Groups**" section from your dashboard to access recruitment tools.
- Identify the requisitions for which you want to match candidates.

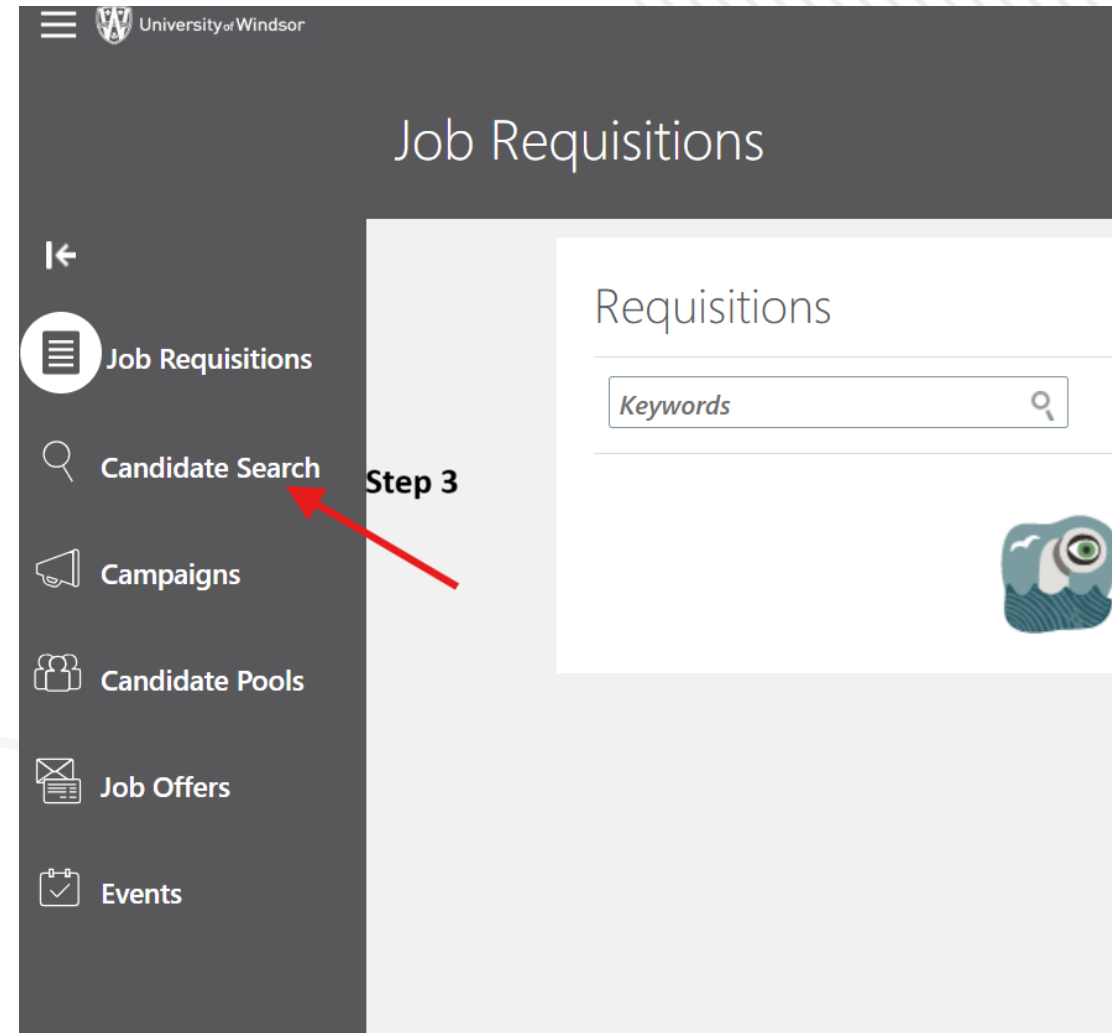


Navigating to Hiring

Step 2 - Click on the blue "Hiring" box to view active requisitions.



Step 3 - Navigate to the "Candidate Search" tab on the left-hand side of the screen



Selecting a Candidate from Candidate Search

Step 4: Under Search Action, select **Find a Candidate**:

The screenshot displays the 'Candidate Search' interface. At the top, the title 'Candidate Search' is visible. Below it, there is a 'Search Action' dropdown menu, which is circled in red. The dropdown menu is open, showing several options: 'Search for Candidates' (with a downward arrow), 'Find a Candidate' (indicated by a red arrow and the label 'Step 4'), 'Search for Candidates' (highlighted in light blue), 'Run a Saved Search', and 'Manage Saved Searches'. To the left of the dropdown menu, the text '56419 Total Candidates' is visible.


Selecting a Candidate from Candidate Search

Step 5: In the "Candidate Info" section, enter the UWin email address in the email address field.

Candidate Info

First Name

Last Name

Email Address  **Step 5**

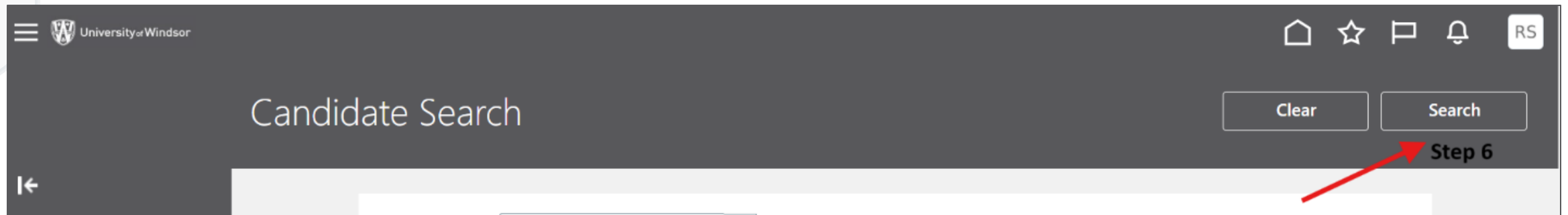
Phone Number

Keywords

Selecting a Candidate from Candidate Search

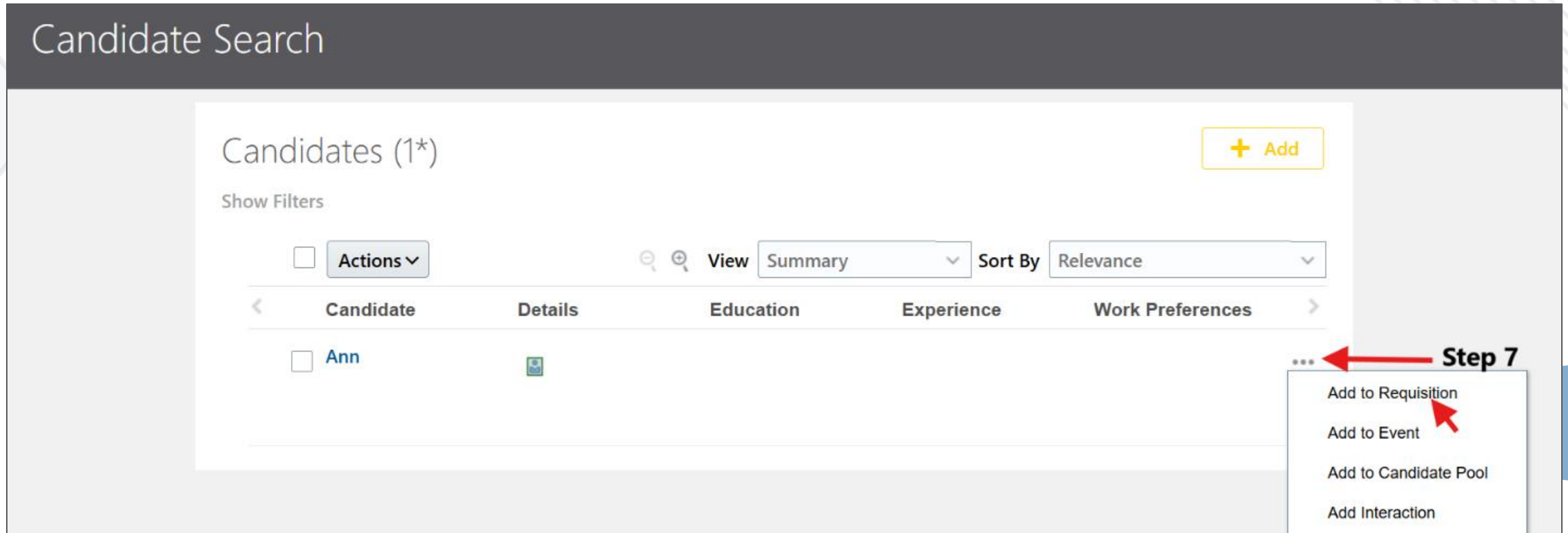
Step 6: Scroll to the top right corner of the page and select "Search".

- Confirm the candidate's first and last name are correct.



Selecting a Candidate from Candidate Search

Step 7: Click on the three dots to the right of the candidate's name and select **Add to Requisition**.



The screenshot shows the 'Candidate Search' interface. At the top, there's a header 'Candidate Search'. Below it, a section titled 'Candidates (1*)' contains a '+ Add' button and a 'Show Filters' link. There are controls for 'Actions', 'View' (set to 'Summary'), and 'Sort By' (set to 'Relevance'). A table lists candidates with columns for 'Candidate', 'Details', 'Education', 'Experience', and 'Work Preferences'. The first candidate is 'Ann'. A red arrow points to the three dots menu next to 'Ann', which is labeled 'Step 7'. The dropdown menu is open, showing options: 'Add to Requisition', 'Add to Event', 'Add to Candidate Pool', and 'Add Interaction'. A red arrow points to 'Add to Requisition'.

Candidate	Details	Education	Experience	Work Preferences
<input type="checkbox"/> Ann				

Selecting a Candidate from Candidate Search

Step 8: Adding a Candidate to a Requisition

- In the Select Requisitions text box, enter the requisition number or position title.
- The system will populate based on your input.
- Ensure the correct 4-digit requisition number or position title is selected.
- Click "**Create Job Application on Behalf of Candidate**" and then "**Save and Close**".

