University of Windsor

Hiring a GA/TA in UWinsite People

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

February 25, 2025

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Manager, Talent and Recruitment

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:

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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

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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.

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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:

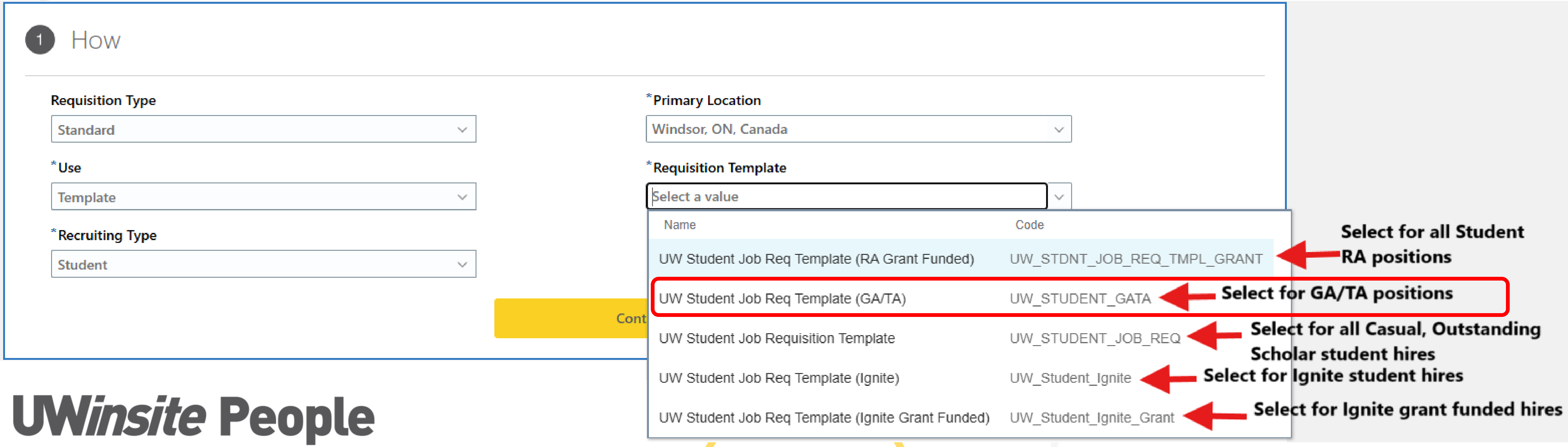
If the position directly reports to you:

- 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

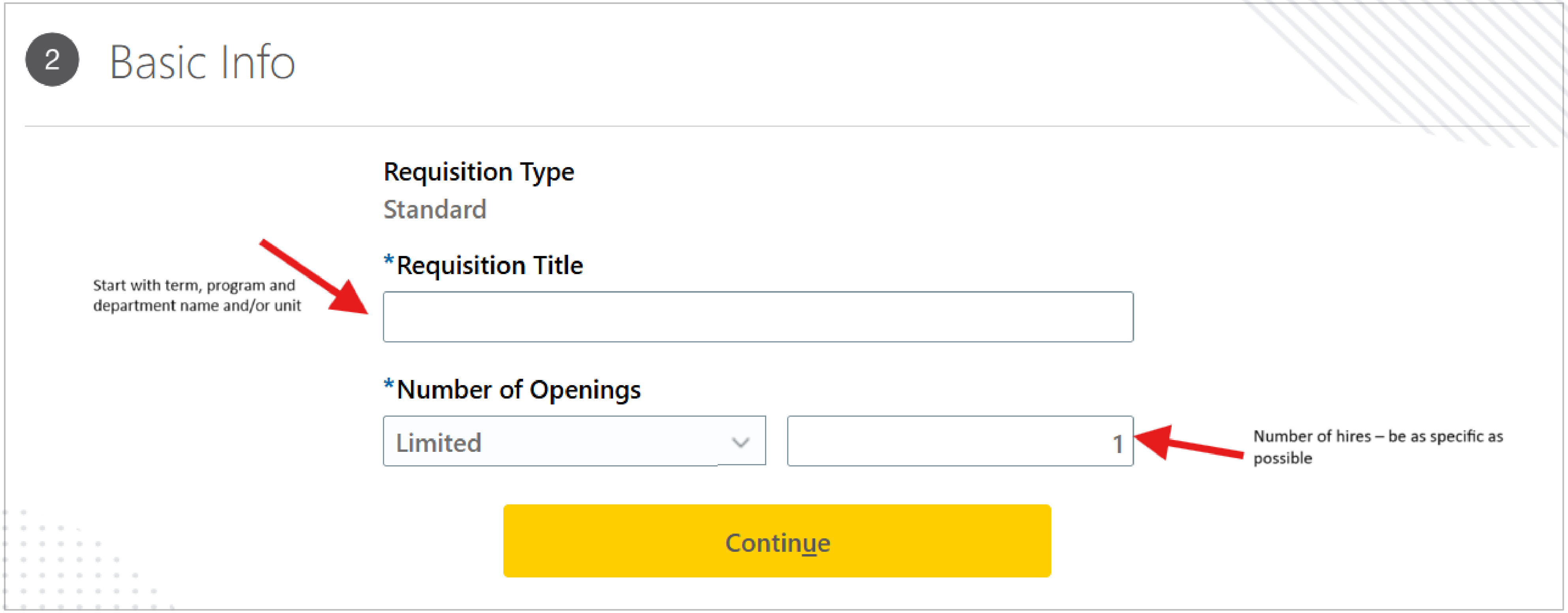
- Ensure Requisition Type is set to **Standard**.
- Confirm Use is prepopulated with **Template**.
- Set Recruiting Type to Student.
- Set Primary Location to Windsor, ON, Canada (if applicable).
- Under Requisition Template, select the **UW Student Job Req Template (GA/TA)**. **Selecting the correct 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.



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.



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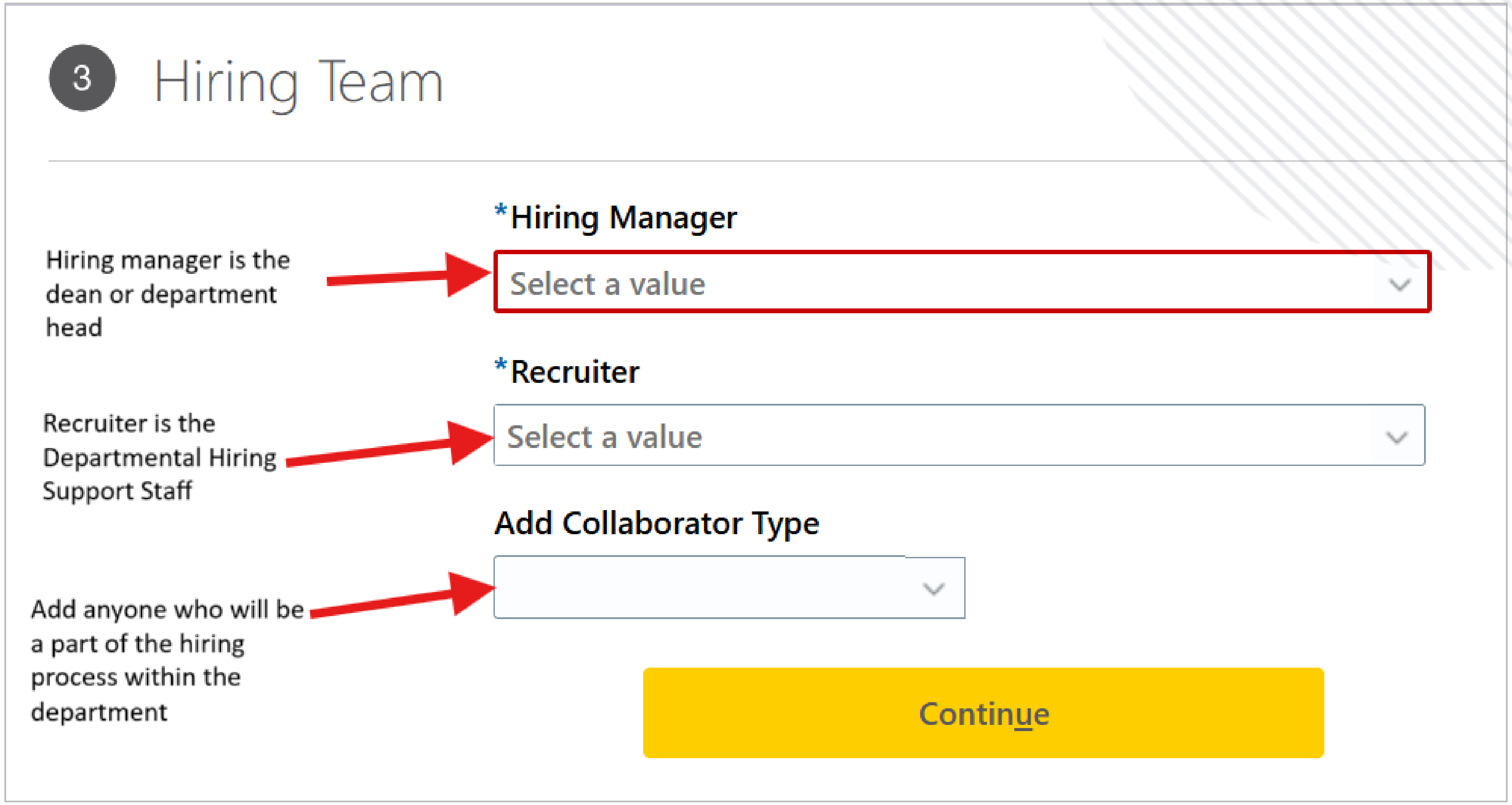
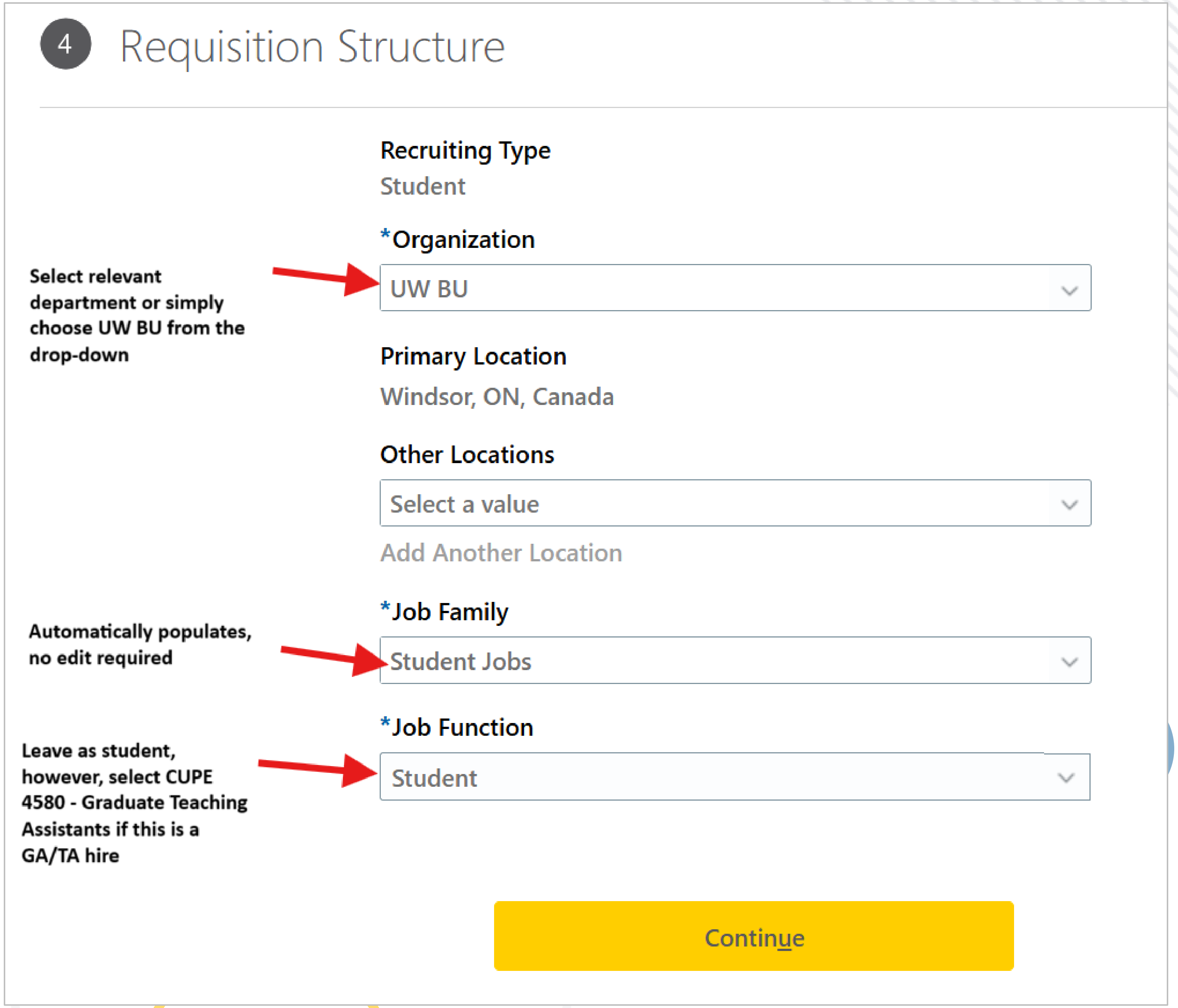
Step 3 – Setting Up the Hiring Team

- 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.



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.