Add to Requisition Save and Close Cancel

Step 8

Candidates (1) ▾

Select Requisitions

Input Req title or Req number here →

Create job application on behalf of candidate
Must check this box ALWAYS, once Req title/number has been selected

Once "create job application on behalf of candidate" box below has been selected, click here

Selecting a Candidate from Candidate Search

Step 9: Confirm candidate has been successfully matched to Requisition

- Navigate to "**My Client Groups**" Select "**Hiring**".
- Navigate to the Requisition being worked on, and to the right of the req, click on "**Applications**".
- All candidates matched successfully will appear here.

Ignite Student Staff - Faculty of Education (1120)

Open - Not Posted

Standard

Windsor, ON, Canada

Applications: 1

Prospects: 0

Step 9



**Requisition
being worked on**

Final Reminders

Key Takeaways:

- Efficient Matching
 - Use system tools like Candidate Pools and Candidate Search to streamline the matching process.
- It is important to always verify that the correct UWin email was provided and that the first and last name matches the person intended to be matched.



Create A Candidate and Match as an Applicant

A Step-by-step Guide For Line Managers

Learning Objectives



Understand the Applicant Matching Process:

Recognize the ability of hiring support staff to match candidates to requisitions as Applicants.



Create and Match a Candidate:

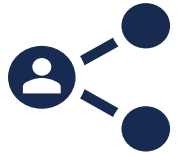
Accurately create a candidate profile and match them to a requisition.
Ensure all steps are followed to successfully create job applications on the candidate's behalf.



Complete Next Steps After Matching:

Create and Extend job offers to the Candidate.

Overview of the Matching Process



Key Functionality:

Hiring Support Staff can match candidates directly to requisitions as an Applicant, streamlining the hiring process.



Important Notes:

Only Hiring Support Staff can Match a candidate as an Applicant, Line Managers will need to rely on hiring support staff to perform this function.

For matching an Applicant to be successful, you must check the "Create a job Application on behalf of Candidate" box.



Purpose:

Empower Hiring Support staff to create and Extend job Offers to new hires.

Preliminary Steps / Things to Note

Before Creating a Candidate:

1

Preparation Needed:

Identify the candidate you wish to match to the requisition, (First and Last name will be required).

Obtain the candidate's **email address** for profile creation.

2

System Requirement:

The process requires access to your **dashboard** and the appropriate requisition information.

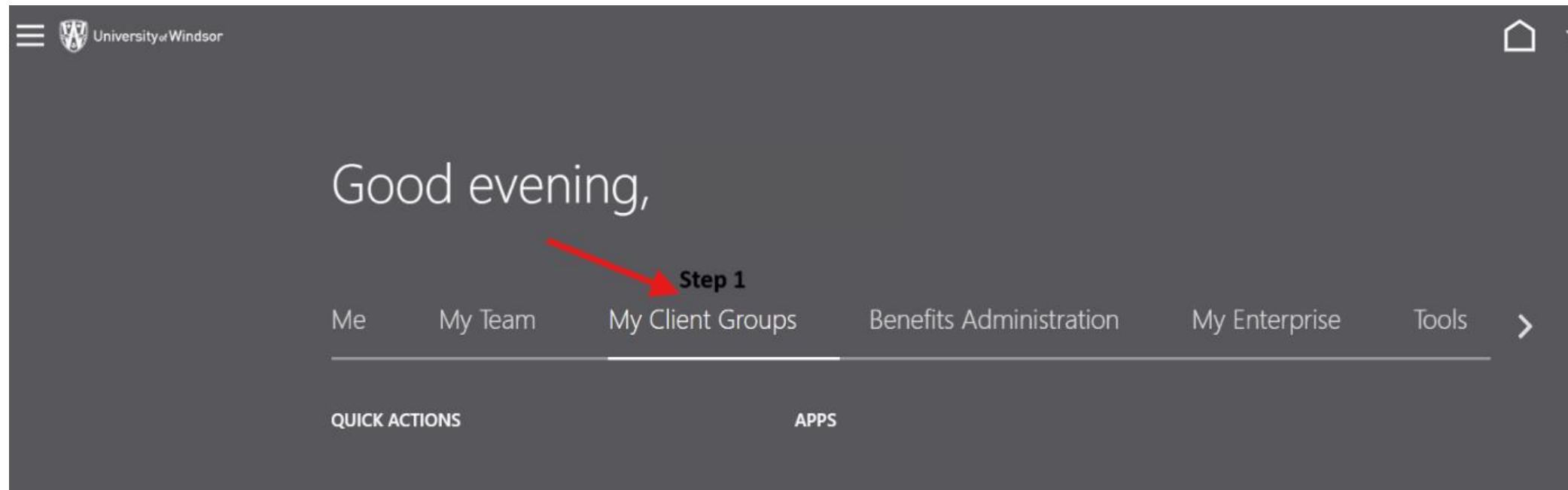
Demo



Accessing Your Dashboard

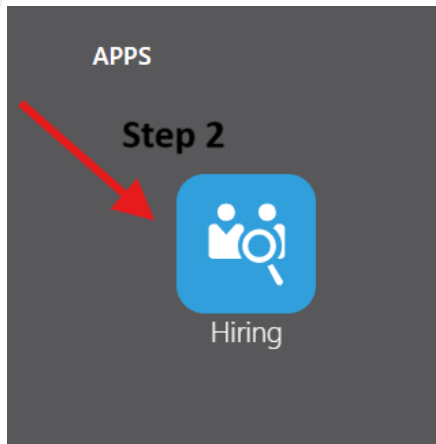
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- Go to the "**My Client Groups**" section from your dashboard to access recruitment tools.
- Identify the requisitions for which you want to match candidates.

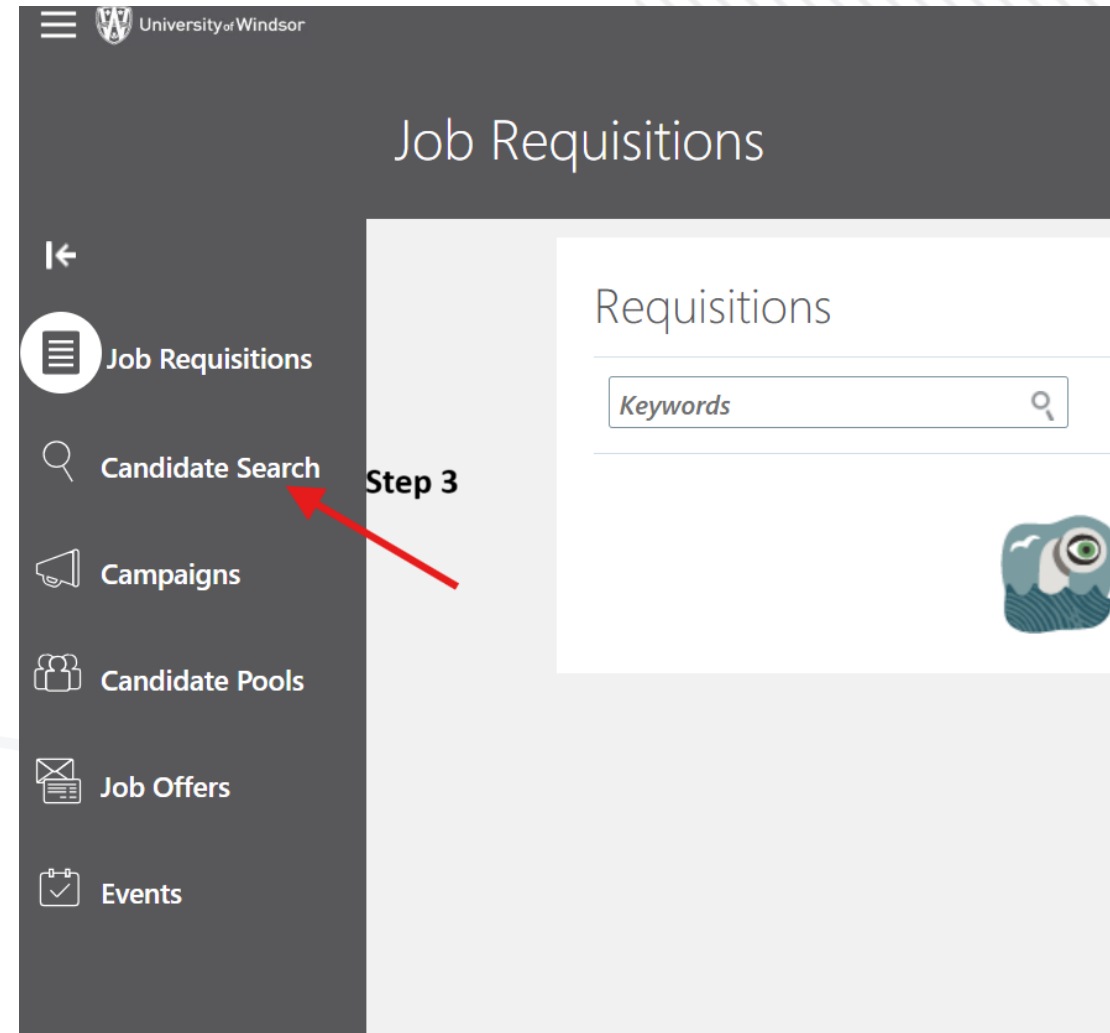


Navigating to Hiring

Step 2: Click on the blue "Hiring" box to view active requisitions.

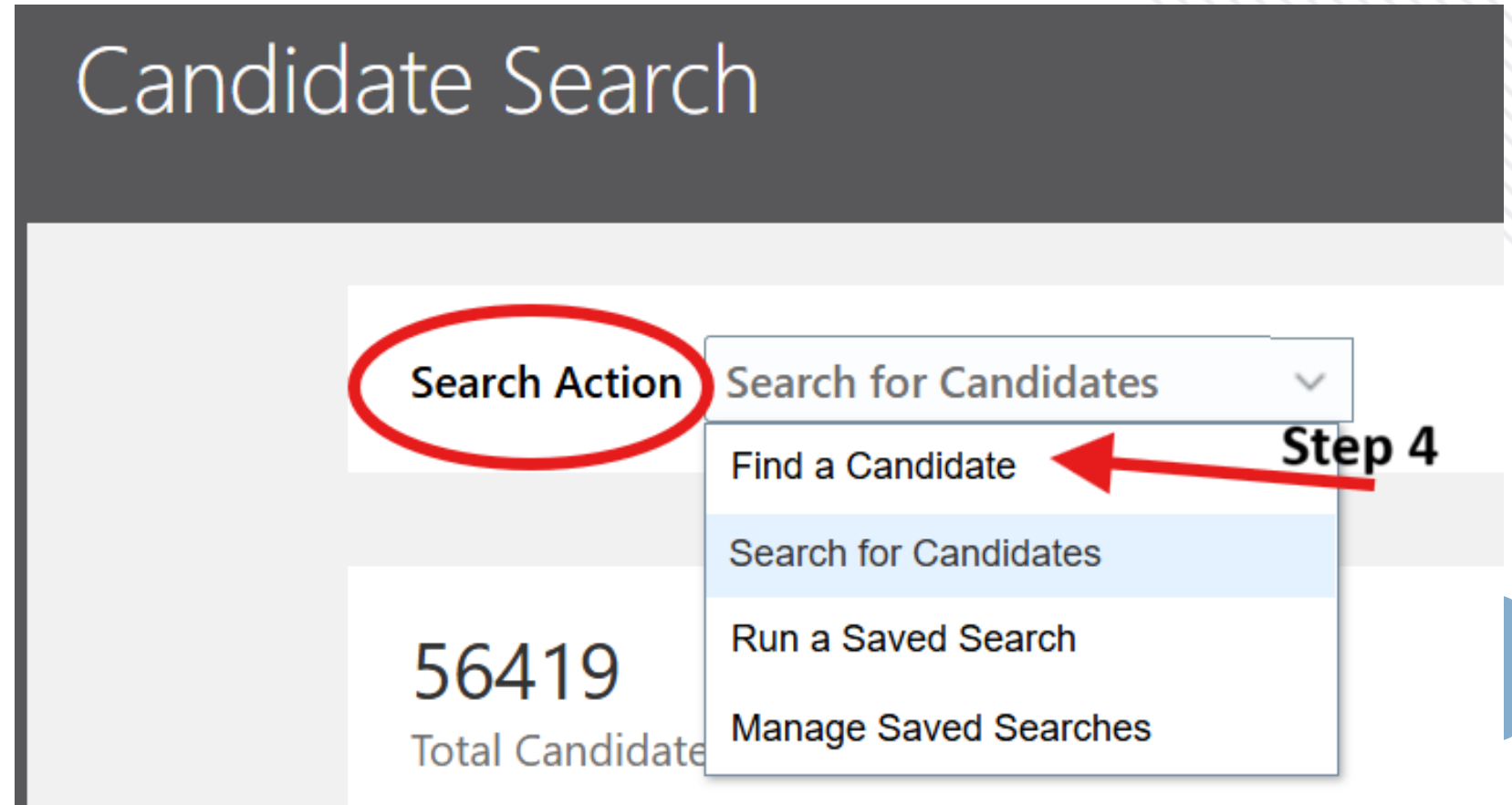


Step 3: Navigate to the "Candidate Search" tab on the left-hand side of the screen



Selecting a Candidate from Candidate Search

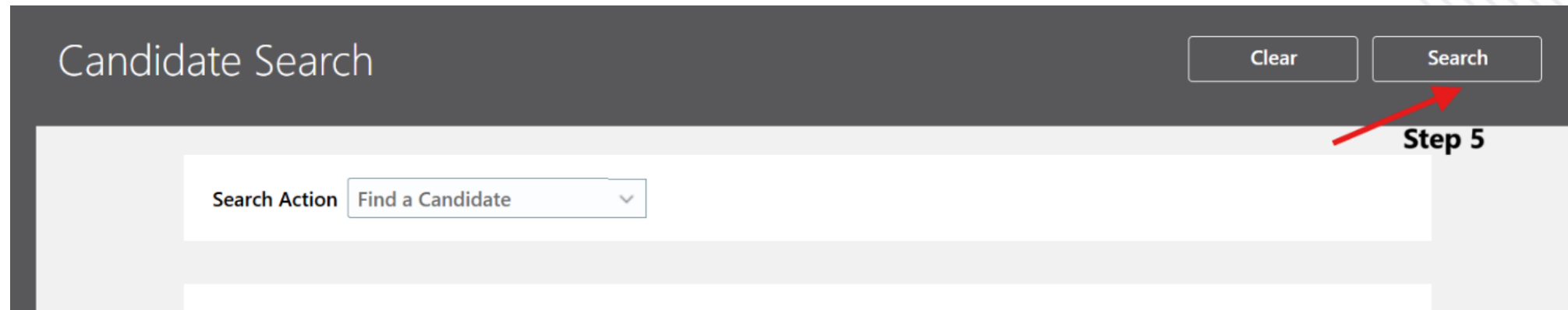
Step 4: Under Search Action, select **Find a Candidate**:



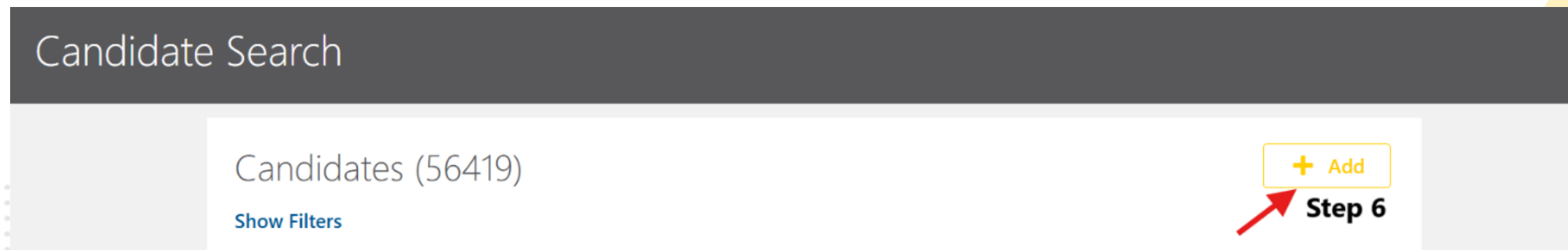
The screenshot displays the 'Candidate Search' interface. At the top, the title 'Candidate Search' is visible. Below it, there is a 'Search Action' dropdown menu, which is circled in red. The dropdown menu is open, showing several options: 'Search for Candidates' (with a downward arrow), 'Find a Candidate' (indicated by a red arrow and labeled 'Step 4'), 'Search for Candidates' (highlighted in blue), 'Run a Saved Search', and 'Manage Saved Searches'. To the left of the dropdown menu, the text '56419 Total Candidates' is visible.

Selecting a Candidate from Candidate Search

Step 5: Scroll to the top right corner of the page and select "Search".




Step 6: Select "Add" at the far right of the page.








Create a Candidate



Step 7: In the "Basic Info" section, enter the candidate's **First name, Last name,** and **UWin email** address or **whichever email they supplied** (also applicable for a non-student). Phone number can be added optionally.

- In the "Attachments" section, a resume can be added if necessary.

Basic Info  Step 7

*Last Name  Enter the last name	Title
<input type="text"/>	<input type="text"/>
First Name  Enter the First name	Middle Name
<input type="text"/>	<input type="text"/>
Email  Enter UWin email address	Source
<input type="text"/>	<input type="text" value="LinkedIn"/>
Phone Number  Optional	Display Data to Candidate
<input type="text" value=""/> <input type="text"/>	<input type="text" value="No"/>

Attachments  Can optionally attach resume for the candidate

 Drag files here or click to add attachment 

Create a Candidate

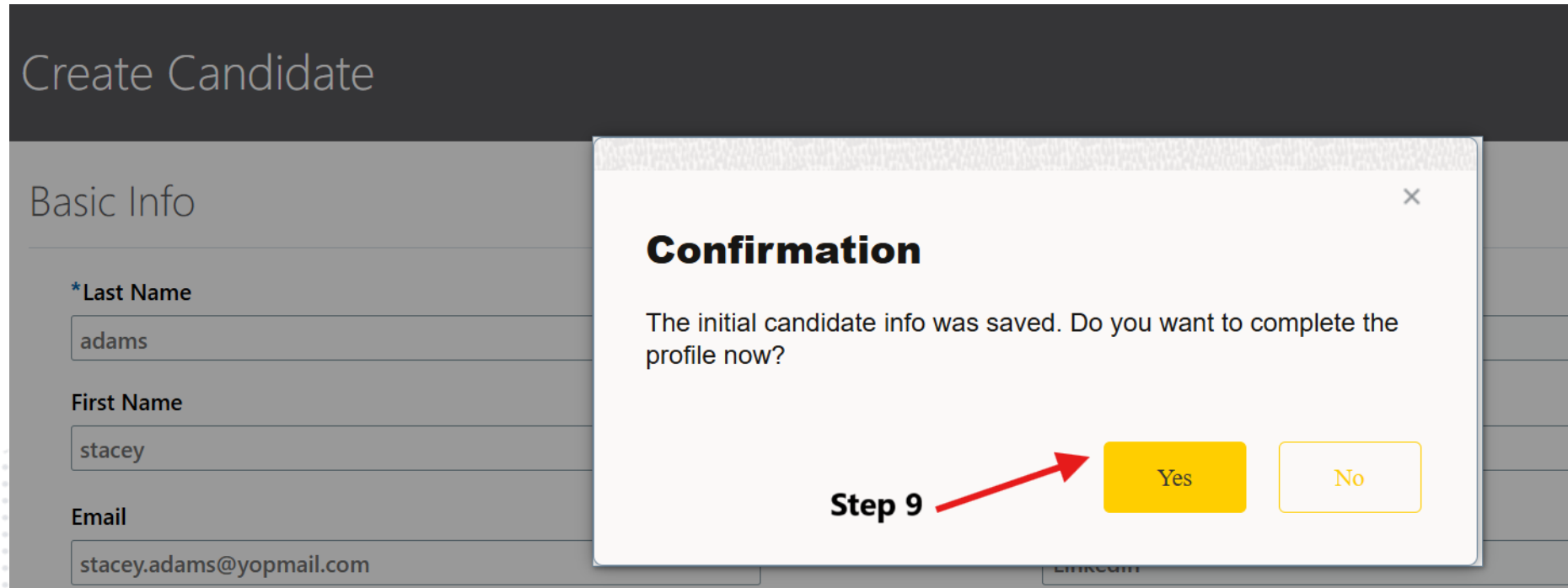
Step 8: Scroll to the top right corner of the page and select "**Save and Close**".