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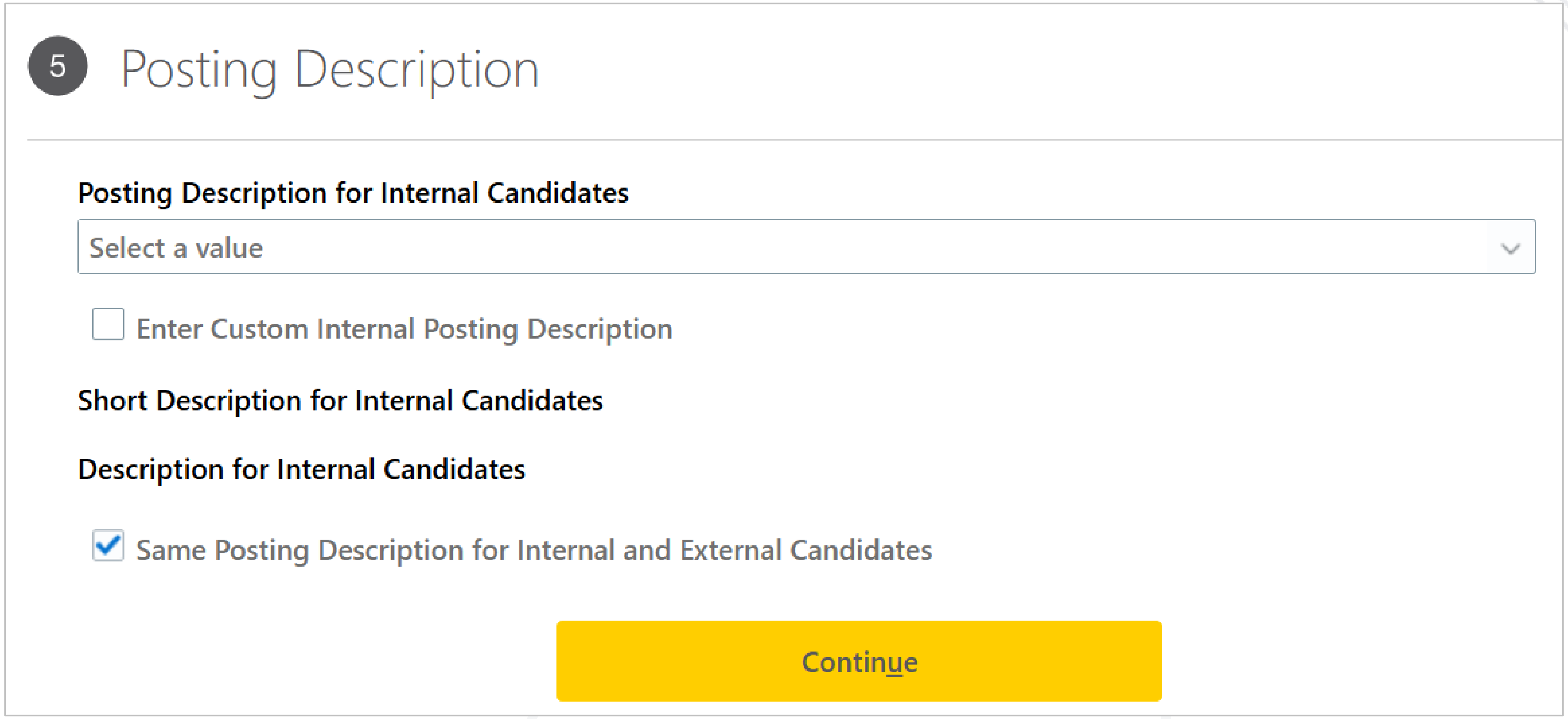
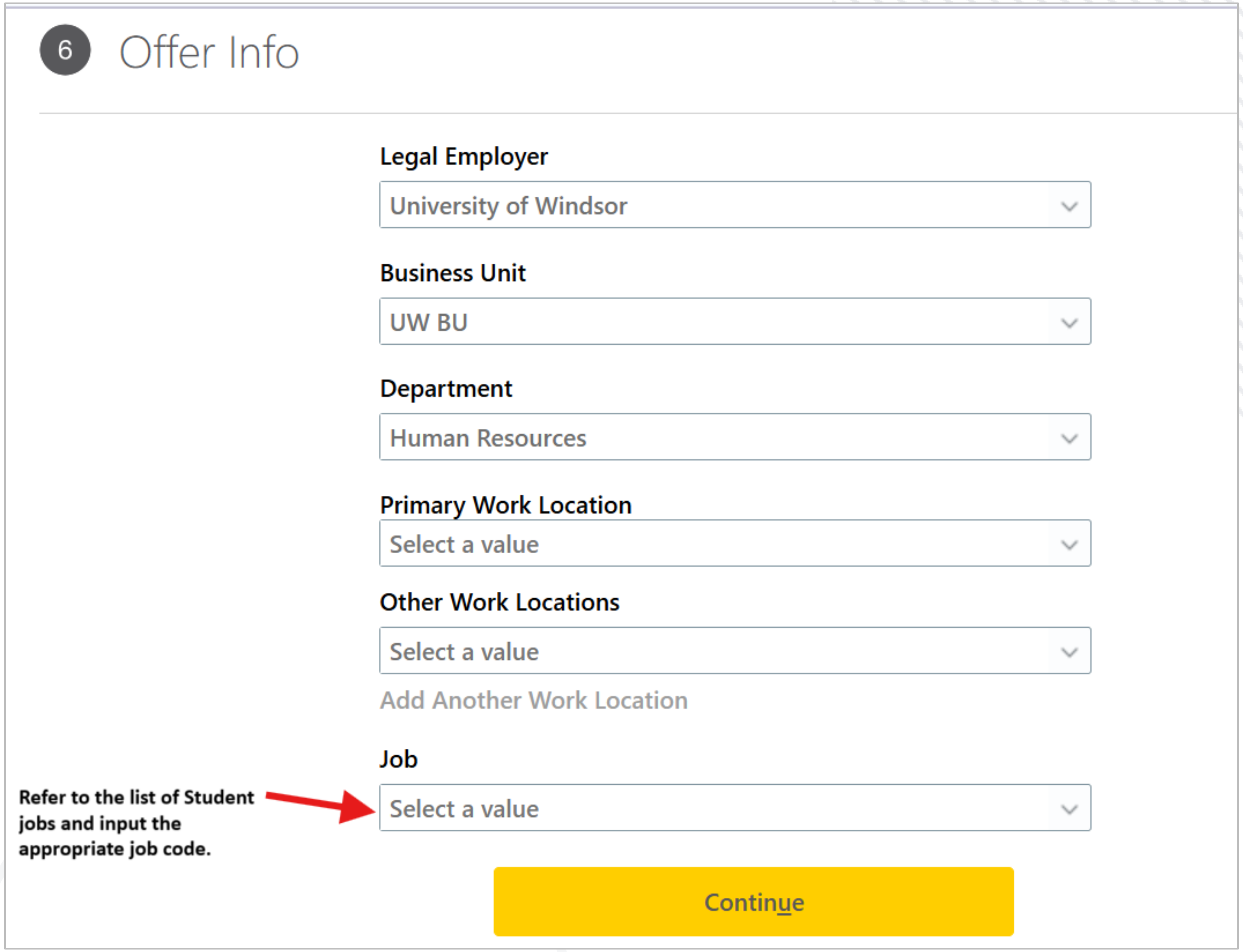
Step 5 – Posting Description

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



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**.

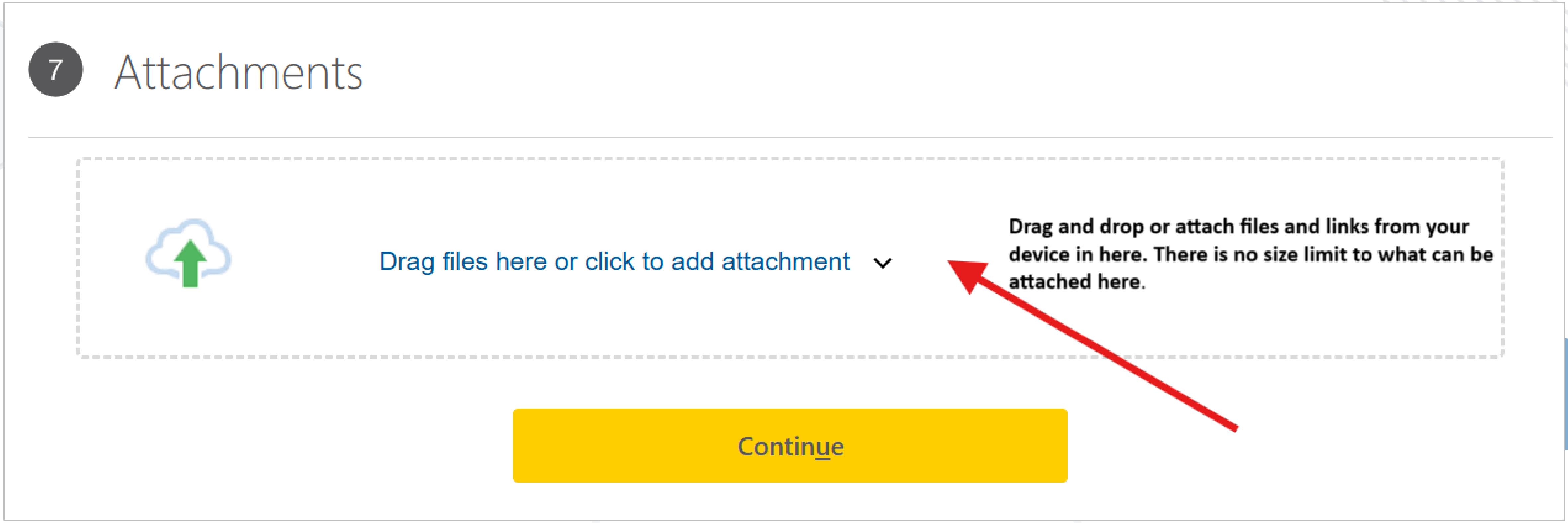


JOB TITLE	CODE
Student Research Assistant Contract (International)	10051
Student Research Assistant Contract (International) - Grant Funded	10053
Student Research Assistant Contract (Canadian) - Grant Funded	10063
Student Research Assistant Contract (Canadian)	10067
Co-op Student	10115
Ignite Student	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

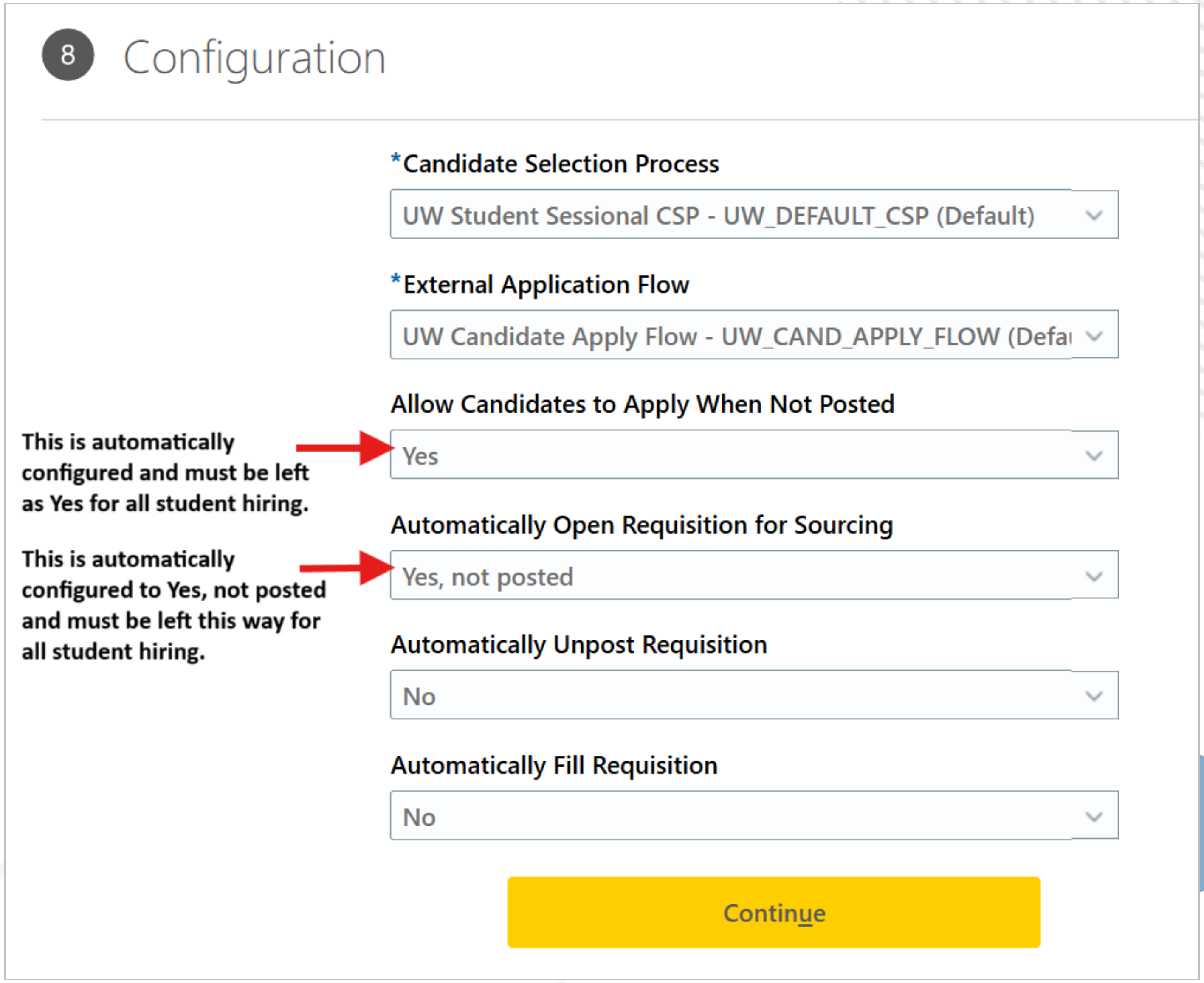
Step 7 – Attachments

- 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**.



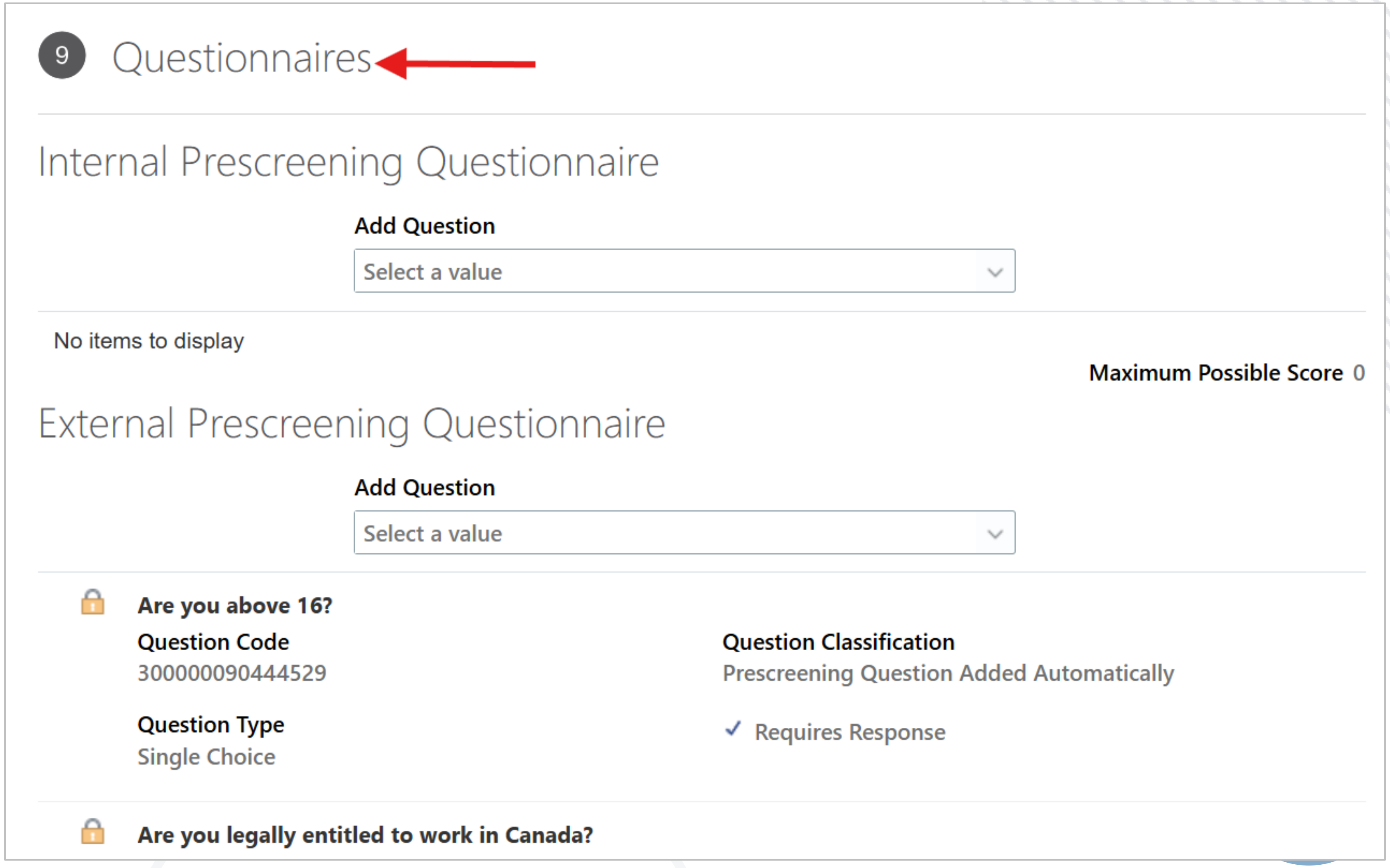
Step 8 – Configuration

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



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.