Create a Candidate

Step 9: Saving the Profile

- Click **Save and Close** to save the candidate information.
- A confirmation box will appear asking, **Complete the profile now?** Select **Yes** to finalize the candidate profile.



The screenshot shows a web interface for creating a candidate profile. The main form is titled "Create Candidate" and has a "Basic Info" section. The form fields are:

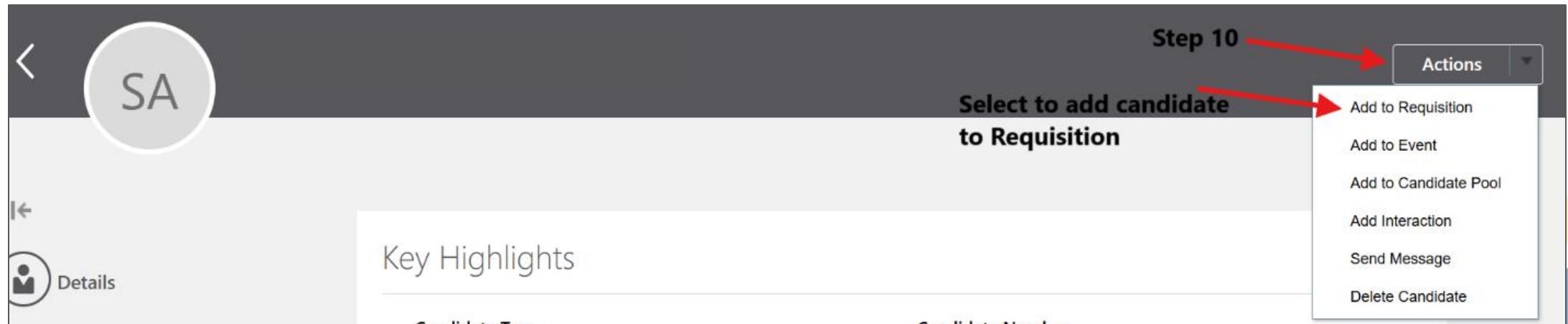
- *Last Name: adams
- First Name: stacey
- Email: stacey.adams@yopmail.com

A confirmation dialog box is overlaid on the form. The dialog box is titled "Confirmation" and contains the text: "The initial candidate info was saved. Do you want to complete the profile now?". Below the text are two buttons: "Yes" (highlighted in yellow) and "No" (outlined in yellow). A red arrow labeled "Step 9" points to the "Yes" button.

Create a Candidate

Step 10: Adding a Candidate to a Requisition

- Click "**Actions**" on the far-right corner of the page.
- In the Drop-down options, select "**Add to Requisition**"



Create a Candidate

Step 11: Adding a Candidate to a Requisition

- In the Select Requisitions text box, enter the requisition number or position title.
- The system will populate based on your input.
- Ensure the correct 4-digit requisition number or position title is selected.
- Click **"Create Job Application on Behalf of Candidate"** and then **"Save and Close"**.

The screenshot shows a web interface titled "Add to Requisition Step 11". At the top right, there are two buttons: "Save and Close" and "Cancel". A red arrow points from the text "Once 'Create a job application on behalf of candidate' box has been selected, click here" to the "Save and Close" button. Below the title bar, there is a section labeled "Candidates (1)" with a dropdown arrow. Underneath is a "Select Requisitions" section with a text input field. A red arrow points from the text "Input Req title or Req number here" to this input field. To the right of the input field is a checkbox labeled "Create job application on behalf of candidate". A red arrow points from the text "Must check this box ALWAYS, once Req title/number has been selected" to this checkbox.

Create a Candidate

Step 12: Confirm candidate has been successfully matched to Requisition

- Navigate to "My Client Groups" select "Hiring".
- Navigate to the Requisition being worked on, and to the right of the req, click on **Applications**.
- All candidates matched successfully will appear here.



The screenshot shows a requisition listing for "InterSummer 2025 - Master of Management - T...". The title is circled in red. To the right of the title, it says "Applications: 4" and "Prospects: 0". A red arrow points from the text "Step 12" to the "Applications: 4" text. Another red arrow points from the text "Requisition being worked on" to the title. Below the title, the status is "Open - Not Posted", the type is "Standard", and the location is "Windsor, ON, Canada".

InterSummer 2025 - Master of Management - T...	Applications: 4
Open - Not Posted	Prospects: 0
Standard	
Windsor, ON, Canada	

Summary and Next Steps

Key Takeaways:

- Creating and matching Candidates as Applicants are used for New Hires that do not exist in the system.
- To successfully add a Candidate as an Applicant, you must check the "**Create Job Application on Behalf of Candidate**" box.
- Once a New Hire has been successfully added as an Applicant, a Job Offer can be created and Extended to the candidate.



Departmental Student Hiring Support: Offer Creation Process

Overview

Purpose: Step-by-step guidance on creating, approving, and extending job offers for departmental student hires.

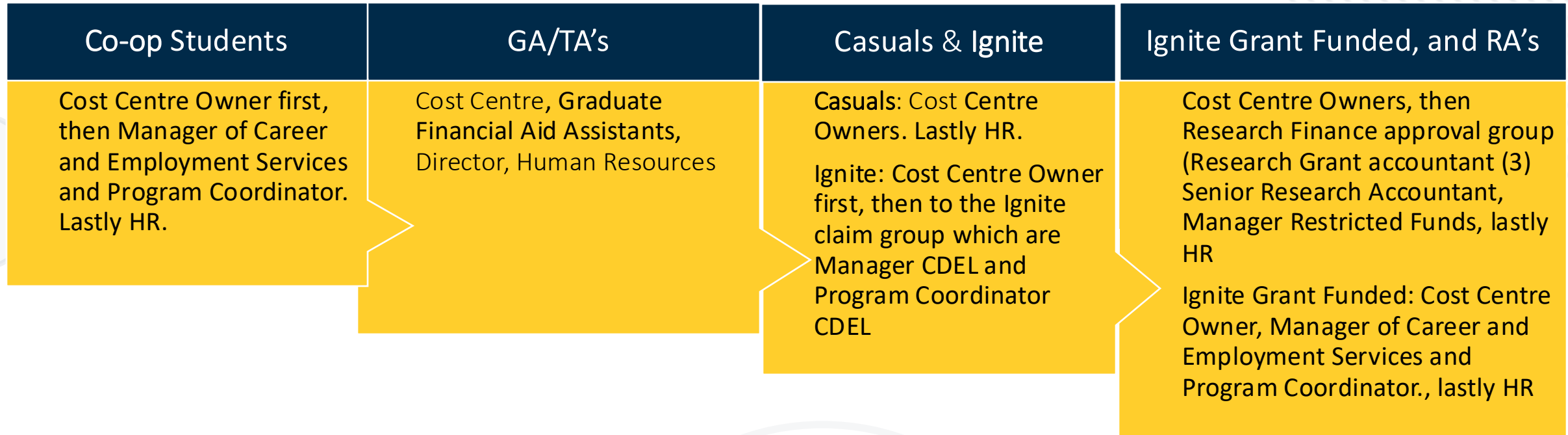
Key Sections:

1. Creating a Job Offer
2. Job Offer Approval
3. Extending the Offer

Prerequisite for Offer Creation

- Offers can only be created if a corresponding requisition exists in the system and a candidate has been added to the requisition.
- Navigate to the Applicants in the Requisition. Click on the red dots next to the student you wish to place in the position and select **Create Job Offer**.

Offer Letter Approval Process



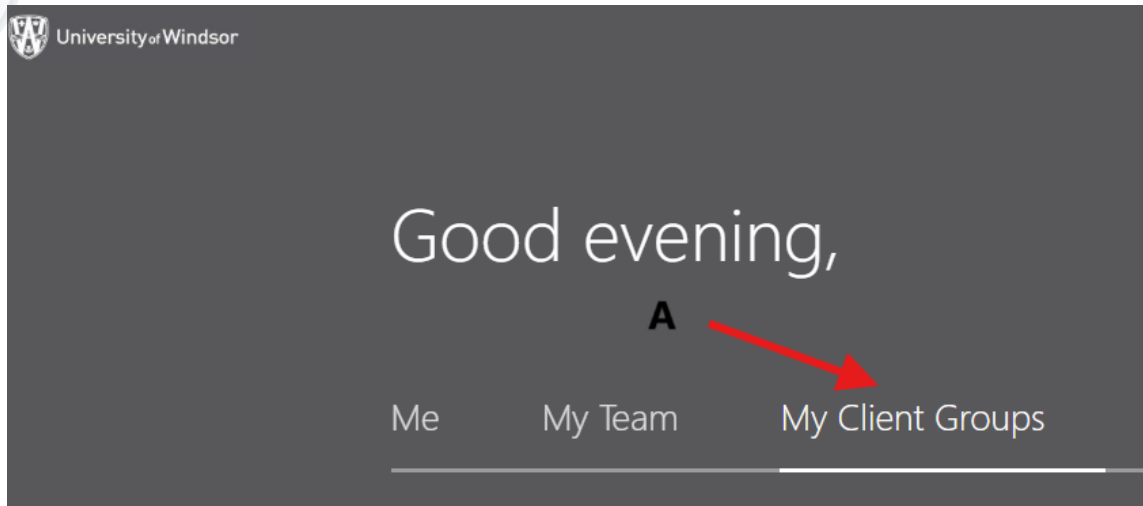
Demo



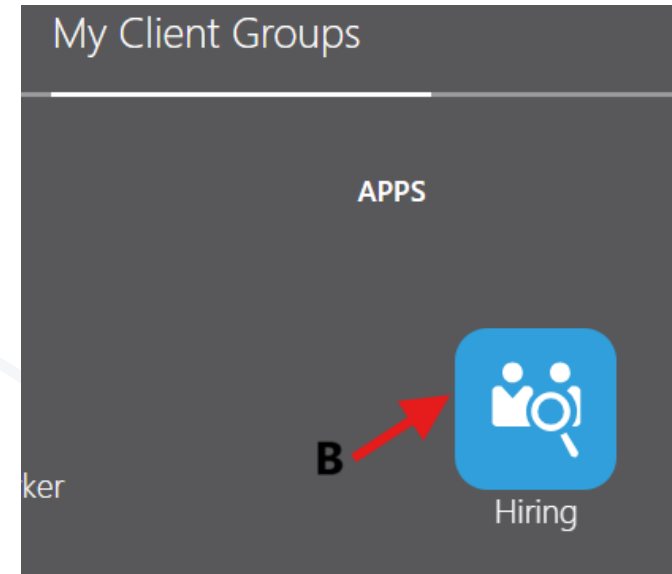
Accessing Your Dashboard

Navigate to the Dashboard:

A - Go to the "**My Client Groups**" section from your dashboard to access recruitment tools.



B - Select "**Hiring**"



Accessing Your Dashboard

Navigate to Applicants in the Requisition:

- C - Identify the corresponding requisitions for which you want to create job offers for.
- D - Select "**Applicants**" section under the specific requisition.

InterSummer 2025 - Master of Management - T...

Open - Not Posted

Standard

Windsor, ON, Canada



C

Applications: 5



D

Prospects: 0

Selecting the Candidate

Select a Candidate:

- E - Click the three dots next to the candidate you wish to place in the position.

Create Job Offer:

- F - Select "Create Job Offer" from the dropdown menu.

The screenshot shows a list of two candidates in a table. The first row is for 'Candidate 1' with a status of 'New, To be Reviewed'. A red arrow points to the 'Select Candidate' button. A second red arrow points to the status text with the annotation 'Status means no action has occurred'. The second row is for 'Candidate 2' with a status of 'Offer, Draft'. A red arrow points to the status text with the annotation 'Means offer letter creation is in progress'. A third red arrow points to the 'Create Job Offer' option in the dropdown menu, with the letter 'F' next to it. The dropdown menu also includes 'Send Message', 'Send Message to Team', and 'Collect Feedback'.

<input type="checkbox"/>	Candidate 1 99 Windsor, ON, CA		New, To be Reviewed	Status means no action has occurred	...
<input type="checkbox"/>	Candidate 2		Offer, Draft	Means offer letter creation is in progress	F → Send Message Send Message to Team Collect Feedback Create Job Offer

Creating the Offer

Step 1: 'When and Why' Section:

- Enter the **start date** for the student (must be the current or future date).
- **Legal Employer** auto-populates with '**University of Windsor.**'
- Select **Worker Type** as '**Employee**'
- ****Action:**** Choose '**Add Assignment**' for existing students or '**Add Pending Worker**' for new students.
- Click **Continue**.

1 When and Why
Step 1

Enter the start date → *When is the employee start date?
26-Jan-2025

This section pre-populates → *Legal Employer
University of Windsor

This section pre-populates → *Worker Type
Employee

For new students, this section pre-populates to Add Pending Worker → *Action
Select a value

Action
Add Assignment ← This action must be selected for existing students
Assignment Change
Job Change
Permanent Transfer
Temporary Transfer

(2) Assignment In

Click Continue once done

Continue

Creating the Offer

Step 2: Assignment Info Section

- **Assignment Status** defaults to '**Active – Payroll Eligible.**'
- Select '**Student**' in the **Proposed Person Type** dropdown. **Please note:** if it is a non-student, select Faculty and Staff
- **Business Unit** defaults to '**UW BU.**'
- Enter a **Projected End Date** for student positions with defined end dates.
- Select the appropriate **position** (know position number or name). Leave **Reporting Establishment** blank. The **Location** will auto-populate based on the position.
- **Worker Category:** Select '**Temporary**' or '**Substitute.**'

Creating the Offer

Step 2: Assignment Info Section

- **Assignment Category:** Choose '**Temporary Full Time(if more than 24 hrs)**' or '**Temporary Part Time' (If 24 hrs or less)**).
- Leave **Hourly Paid or Salaried** field blank. The **Calculate FTE and Headcount Automatically** box is checked by default, automatically populating the **Headcount, FTE,** and **Working Hours** fields. For certain student positions paid on a yearly basis, you may override these hours as needed.
- '**Working Hours**': Enter the total amount of hours and select **yearly**.
- The **Probation Period** field should remain unchanged.
- Enter the **Contract Start Date** (same as hire date).
- Leave **Benefit Group, People Group,** and **Default Expense Account** blank.
- Click **Continue**.

Creating the Offer

Step 2: Assignment Info

Section

2 Assignment Info Step 2

Leave blank → Assignment Number

This gets pre-populated → *Assignment Status
Active - Payroll Eligible

Select Student → *Proposed Person Type
Student

This gets pre-populated → *Business Unit
UW BU

Enter the End date for the assignment → Projected End Date
dd-mmm-yyyy

Refer to Student position code report to enter position code here → Position
Select a value

This gets pre-populated → Synchronize from Position
Yes
Job
Ignite Student

Creating the Offer

Step 2: Assignment Info Section

Business Title

← Enter title of choice

Grade Ladder

← Ignore

Grade

← Ignore

Step

← Ignore

Department

← This area gets pre-populated

Reporting Establishment

← Ignore

Location

← This area gets pre-populated

Worker Category

← Select Temporary or Substitute

Creating the Offer

Step 2: Assignment Info Section

Assignment Category
Temporary Part time ⌵ ← Enter Temporary Full-time or Temporary Part-time

Hourly Paid or Salaried
⌵ ← Leave blank

Calculate FTE and headcount automatically

Headcount
1 ⌵ ← Ignore

Working Hours
 Yearly ⌵ ← Enter frequency of hours

Derived Standard Working Hours
35 Weekly

FTE
0 ⌵ ← Ignore

Probation Period ⌵ ← Ignore
 Select a value ⌵

Probation End Date ⌵ ← Ignore
dd-mmm-yyyy 📅

enter total contract hour amount for the year for the assignment

Creating the Offer

Step 2: Assignment Info Section

This field must contain a future date; past dates are not allowed.

Probation End Date



← Ignore

Bargaining Unit



← Ignore

Benefit Group



← Ignore

Contract Start Date



← Enter date employment is to begin

People Group



← Ignore

Default Expense Account



← Ignore

← Click when done

Creating the Offer

Step 3: Offer Team Section

- **'Hiring Manager'**: This section will automatically default based on the position details.
 - **'Recruiter'**: This section will automatically default to the person who is creating the offer letter. No change necessary.
 - **'Add Collaborator Type'**: If necessary, people who need to have visibility to the offer letter can be added as collaborators. Verify auto-populated collaborators if applicable.
4. Click **Continue**.

3 Offer Team Step 3

Hiring Manager **Automatically defaults from position**

Recruiter **Automatically defaults to who's preparing the offer**

Add Collaborator Type **Select this to add a collaborator**

Collaborator **Enter name of the collaborator here if adding**

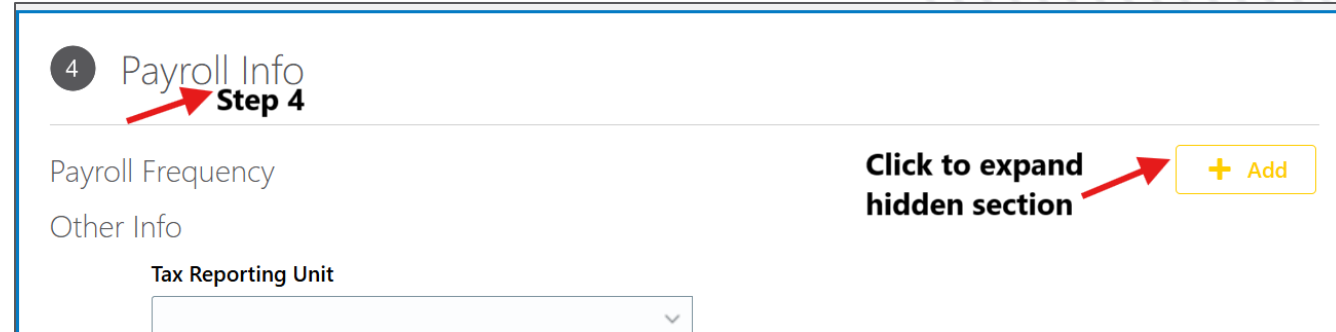
Add Another Collaborator

Continue **Click here when done**

Creating the Offer

Step 4: Payroll Info Section

- Click **Add** to expand the payroll section.
- Select '**Student Bi-Weekly**' under **Payroll**.
- Enter '**RP001**' for **Tax Reporting Unit**.
- Click **Continue**.