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.

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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

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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.

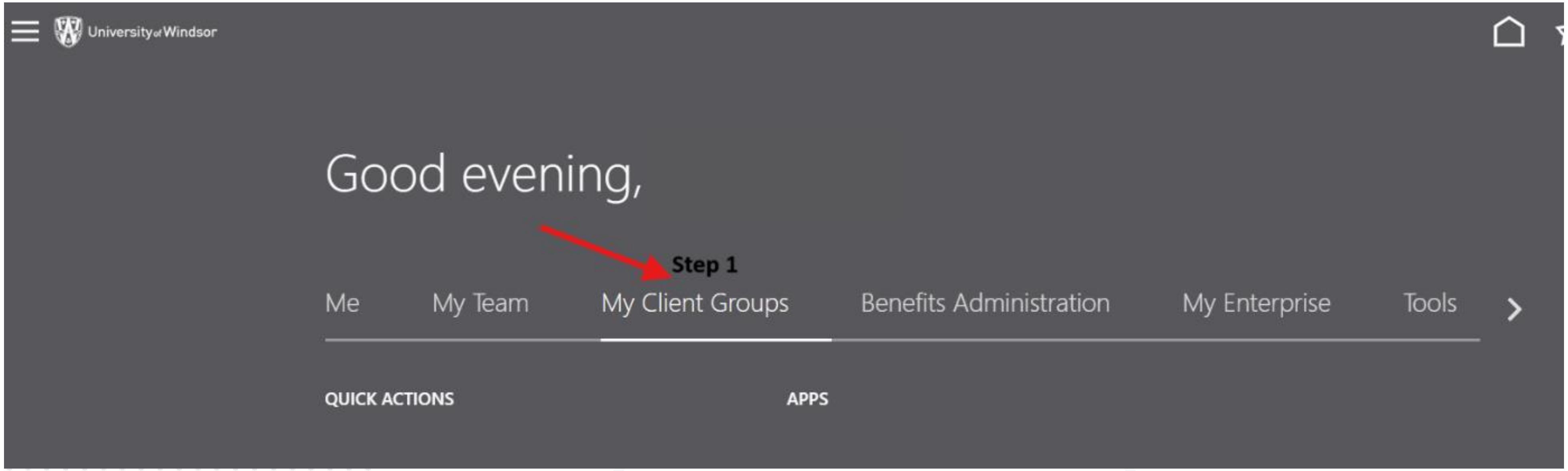
Preparation Needed:

- 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

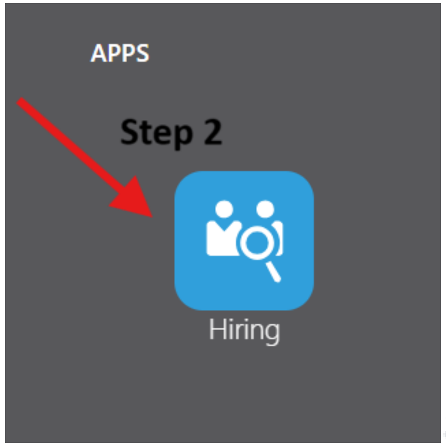
Step 1 - Navigate to the Dashboard:

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

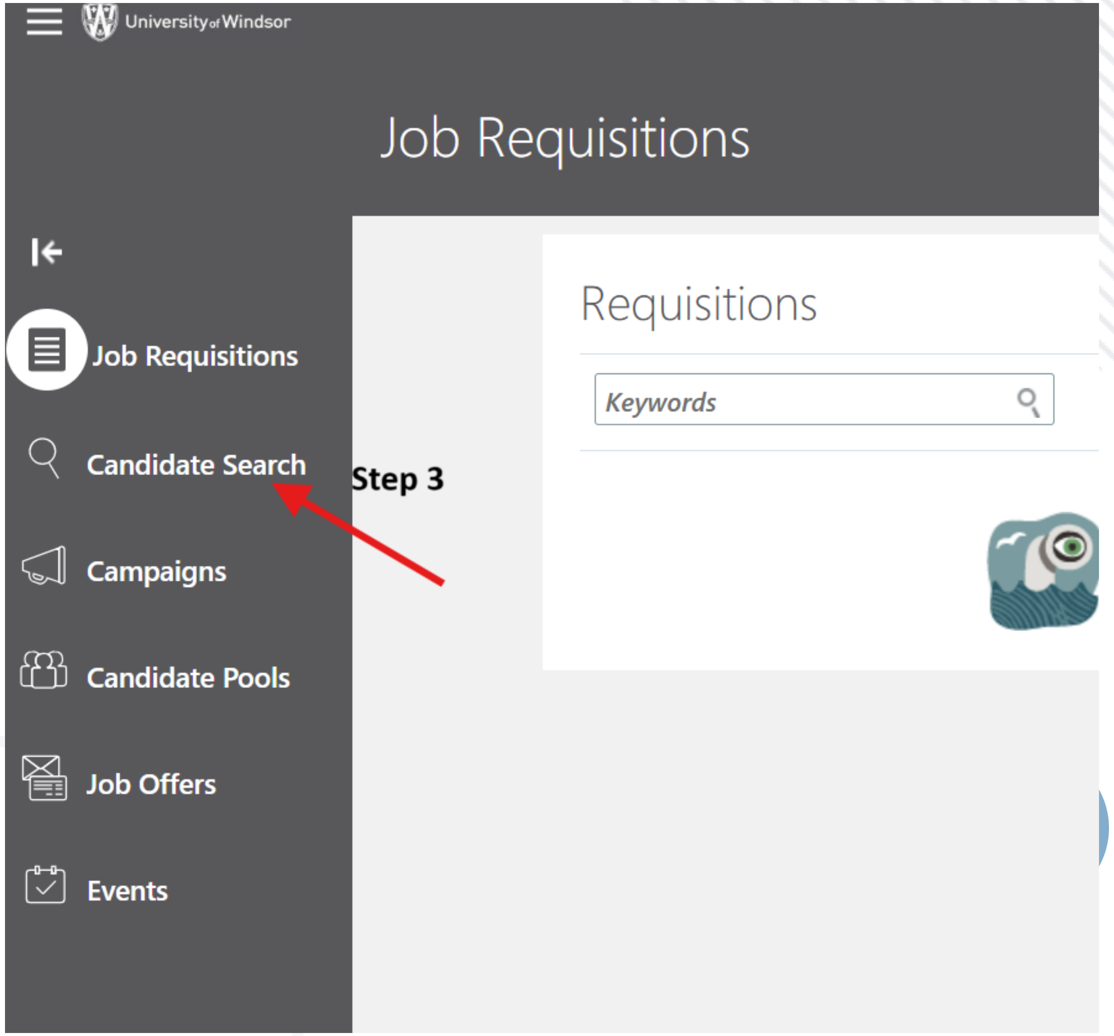


Navigating to Hiring

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

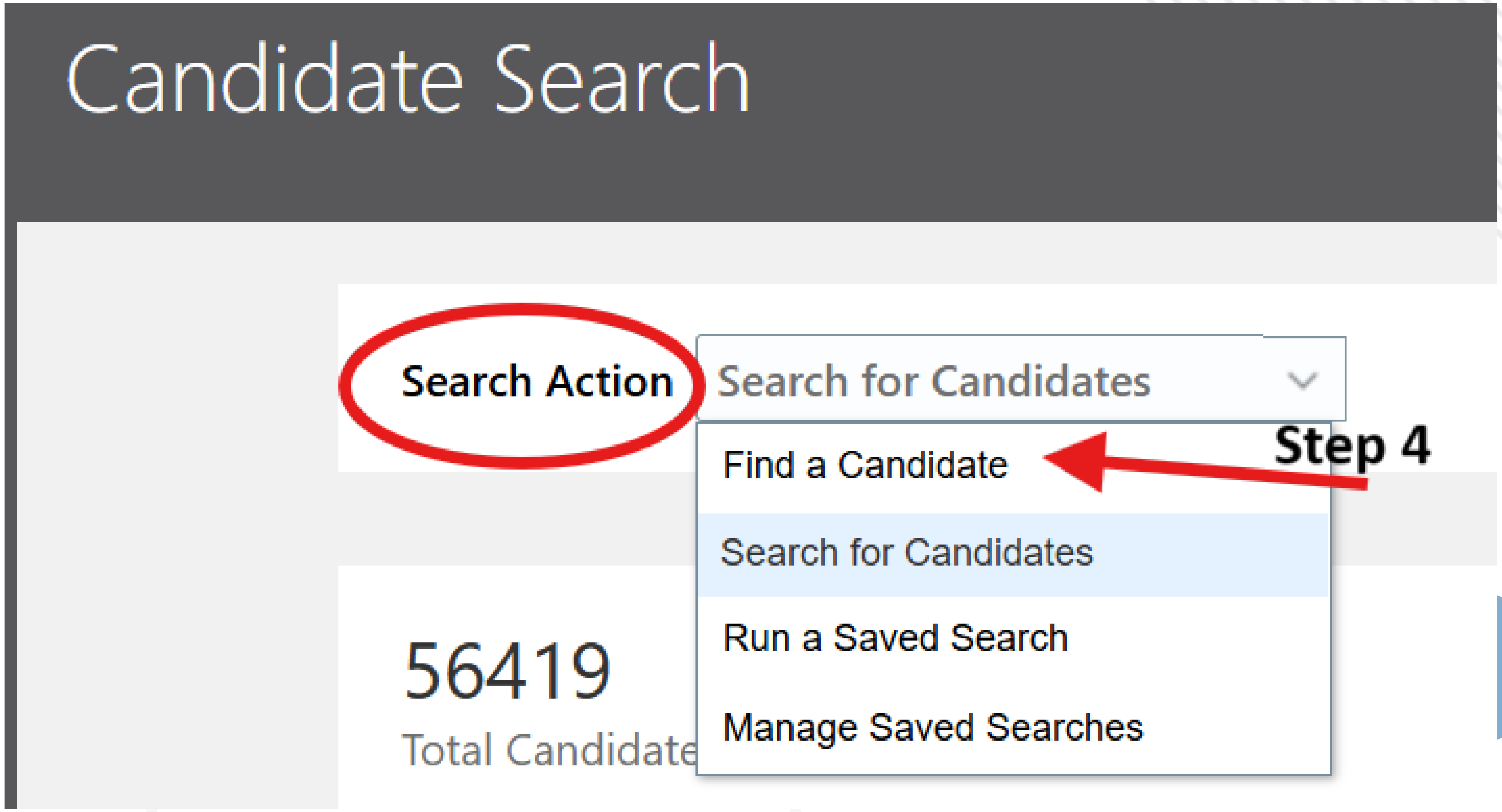


Step 3 - Navigate to the "**Candidate Search**" tab on the left-hand side of the screen



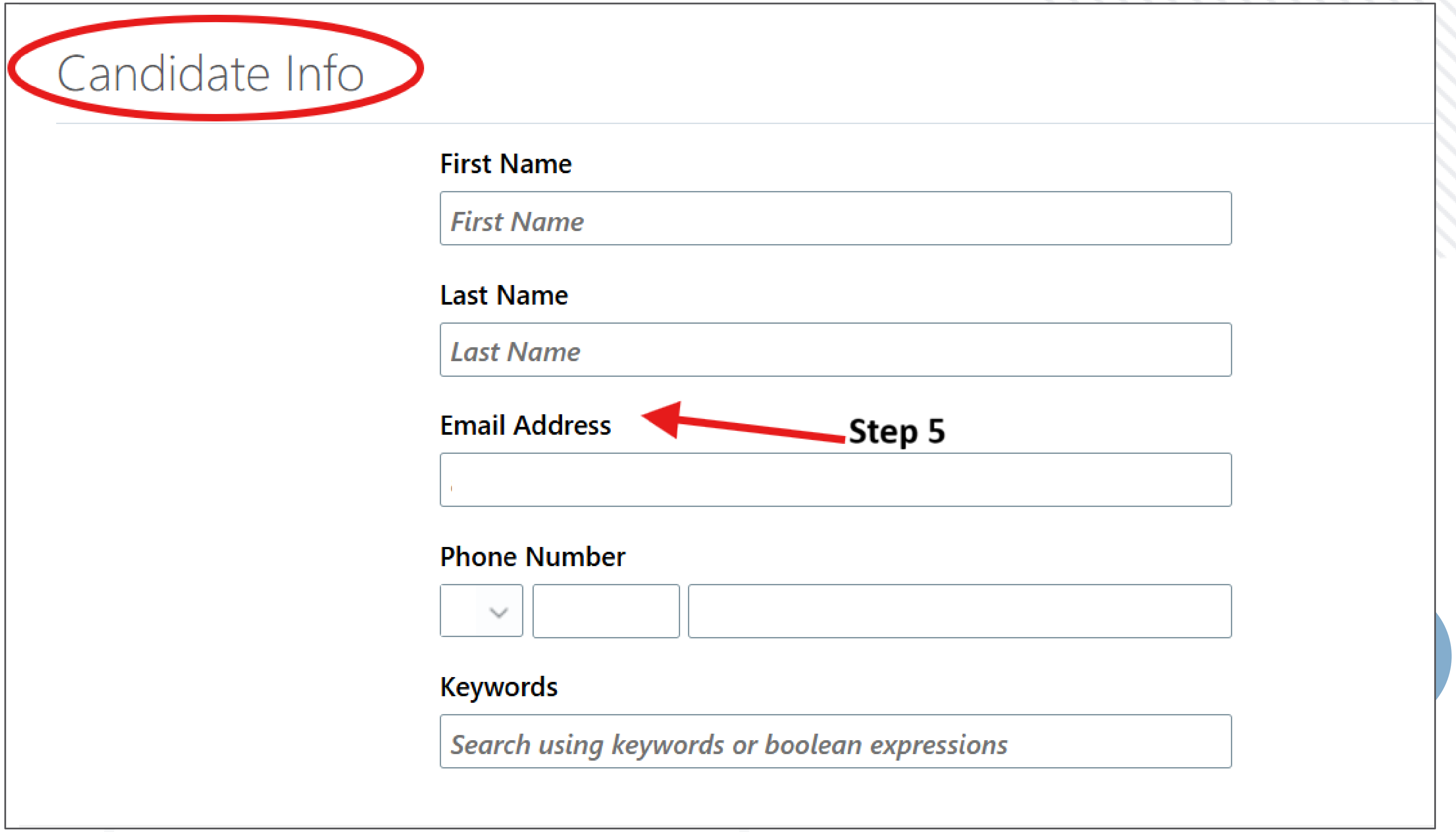
Selecting a Candidate from Candidate Search