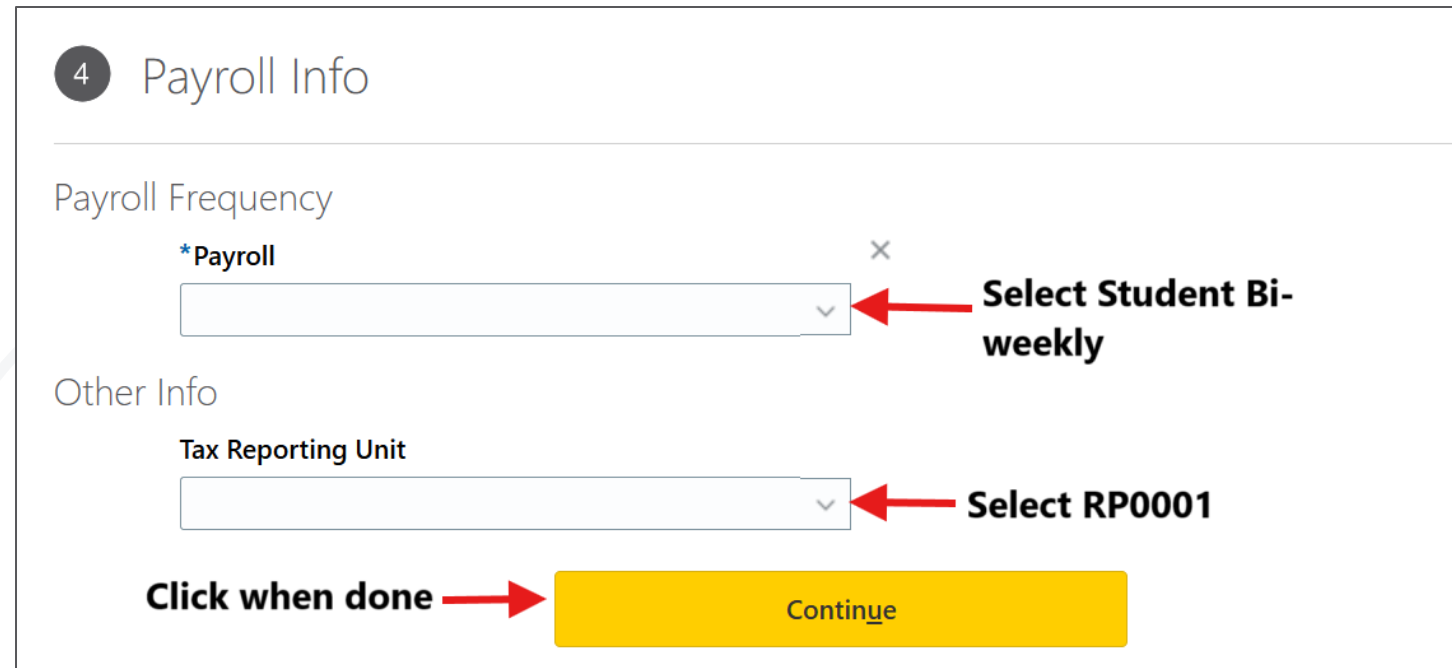
4 Payroll Info **Step 4**

Payroll Frequency

Other Info

Tax Reporting Unit

Click to expand hidden section → **+ Add**



4 Payroll Info

Payroll Frequency

*Payroll ×

Select Student Bi-weekly →

Other Info


Tax Reporting Unit

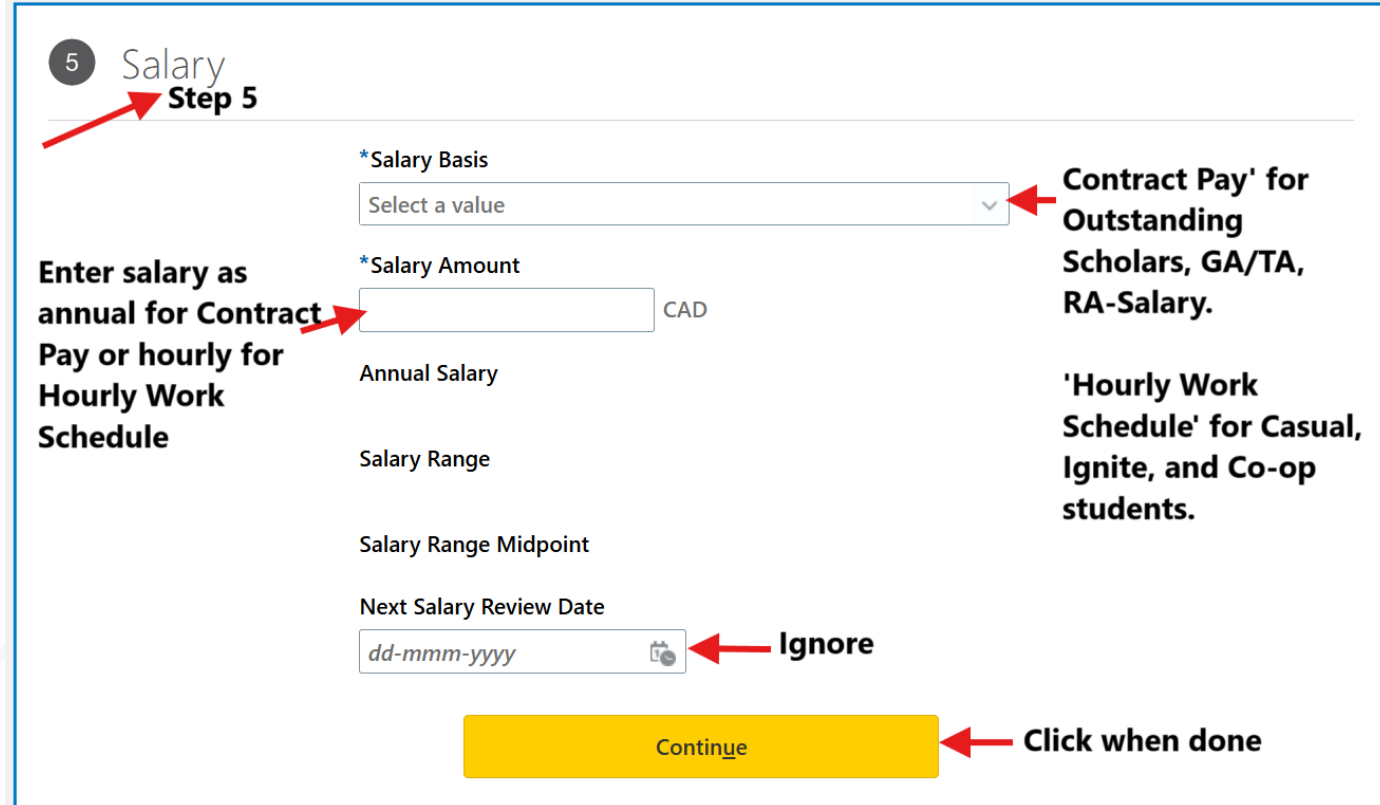
Select RP001 →

Click when done → **Continue**

Creating the Offer

Step 5: Salary Section

- Select **Salary Basis**:
 - '**Contract Pay**' for Outstanding Scholars, GA/TA, RA-Salary.
 - '**Hourly Work Schedule**' for Casual, Ignite, and Co-op students.  Contract Pay is used also for Residence Services Community Assistant and Resident Assistants. These would be special cases for Residence Services only as they are the ones who hire for these 2 roles.
- Enter salary as **annual** for Contract Pay or **hourly** for Hourly Work Schedule.
- Leave **Next Salary Review Date** blank unless required.
- Click **Continue**.



5 Salary Step 5

*Salary Basis
Select a value

*Salary Amount
Annual Salary
Salary Range
Salary Range Midpoint
Next Salary Review Date
dd-mmm-yyyy

CAD

Continue

Contract Pay' for Outstanding Scholars, GA/TA, RA-Salary.

'Hourly Work Schedule' for Casual, Ignite, and Co-op students.

Enter salary as annual for Contract Pay or hourly for Hourly Work Schedule

Ignore

Click when done

Creating the Offer

Step 6: Comments and Attachments section

In the Comments box, the **student number must be** put in there in this format: "101266785". This number must be put in so that it shows up on the student's offer letter.

This section can be used to attach any information that could be critical for the offer letter approvers. **Please note, anything attached here will not be visible to the students.**

6 Comments and Attachments

Step 6

Offer Comments

Must Enter the Student number here as this is how it gets into the offer letter

Internal Documents

Where applicable, attach a TALL memo and/or Grace Term form to the job offer

Drag files here or click to add attachment

Any departmental facing documents can be added here for offer letter approver to view. The candidate does not see this.

Click when done **Continue**

Creating the Offer

Step 7: Offer Letter Section

- In the '**Offer Letter**' field, click on the drop-down arrow, select '**Search**', select **search** again, and then choose '**Student Offer Letters**'. Select '**ok**'
- Review the offer letter by clicking on '**Download**'(download and make corrections if necessary). If edits are made, save the file in '**RTF**' format, then either drag and drop it in the attachments field or attach it from your device.
- '**Expiration Date**' - leave this field blank.
- In the '**Candidate Facing Documents**' section, files can be added here that need to be shared with the student, alongside their offer letter.
- Click **Submit** to finalize or **Save and Close** for further edits.

Creating the Offer

Step 7: Offer Letter Section

7 Offer Letter
Step 7

Offer Letter

Select student offer letters

Drag files here or click to add attachment

If offer letter was edited, re-attach it here saved in RTF format

Candidate Job Application Language
American English

Expiration Date

dd-mmm-yyyy

Leave blank

Additional Text 1

Additional Text 1 Ignore

↶ ↷ I **B** *I* U 1= := @

Words: 0 Characters (with HTML): 0

Additional Text 2 Ignore

↶ ↷ I **B** *I* U 1= := @

Creating the Offer

Step 7: Offer Letter Section – Continued...

Candidate-facing Documents



Drag files here or click to add attachment ▾



Files can be added here that need to be shared with the student alongside their offer letter

Creating the Offer

Final Step: Offer Letter Submission

- Once all the sections of the offer letter have been completed, scroll to the top right of the page and select '**Save and Close**' if waiting on some info, or '**Submit**' if ready to go through the approval process.
- Once submitted, the offer will go through the various stages of approval process, sending notifications to the approvers.


Create Job Offer

Spencer (' 01), 117

Save and Close

Submit

Cancel

 Final step

Job Offer Approval Process

- Approvers receive a bell notification.
- Claim the task and review the letter.
- Approve, request changes, or reject the offer with comments.
- If rejected, the offer returns to the Departmental Student Hiring Support.

Student Employment Clerk Role

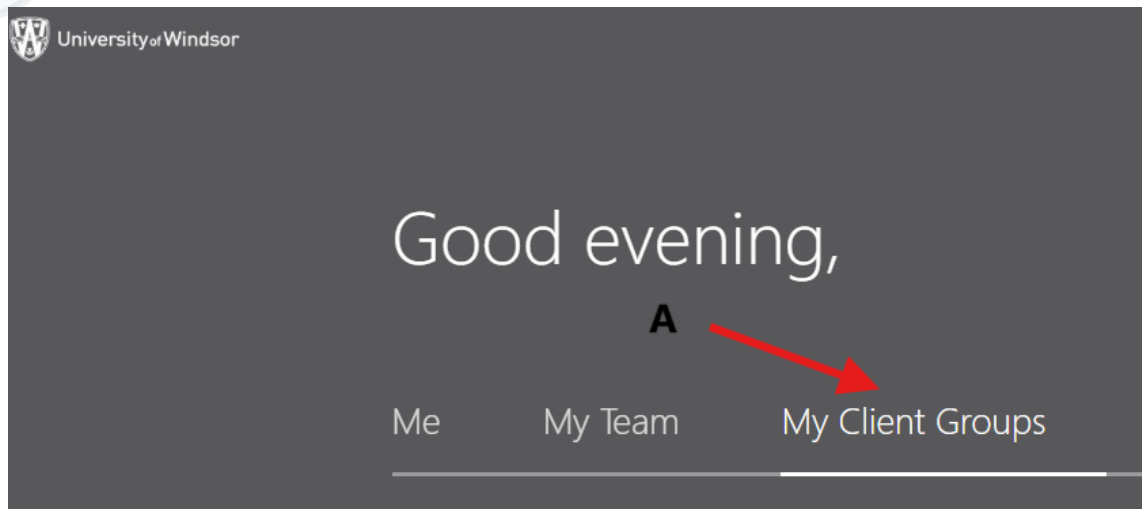
- Verify the student's weekly work hours (maximum 24, except for Co-op students)
- Approve the offer if there are no issues.
- Reject with comments if hours exceed the limit.

Tracking Offer letter Approvals

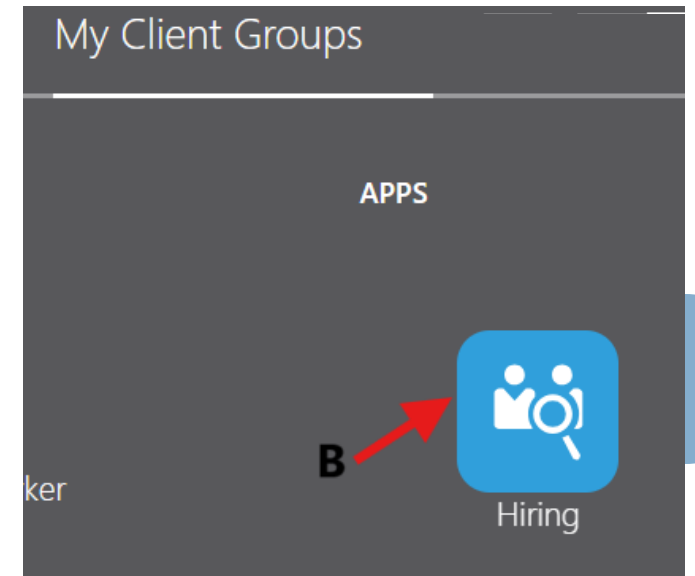
Offer letters approvals can be tracked in the system by the Hiring Support Staff who created the offer. Follow these steps to track where offer letters are in the approval process:

Navigate to the Dashboard:

A - Go to the "My Client Groups" section from your dashboard to access recruitment tools.

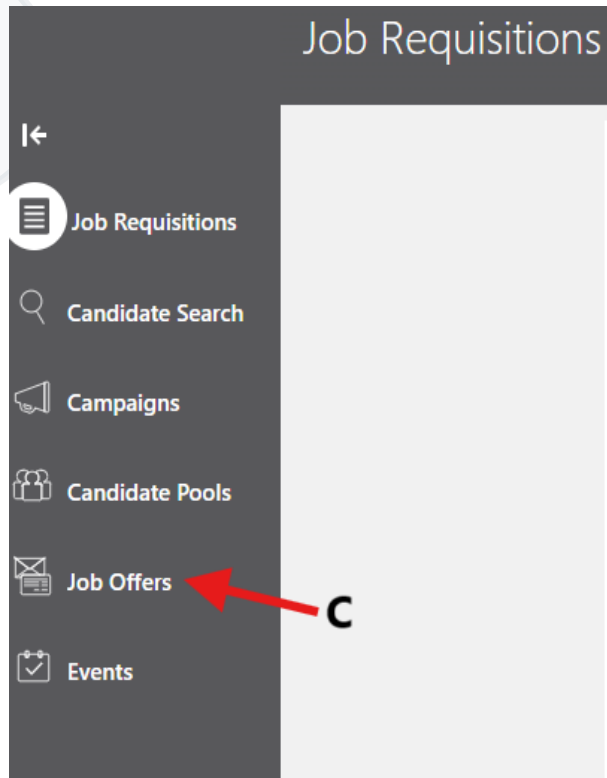


B - Select "Hiring"

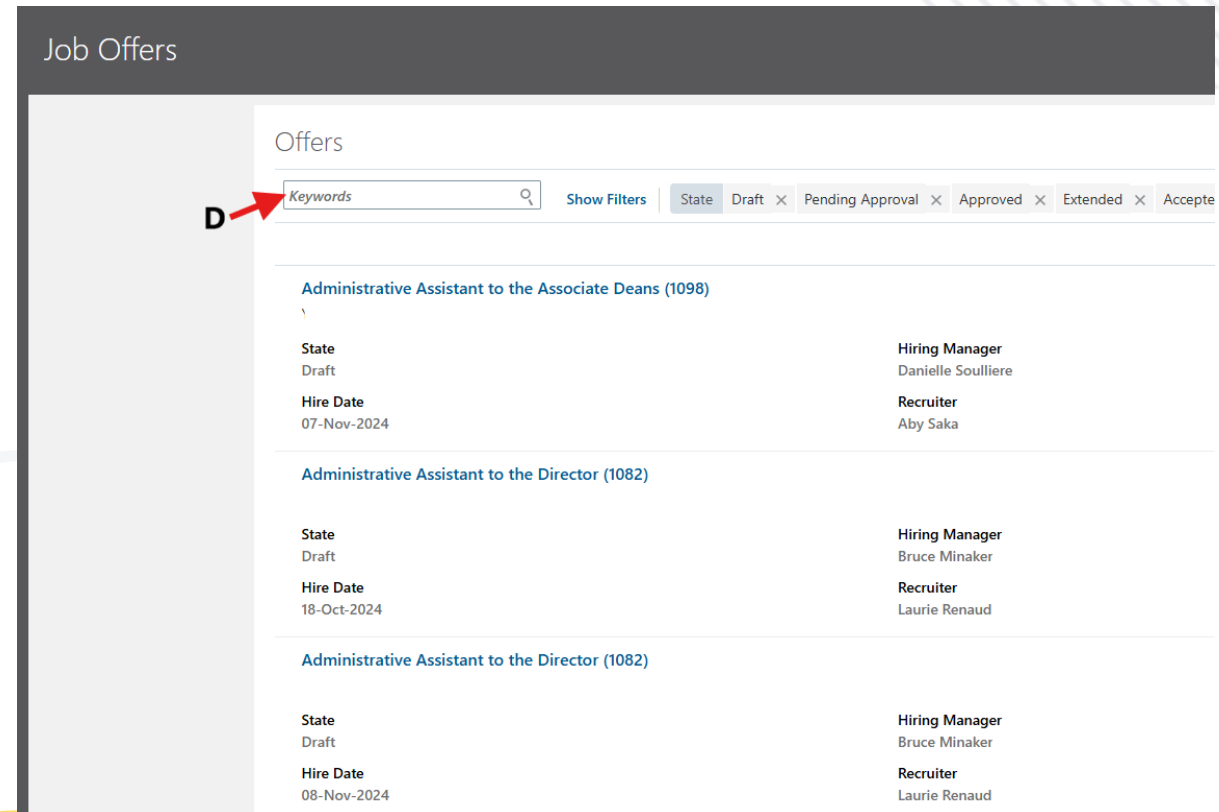


Tracking Offer letter Approvals... Contd

C - Go to the "Job Offers" section on the left side menu.



D - You can either search in the keywords by the candidate's name, or by the Requisition title"



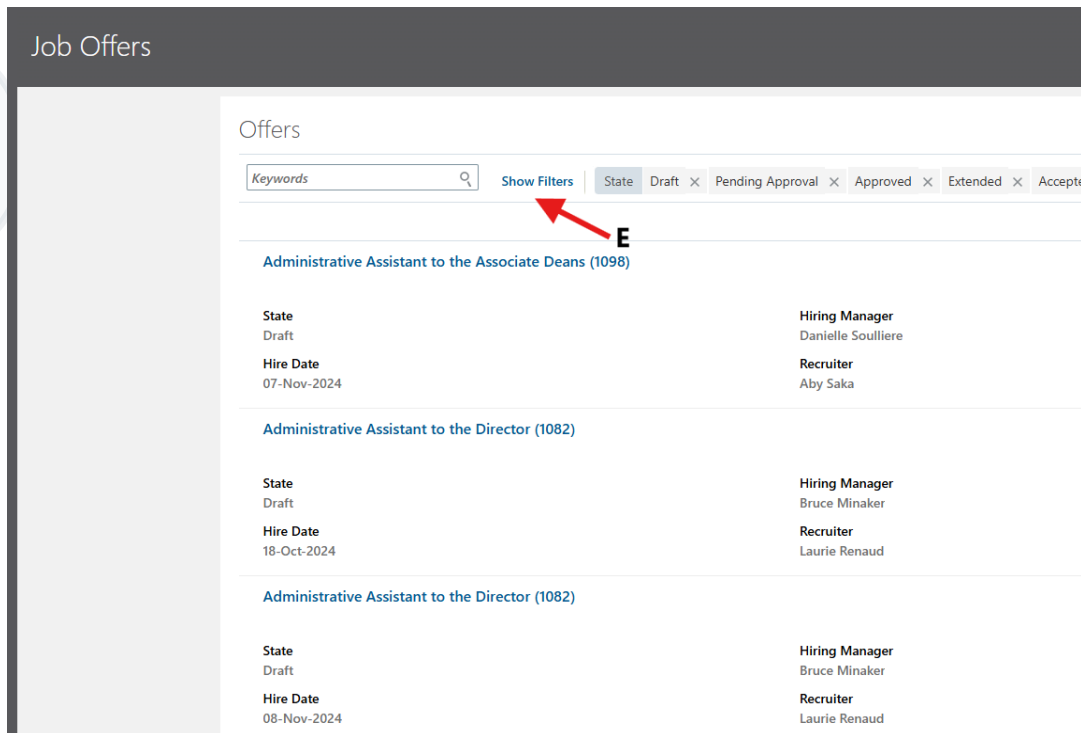
Tracking Offer letter Approvals... Contd

E – Alternatively, you can search by filtering the job offer state. Click on "**Show Filters**"

F – Scroll to "State", expand it.