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



Selecting a Candidate from Candidate Search

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



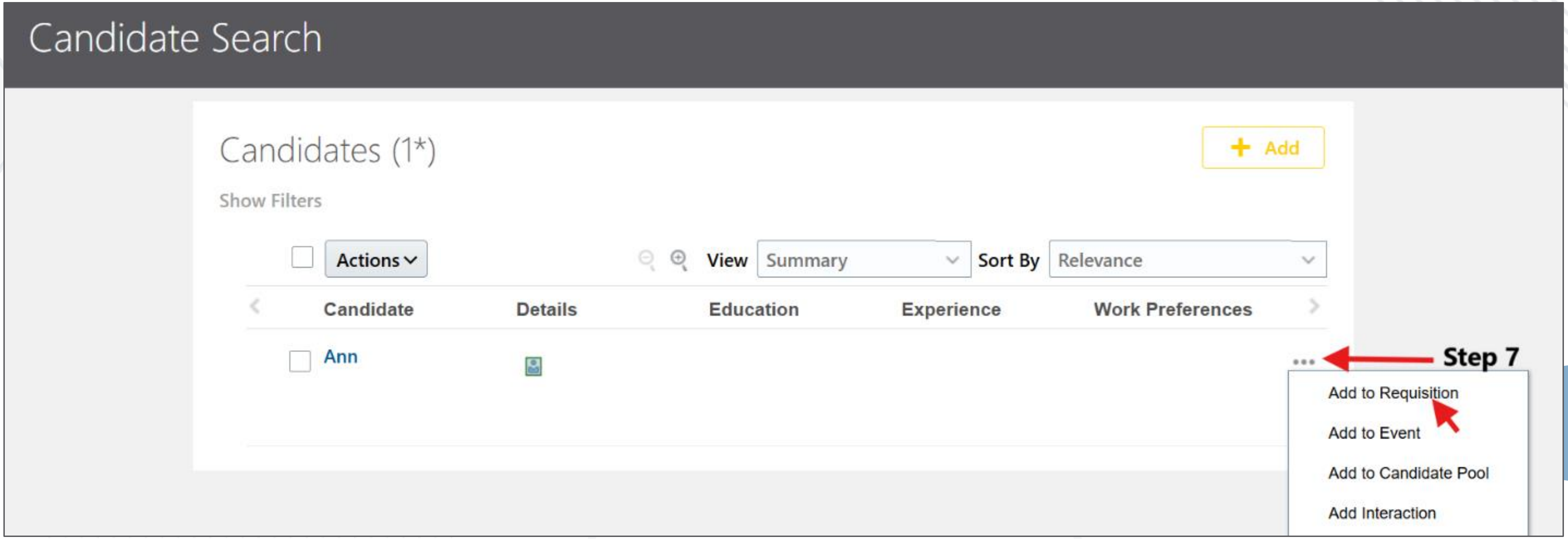
Selecting a Candidate from Candidate Search

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

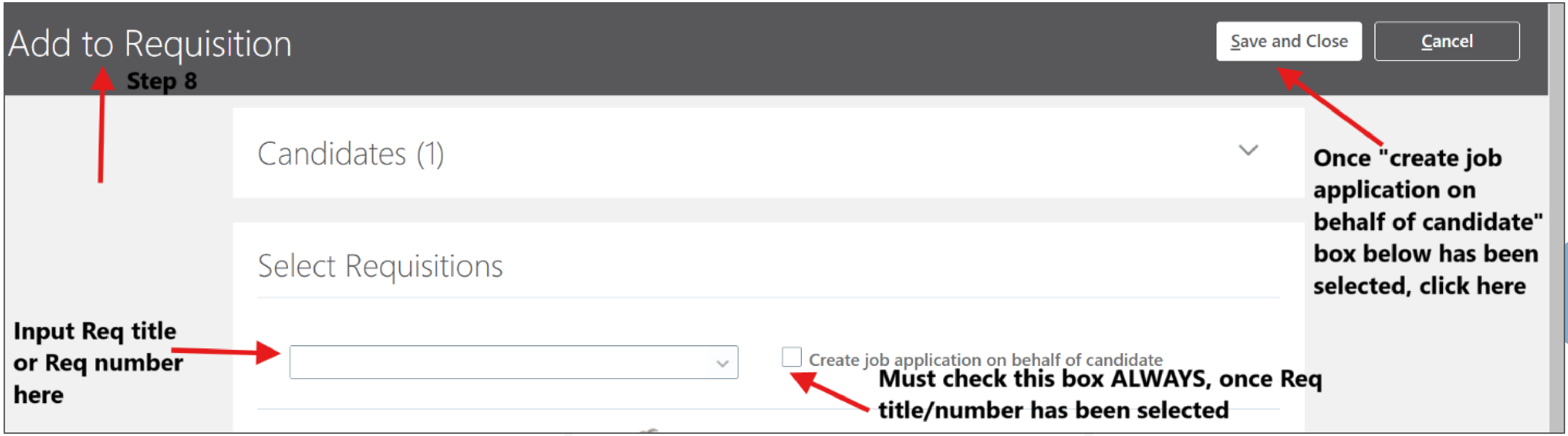
Step 7: Click on the three dots to the right of the candidate's name and select **Add to Requisition**.



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**".



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.

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

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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

2

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.

System Requirement:

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

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Demo

Accessing Your Dashboard

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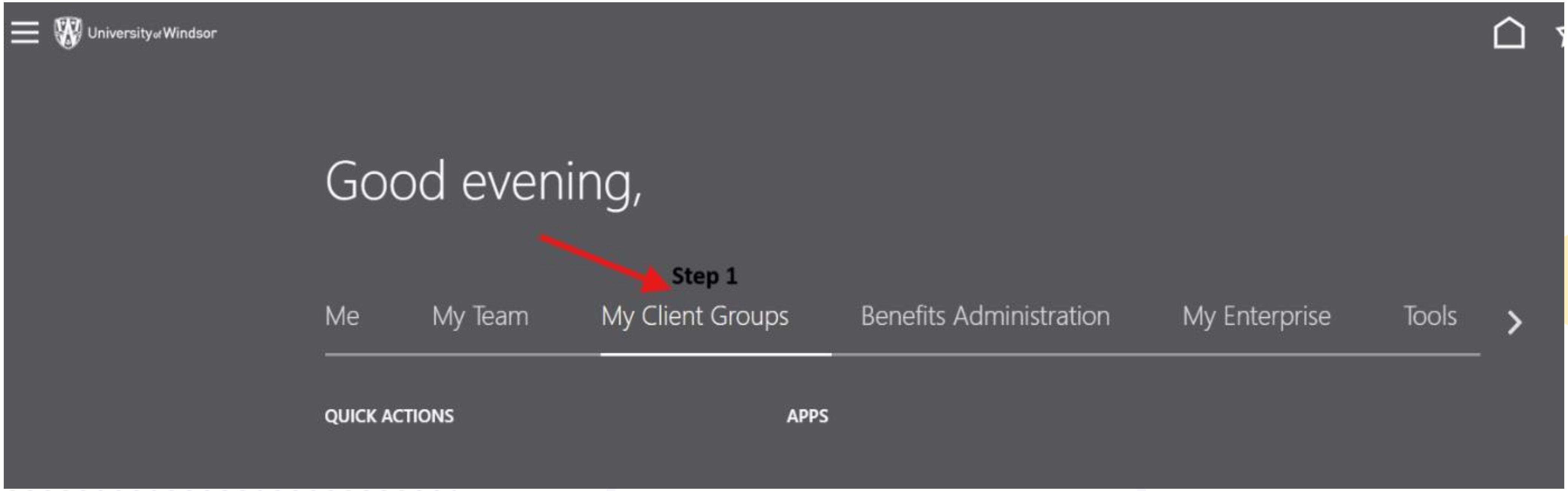

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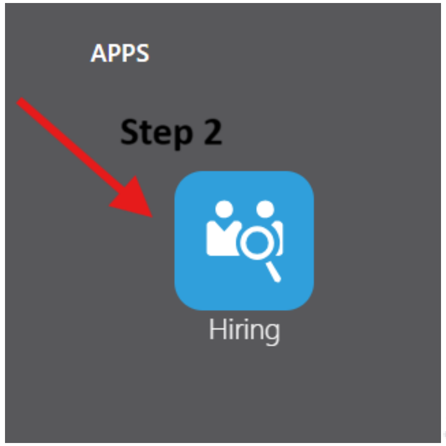

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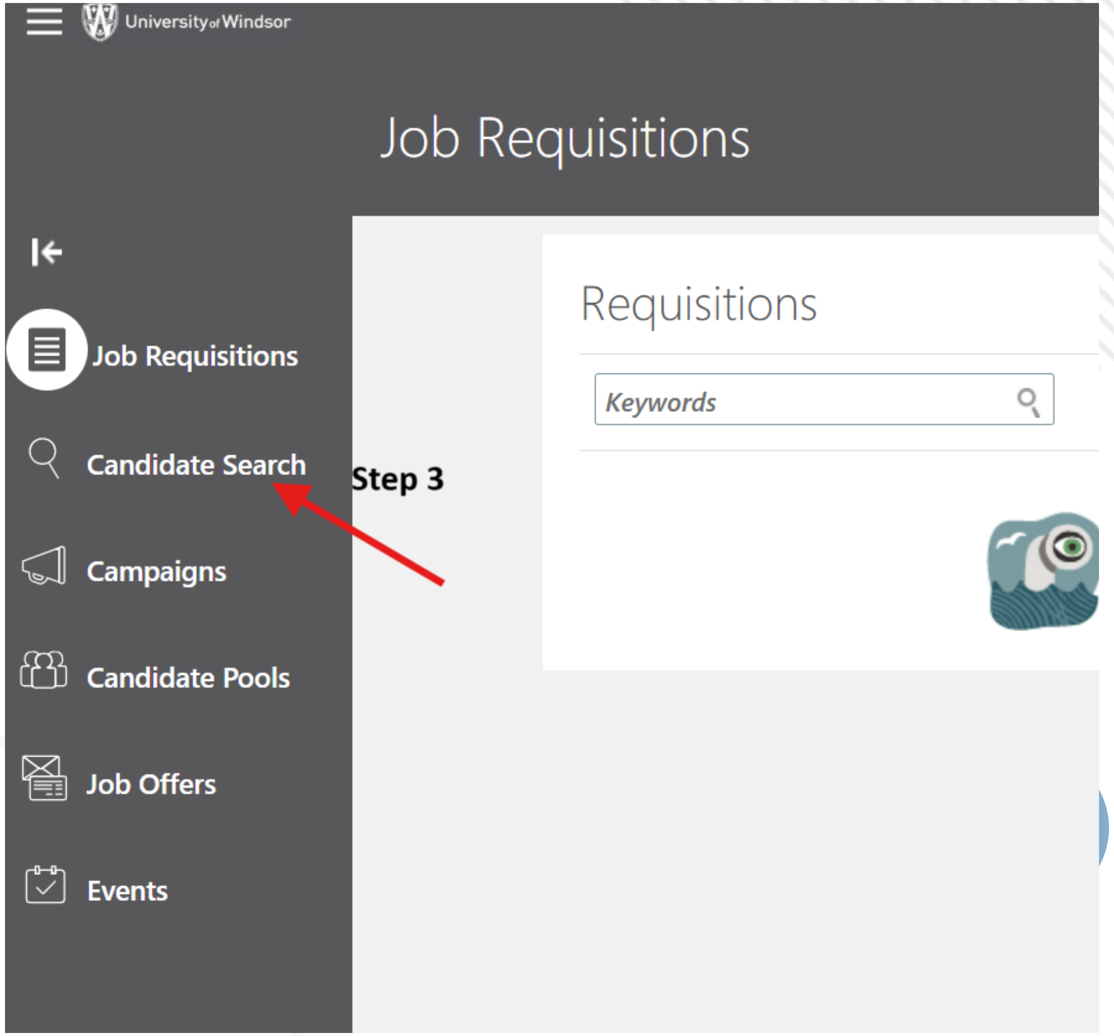

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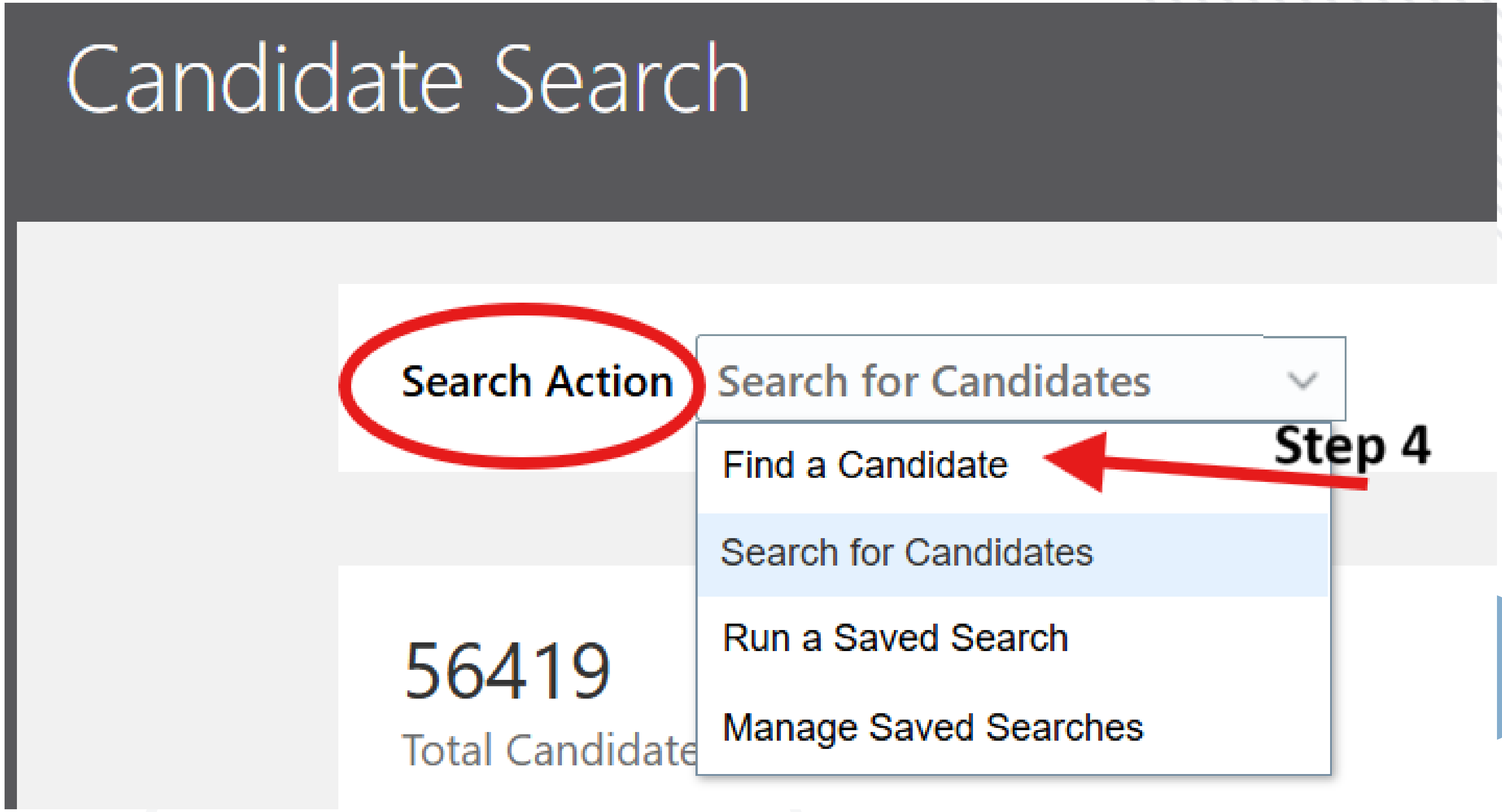

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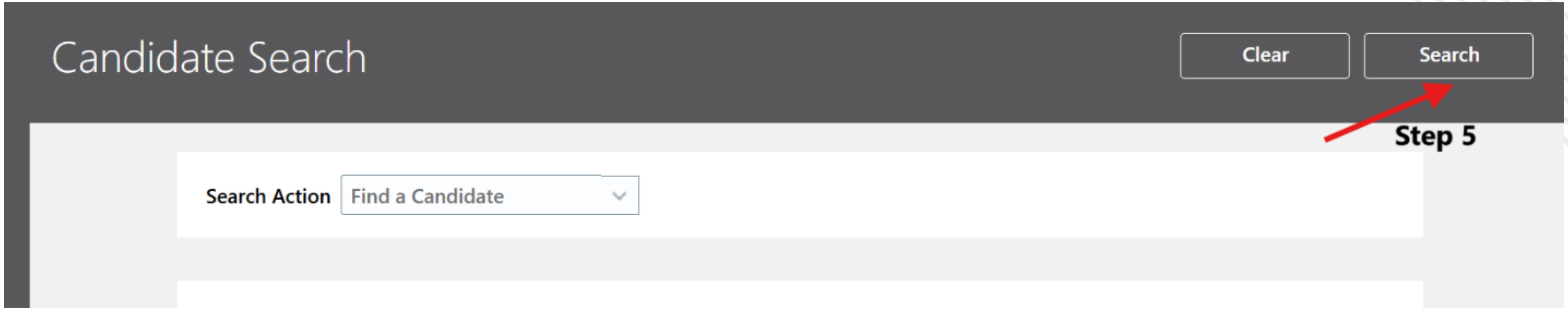
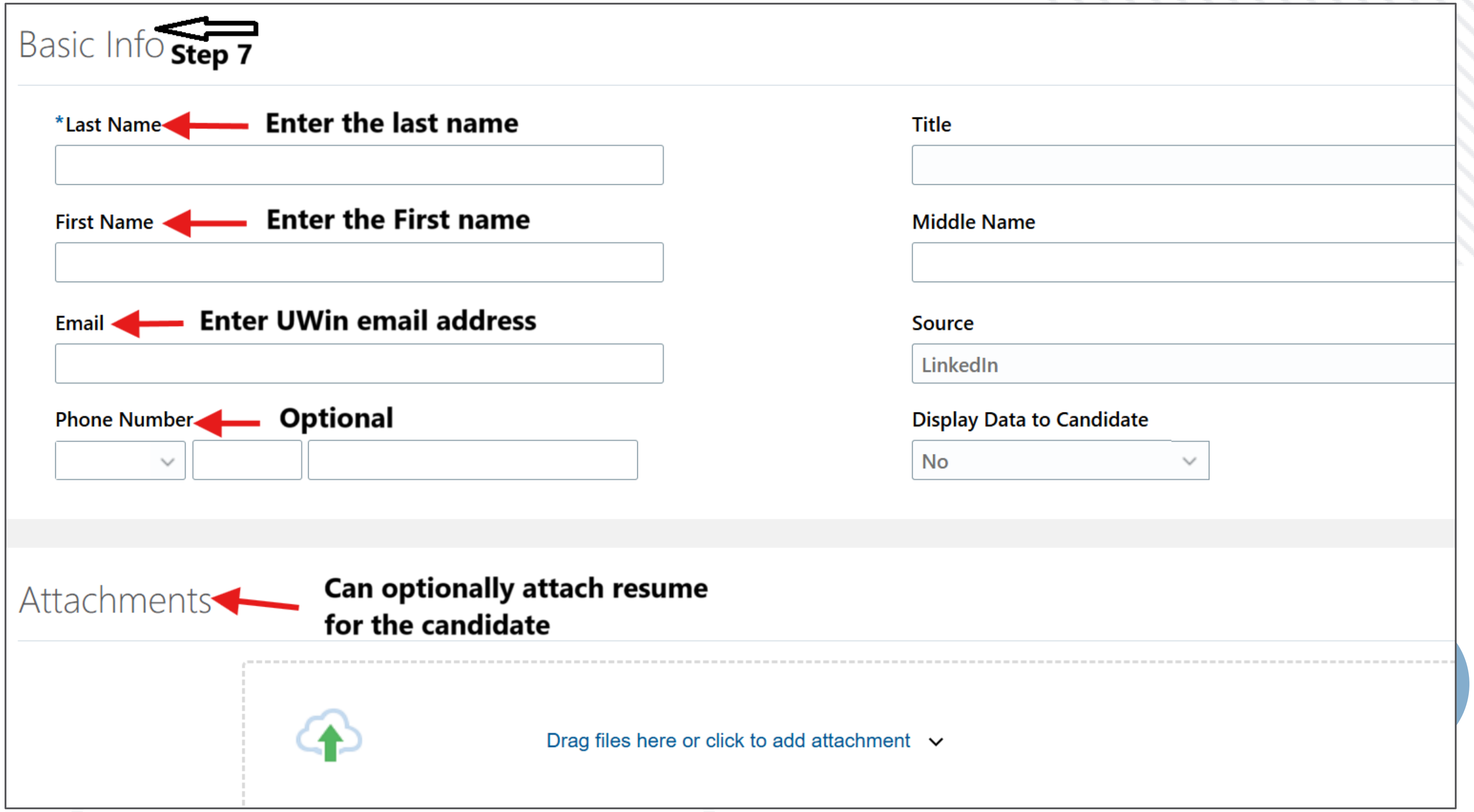


Step 6: Select "**Add**" at the far right of the page.

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.**



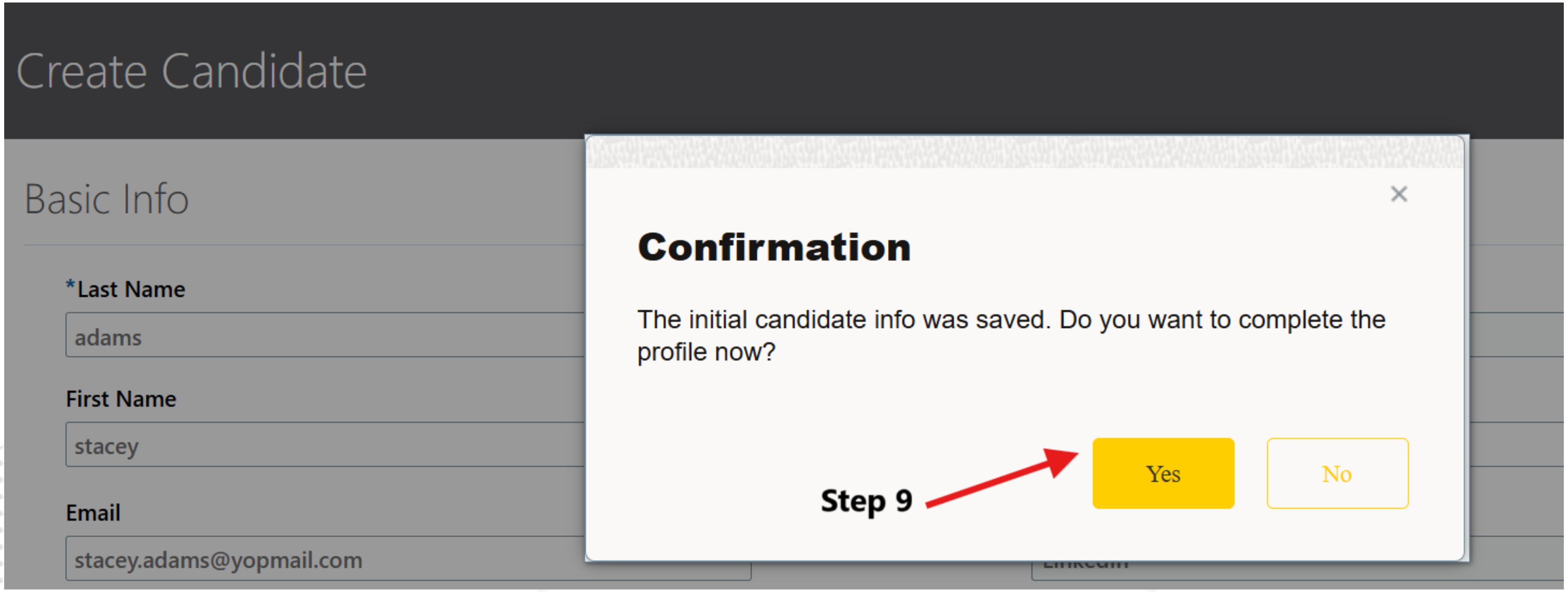
Create a Candidate

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

Create a Candidate

Step 9: Saving the Profile

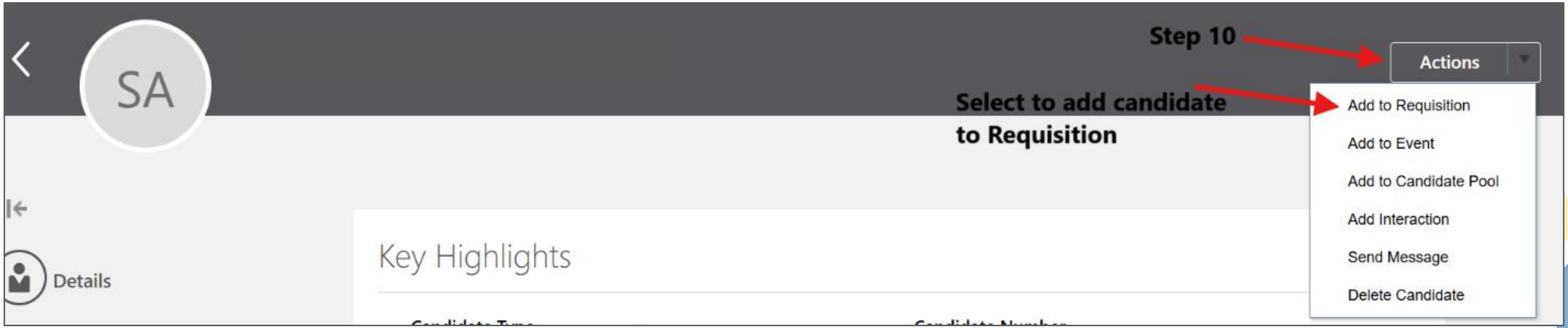
- Click **Save and Close** to save the candidate information.
- A confirmation box will appear asking, **Complete the profile now**? Select **Yes** to finalize the candidate profile.



Create a Candidate

Step 10: Adding a Candidate to a Requisition

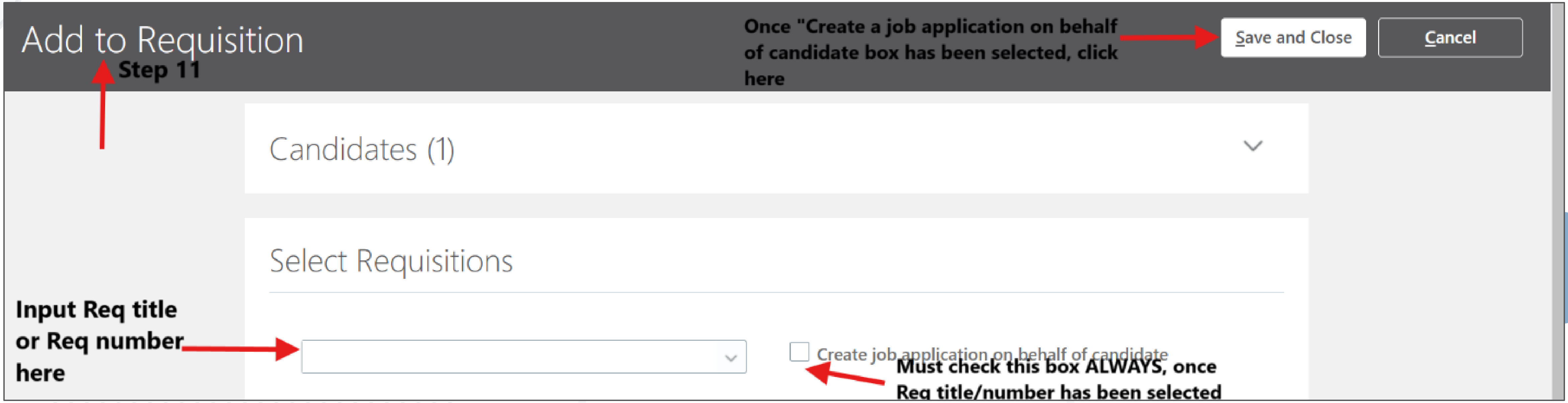
- Click "**Actions**" on the far-right corner of the page.
- In the Drop-down options, select "**Add to Requisition**"



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**".



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.

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

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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

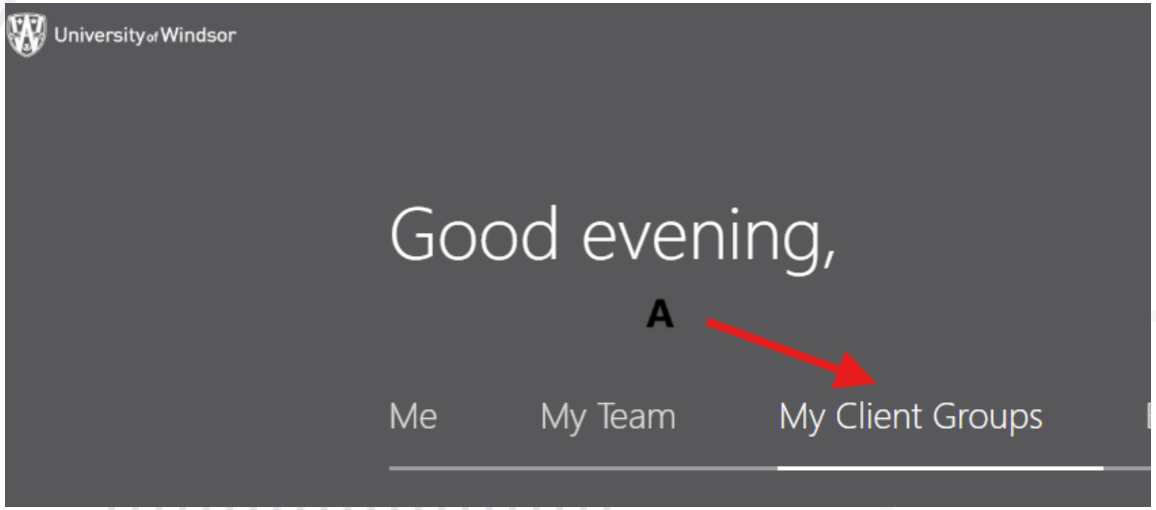
Co-op Students	GA/TA's	Casuals & Ignite	Ignite Grant Funded, and RA's
Cost Centre Owner first, then Manager of Career and Employment Services and Program Coordinator. Lastly HR.	Cost Centre, Graduate Financial Aid Assistants, Director, Human Resources	Casuals: Cost Centre Owners. Lastly HR. Ignite: Cost Centre Owner first, then to the Ignite claim group which are Manager CDEL and Program Coordinator CDEL	Cost Centre Owners, then Research Finance approval group (Research Grant accountant (3) Senior Research Accountant, Manager Restricted Funds, lastly HR Ignite Grant Funded: Cost Centre Owner, Manager of Career and Employment Services and Program Coordinator., lastly HR

Demo

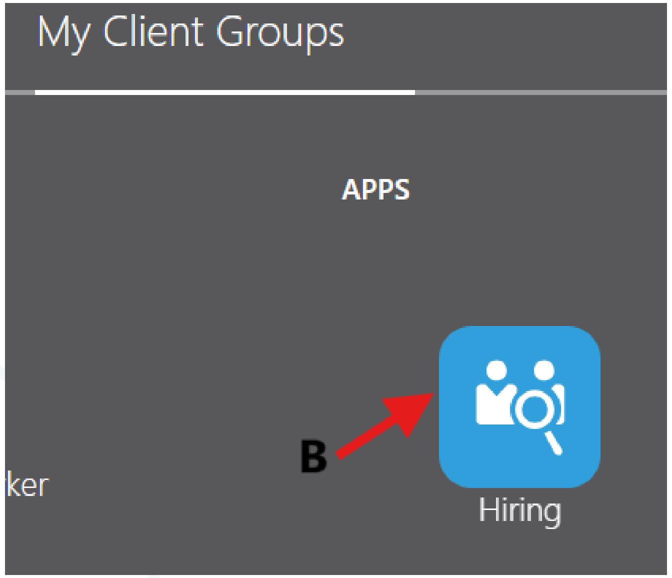
Accessing Your Dashboard

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.