G – Filter by "Pending Approval", to see offers awaiting approval.

H – Select ok when done to apply the filter.



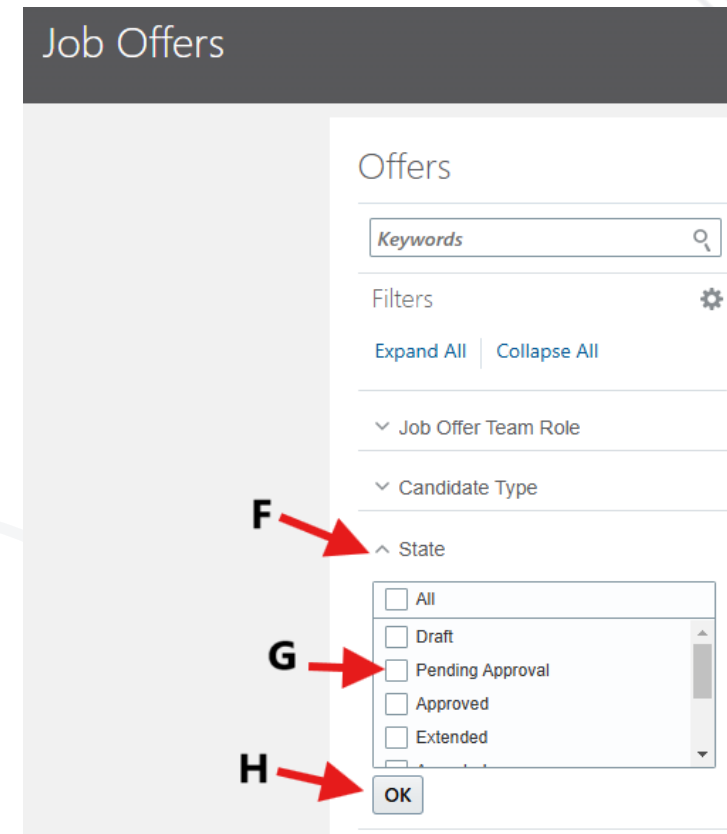
Job Offers

Offers

Keywords Show Filters State Draft x Pending Approval x Approved x Extended x Accepted

E

Administrative Assistant to the Associate Deans (1098)	
State Draft	Hiring Manager Danielle Soulliere
Hire Date 07-Nov-2024	Recruiter Aby Saka
Administrative Assistant to the Director (1082)	
State Draft	Hiring Manager Bruce Minaker
Hire Date 18-Oct-2024	Recruiter Laurie Renaud
Administrative Assistant to the Director (1082)	
State Draft	Hiring Manager Bruce Minaker
Hire Date 08-Nov-2024	Recruiter Laurie Renaud



Job Offers

Offers

Keywords

Filters

[Expand All](#) | [Collapse All](#)

Job Offer Team Role

Candidate Type

F ^ State

- All
- Draft
- G** Pending Approval
- Approved
- Extended

H

Tracking Offer letter Approvals... Contd

I – Select the Offer that needs to be viewed .

ARDC Co-op Summer 2024 (1148)

Nick (110 7)

State

Pending Approval

Hire Date

04-Nov-2024

Graduate Assistant - School of Computer Science Winter 2

Dawn (1001)

State

Pending Approval

Hire Date

06-Jan-2025

J – Select "See How It's Going" to track where the offer is in the approval process.



Approval in progress. [See how it's going.](#)

J

Tracking Offer letter Approvals... Contd


k – Once the page loads, scroll down the page to "**Approval History**". The approval flow goes from the bottom to the top, and **Assigned to** is where the current approval is sitting.

Approval History ← K

Laurie, Steph, Barb, Diana

Kris, Sam

29-Jan-2025 9:27 AM

 Assigned to **Mike**

29-Jan-2025 9:27 AM

 Submitted by **Krista**

Extending the Job Offer

Navigate to the Dashboard:

- A - Go to the "My Client Groups" section from your dashboard to access recruitment tools.
- B - Select "Hiring"
- C - Identify the corresponding requisitions for which you want to create job offers.

Navigate to Applicants in the Requisition:

- D - Select "Applicants" section under the specific requisition.

Select a Candidate:

- E - Click the red dots next to the candidate you wish to place in the position.

The screenshot shows a table of candidates with the following details:

Candidate Name	Status	Action
<input type="checkbox"/> Torre 108	Offer, Approved Status necessary to extend an offer	3 dots beside candidate's name
<input type="checkbox"/> Eric 105	Offer, Approved	Extend Offer

Annotations in the image include:

- A red arrow pointing to the status "Offer, Approved" for Torre, with the text "Status necessary to extend an offer".
- A red box around the three dots next to Torre's name, with the text "3 dots beside candidate's name".
- A red arrow pointing to the "Extend Offer" button, with the text "click once ready to extend".

Extending the Job Offer ... continued

- Confirm the status beside the student's name says '**Offer, Approved**', before attempting to extend, without this status, the extend offer option will not be available.
- Select "**Extend Offer**" from the dropdown menu. A warning box appears with a 'Yes' and 'No' option. Select yes if ready to extend, and no if not ready to extend.
- Once extended, the student receives a notification to accept or decline. The hiring Manager, hiring support staff and collaborators all receive notifications once an offer has been extended, accepted or declined.
- Status updates:
 - Existing students: HR, Pending Manual Processing.
 - New students: Pending Worker Folder.

The screenshot shows a list of two students: Torre (ID 108) and Eric (ID 105). Both have a status of 'Offer, Approved'. A red box highlights the status text for Torre with the annotation 'Status necessary to extend an offer'. Another red box highlights the three dots menu icon next to Torre's name with the annotation '3 dots beside candidate's name'. A third red box highlights the 'Extend Offer' option in the dropdown menu with the annotation 'click once ready to extend'.

Student Name	ID	Status	Actions
Torre	108	Offer, Approved	Send Message, Send Message to Team, Collect Feedback, Extend Offer
Eric	105	Offer, Approved	

Final Notes

- Offers can be saved as drafts for later editing.
- Workforce Admin runs daily reports to monitor tasks.
- Once Offers have been accepted by the student, if it is a new student, a journey notification will be sent to departments to request UWin ID for the students. This notification will include the student's employee number which will be required for Uwin ID requests.

Best Practices

- Once the hiring has been completed for a particular requisition, a good practice is to "**Fill the Requisition**". To do this simply navigate to the requisition, click on it. At the far top right of the page, select '**Actions**', from the dropdown options, click on "**Fill Job Requisition**". A warning box will appear confirming that is the action you want to proceed with, select Yes to proceed, and if not ready to fill the Requisition.
- To view requisitions that have been filled, click on 'Hiring' select 'show filters', scroll to Inactive Requisitions on the left, expand it and check the '**Include Inactive Requisitions**' box .
- To reopen a filled Requisition, simply navigate to Hiring, select '**Show Filters**', scroll to Inactive Requisitions on the left, expand it and check the '**Include Inactive Requisitions**' box. Select the requisition that was filled, the status will show '**Open Filled**', go to 'Actions' on the top right of the page and from the dropdown, select '**Reopen Job Requisition**'.

Resources

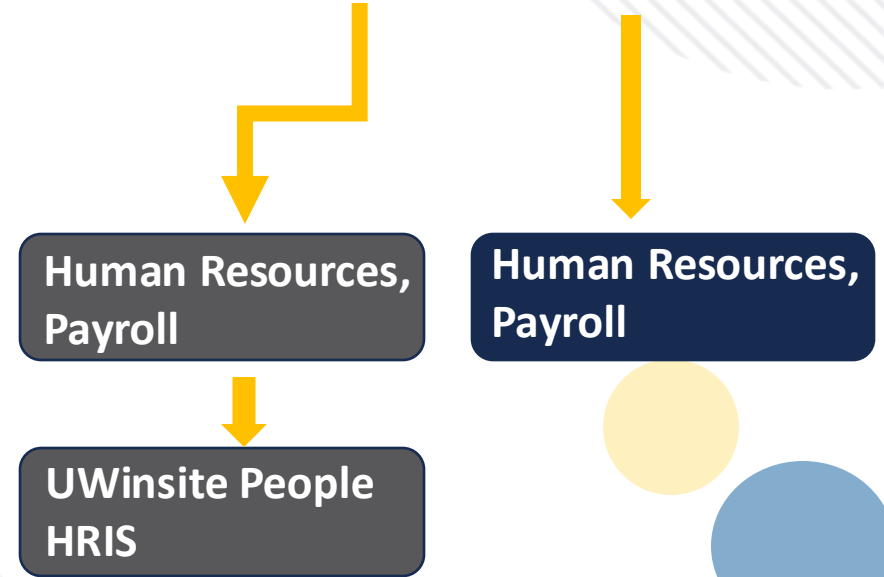
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Reach out at: uwinsitepeople@uwindsor.ca

UWinsite People



University of Windsor



Questions?





Thank you



UWinside People



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