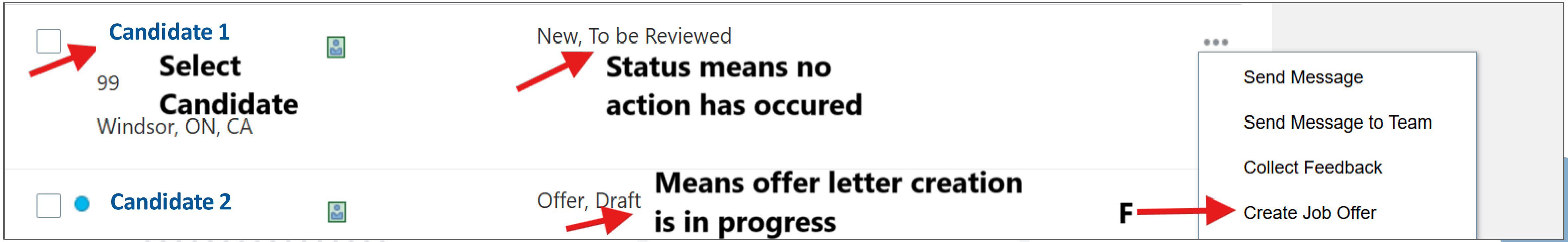
Selecting the Candidate

Select a Candidate:

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

Create Job Offer:

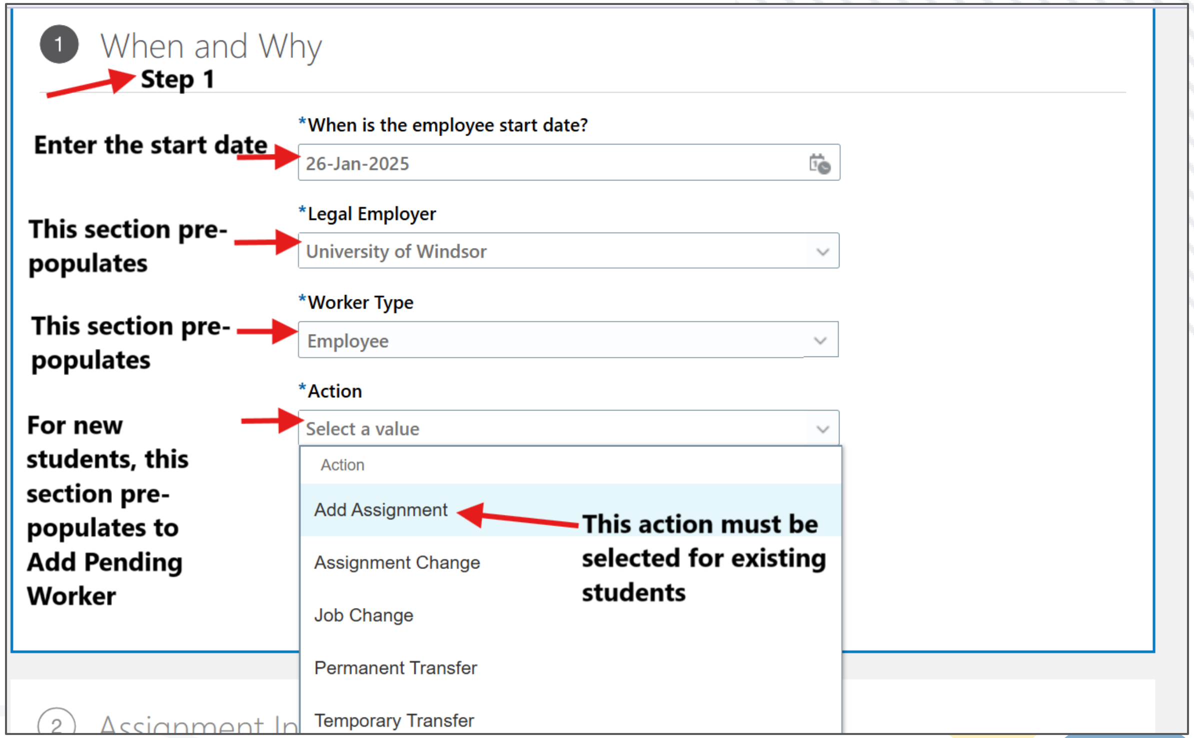
- F - Select "**Create Job Offer**" from the dropdown menu.



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**.



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**.'

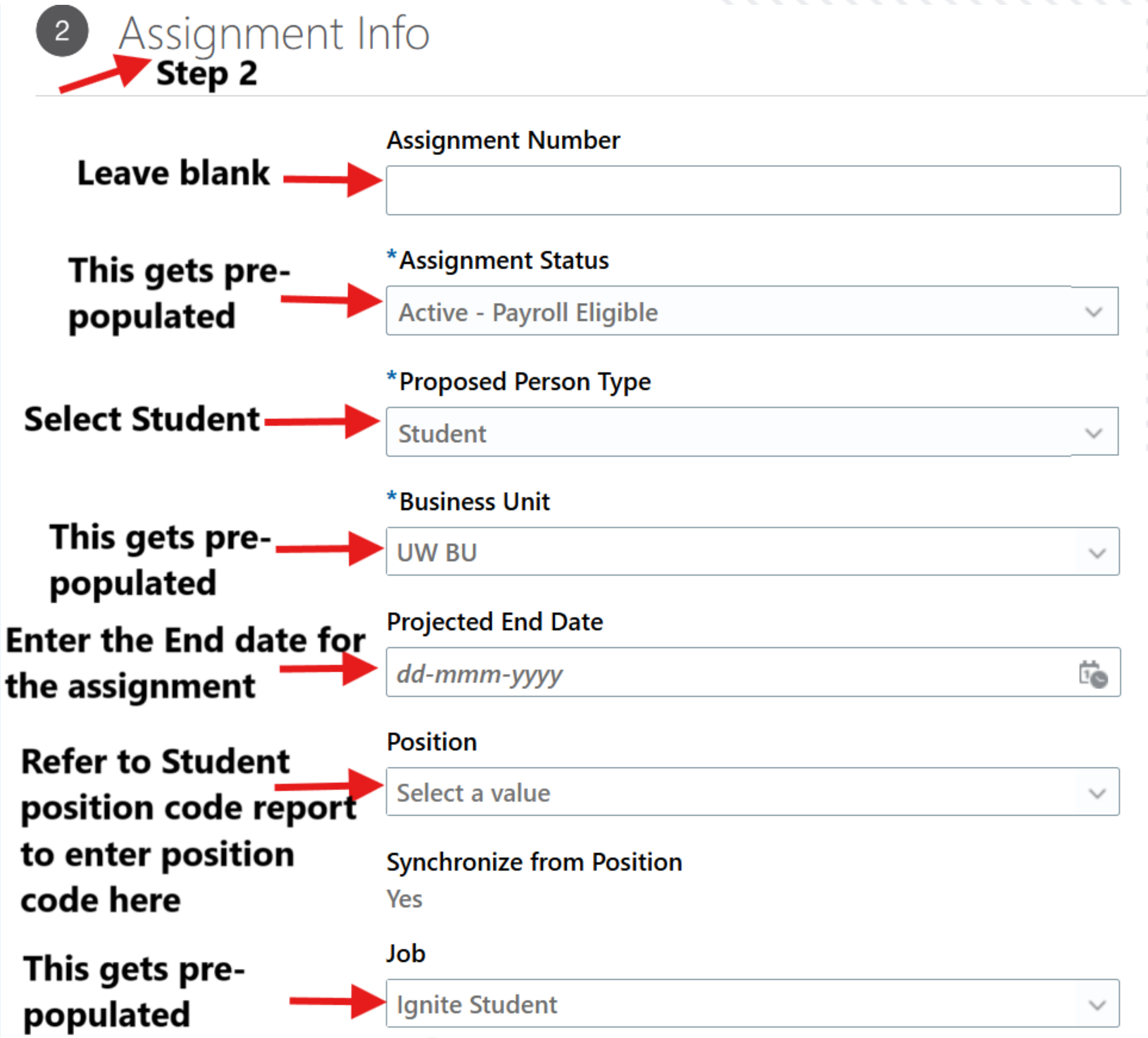
Creating the Offer

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



Creating the Offer

Step 2: Assignment Info Section

Business Title — Enter title of choice

Grade Ladder: Select a value — Ignore

Grade: Select a value — Ignore

Step: Select a value — Ignore

Department: Odette School of Business — This area gets pre-populated

Reporting Establishment: Select a value — Ignore

Location: Odette Building — This area gets pre-populated

Worker Category: Temporary or Substitute — 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

enter total contract hour amount for the year for the assignment

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

Creating the Offer

Step 2: Assignment Info Section

Probation End Date

dd-mmm-yyyy — **Ignore**

Bargaining Unit

Select a value — **Ignore**

Benefit Group — **Ignore**

Contract Start Date

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

dd-mmm-yyyy — **Enter date employment is to begin**

People Group — **Ignore**

Default Expense Account — **Ignore**

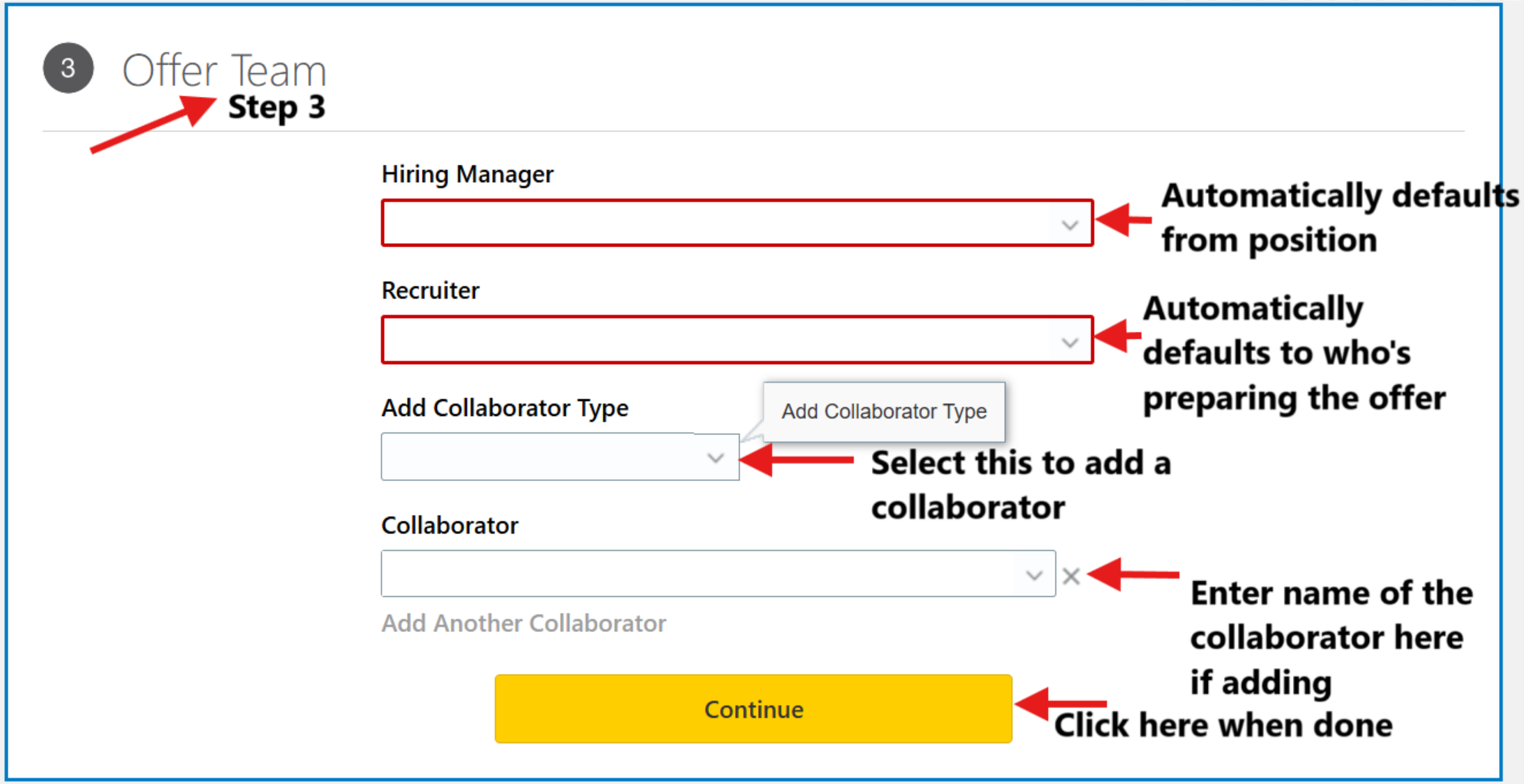
Continue — **Click when done**

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.

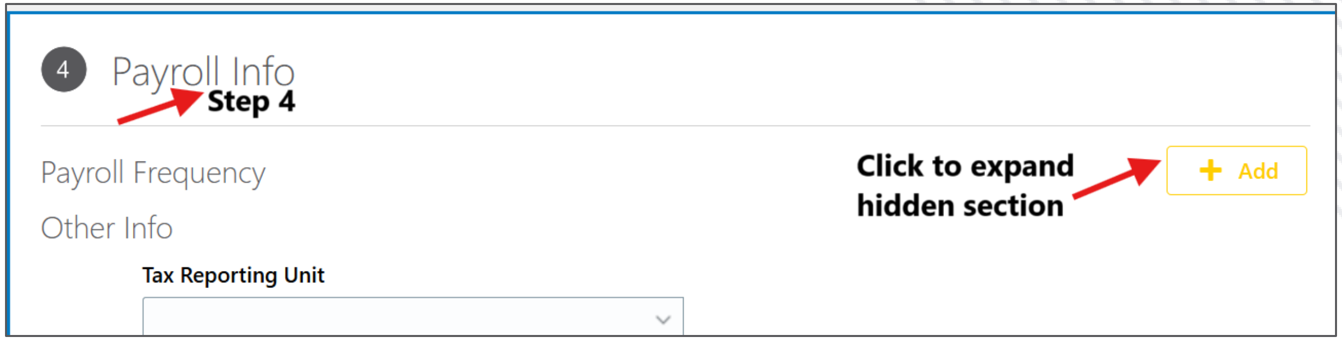
4. Click **Continue**.

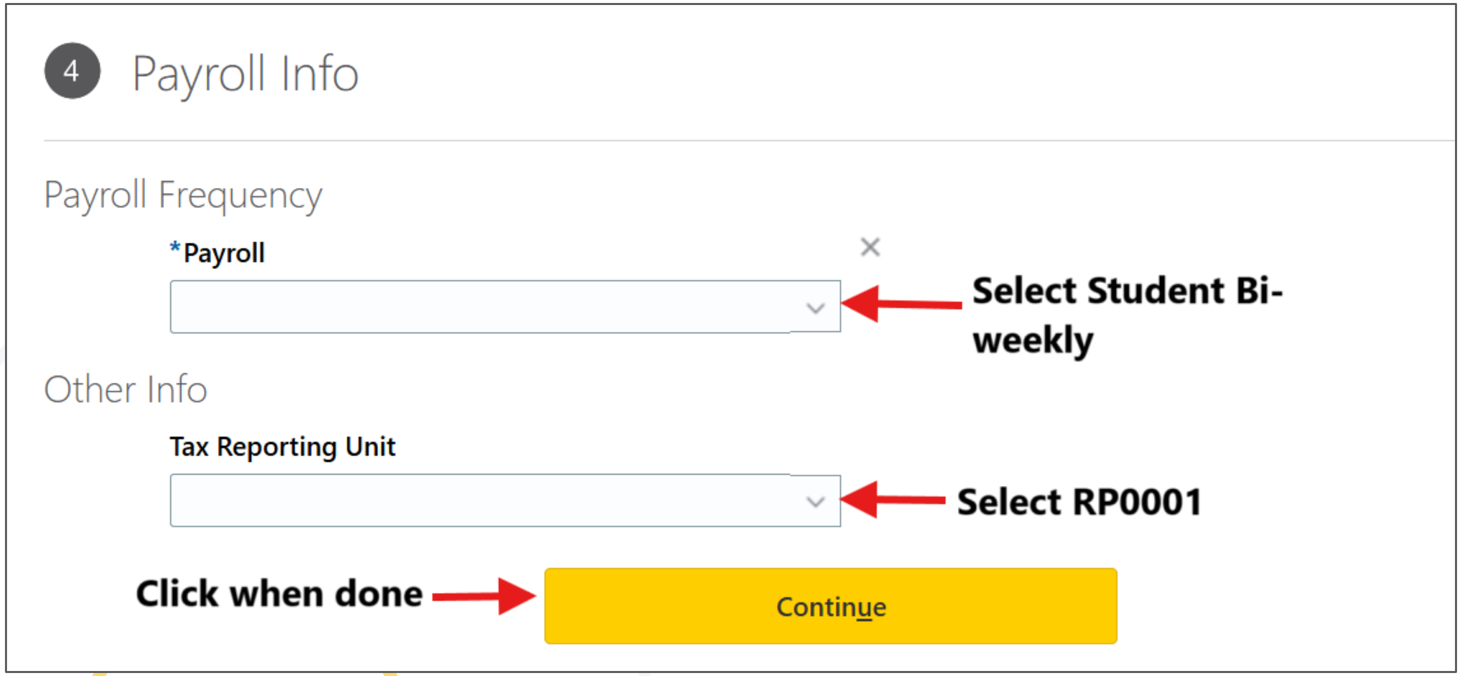


Creating the Offer

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**.

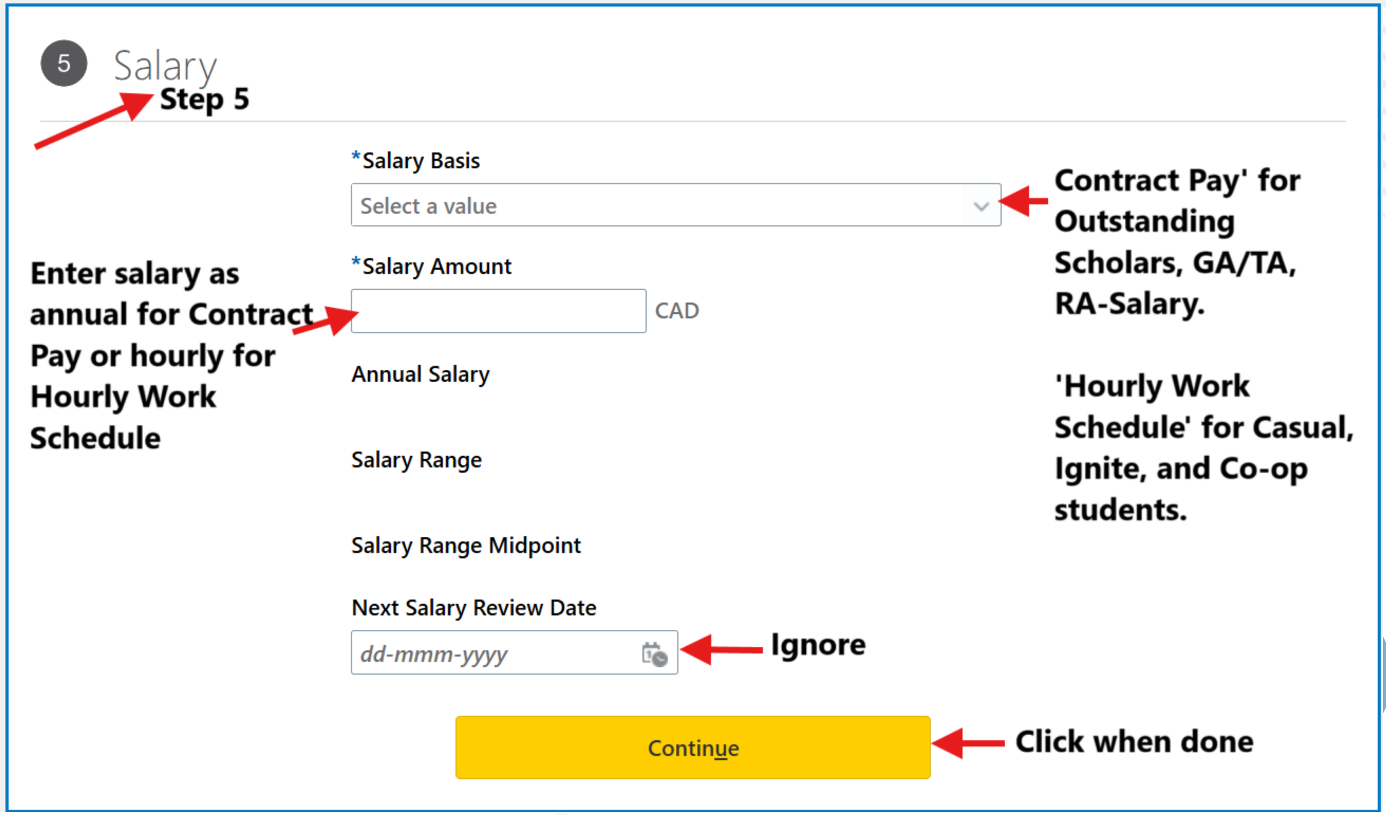




Creating the Offer

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**.

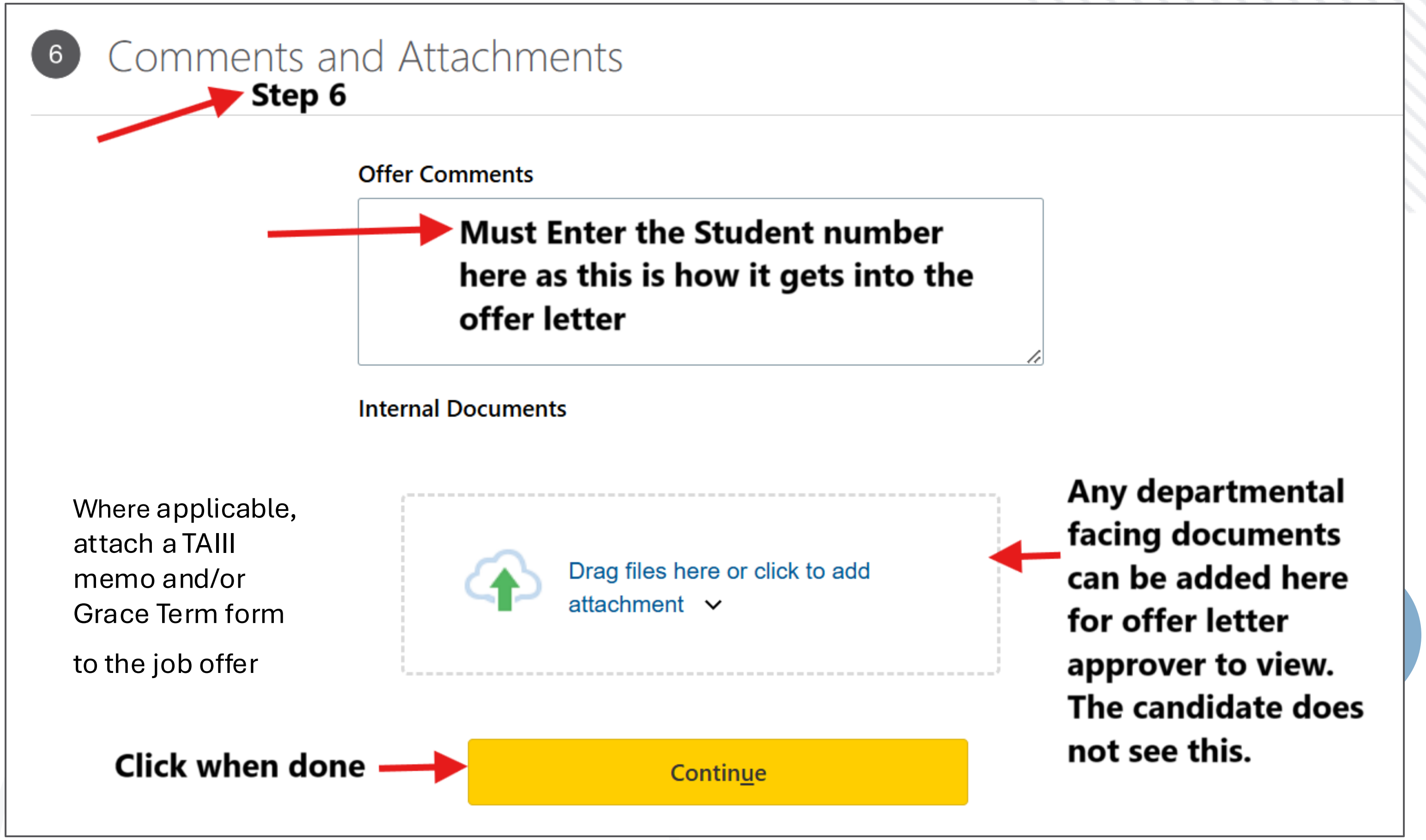


Creating the Offer

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.**



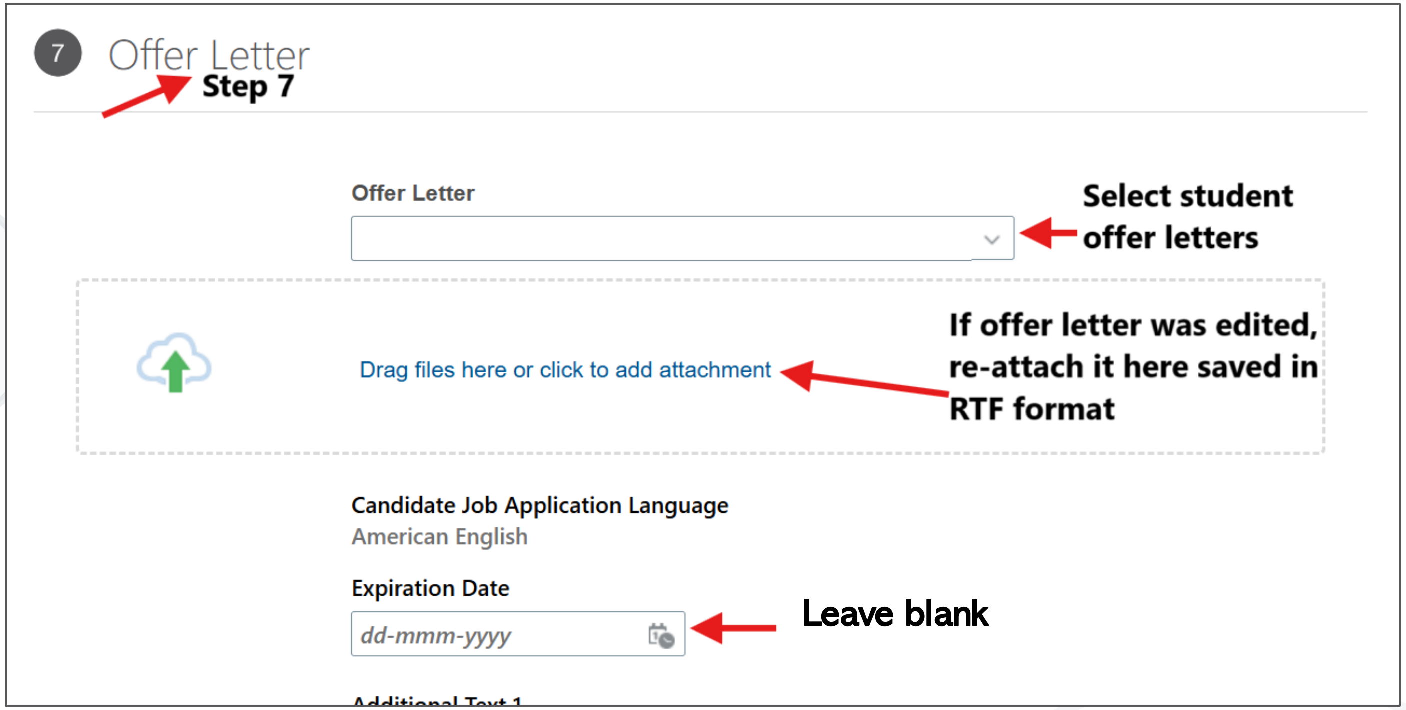
Creating the Offer

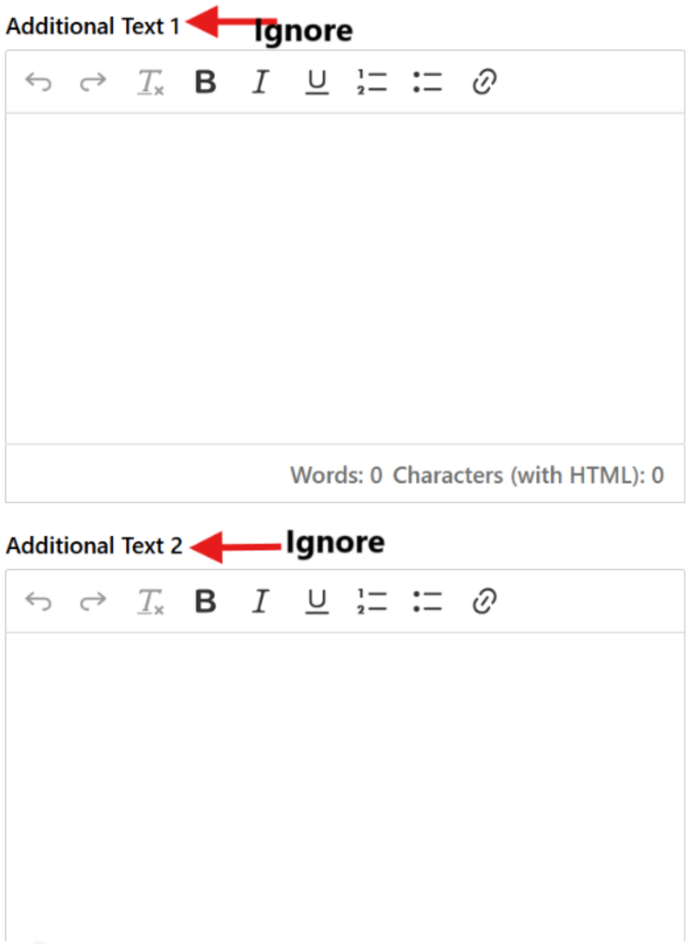
Step 7: Offer Letter Section

- 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

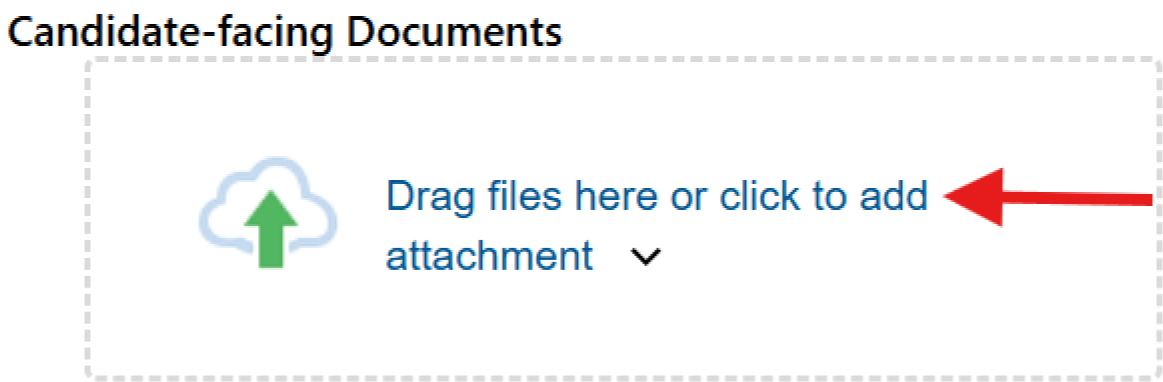
Step 7: Offer Letter Section





Creating the Offer

Step 7: Offer Letter Section – Continued…



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

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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.

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

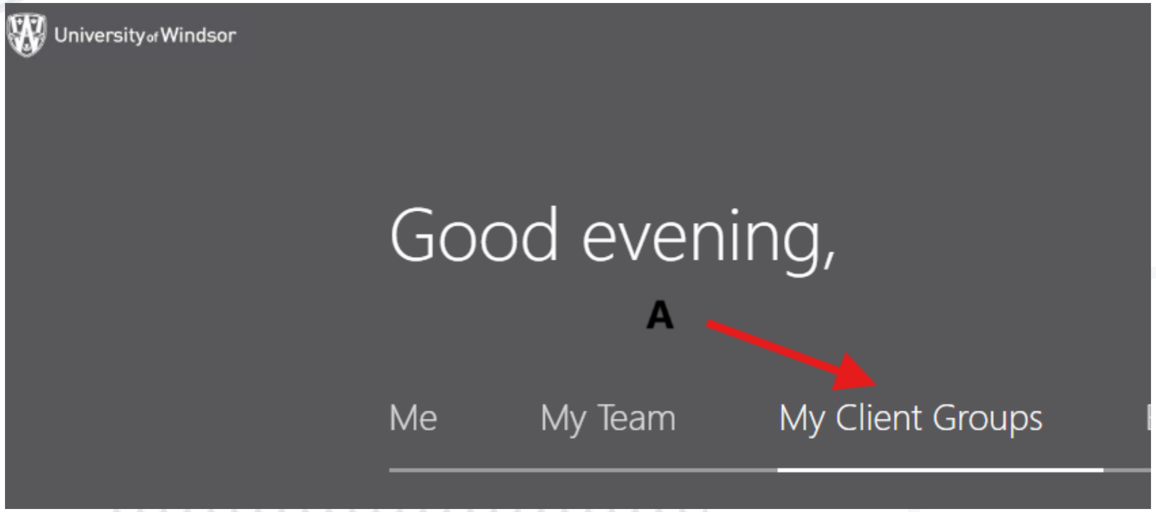
- Verify the student’s weekly work hours (maximum 24, except for Co-op students)
- Approve the offer if there are no issues.
- Reject with comments if hours exceed the limit.

Tracking Offer letter Approvals

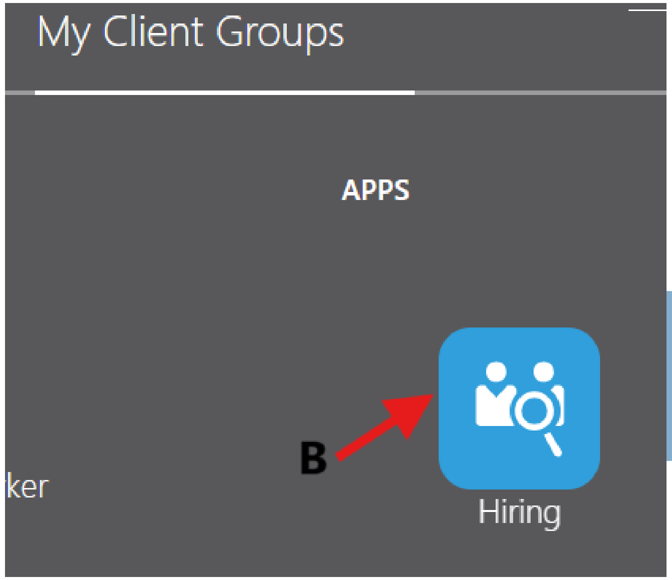
Offer letters approvals can be tracked in the system by the Hiring Support Staff who created the offer. Follow these steps to track where offer letters are in the approval process:

Navigate to the Dashboard:

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

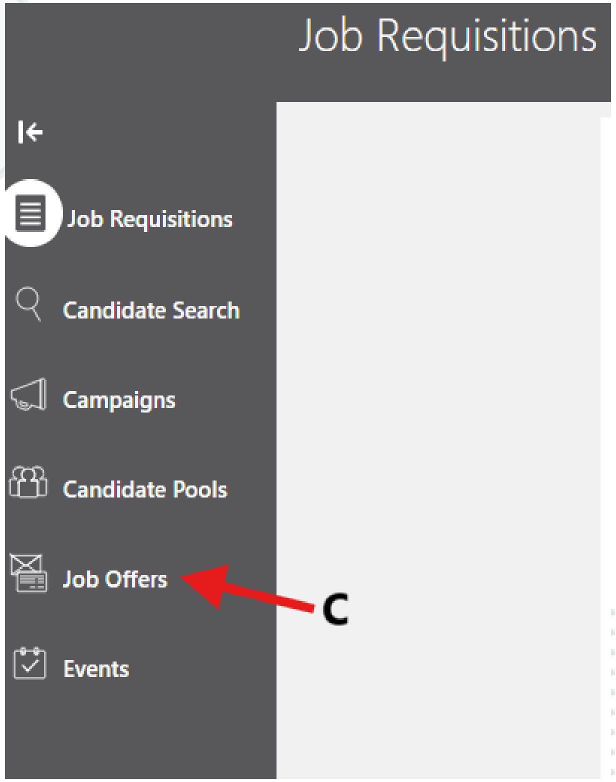


B - Select "**Hiring**"

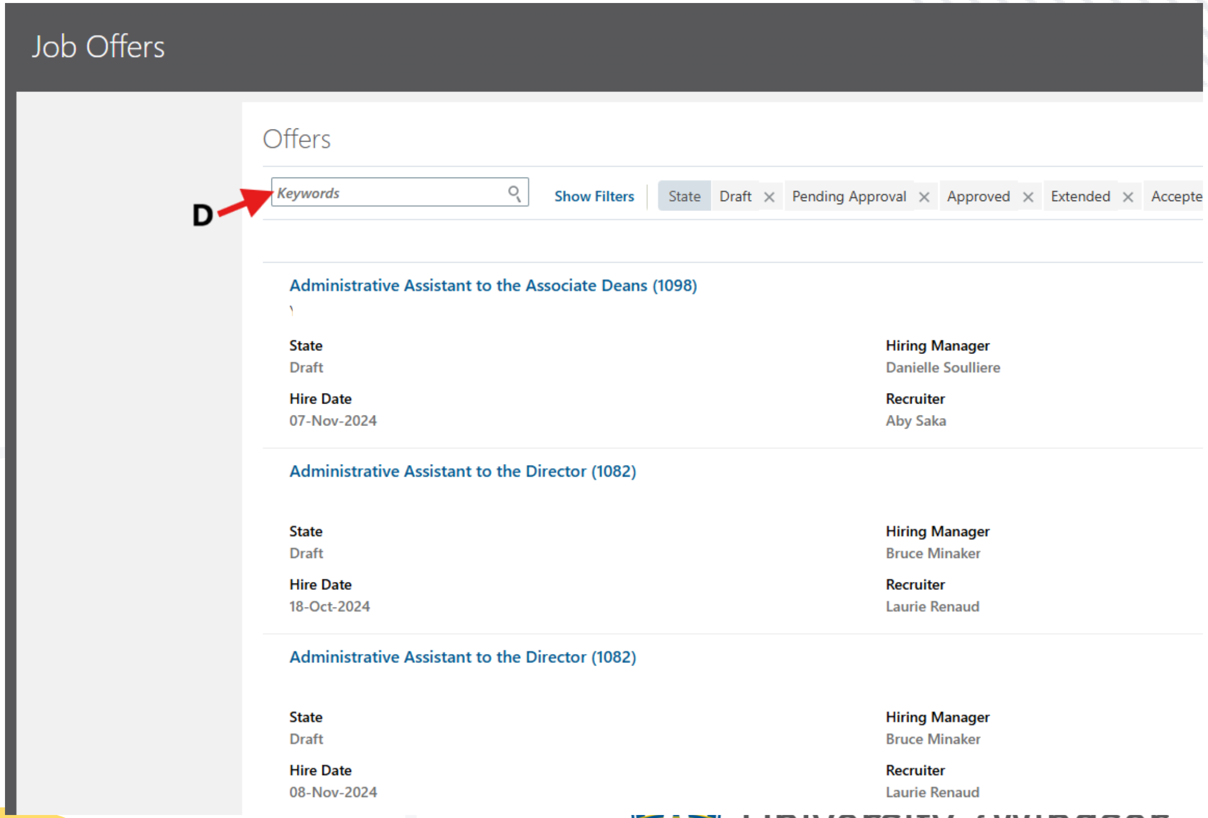


Tracking Offer letter Approvals... Contd

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

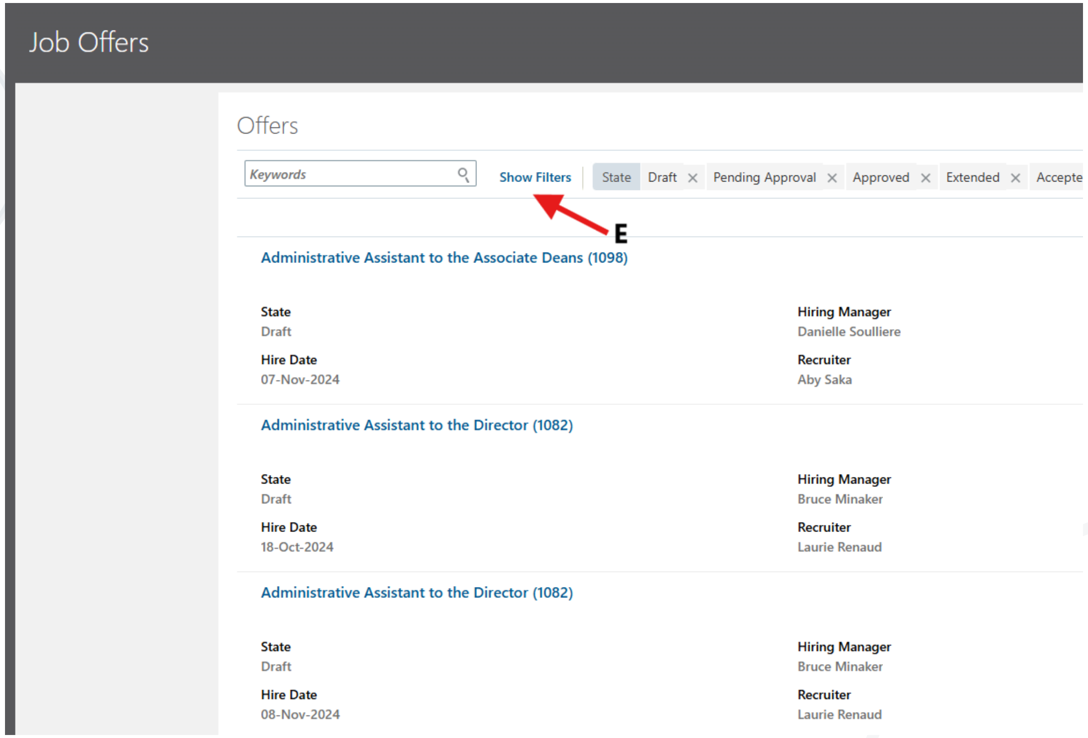


D - You can either search in the keywords by the candidate's name, or by the Requisisition title"



Tracking Offer letter Approvals... Contd

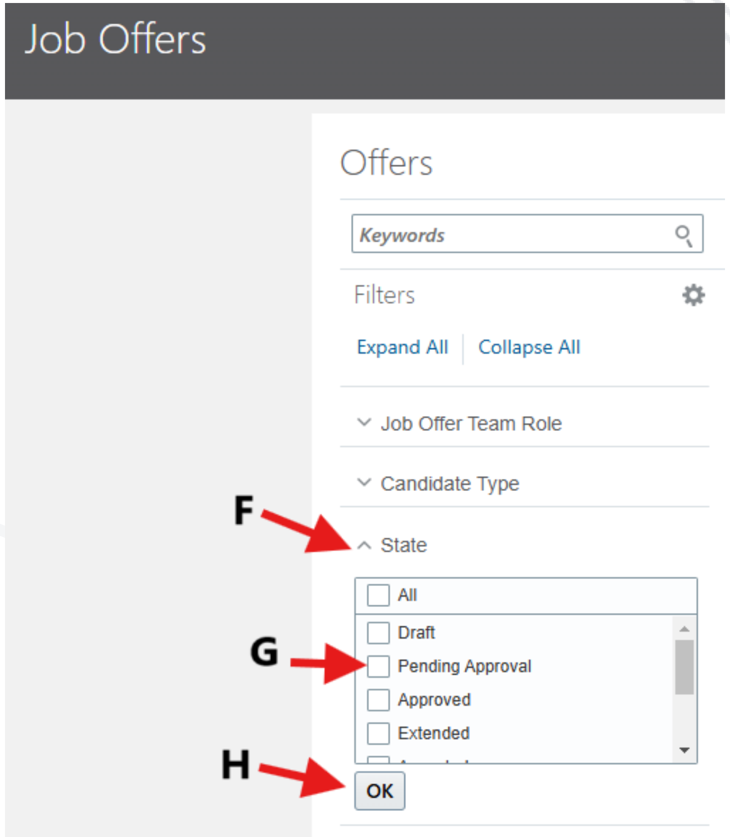
E – Alternatively, you can search by filtering the job offer state. Click on "**Show Filters**"



F – Scoll to "State", expand it.

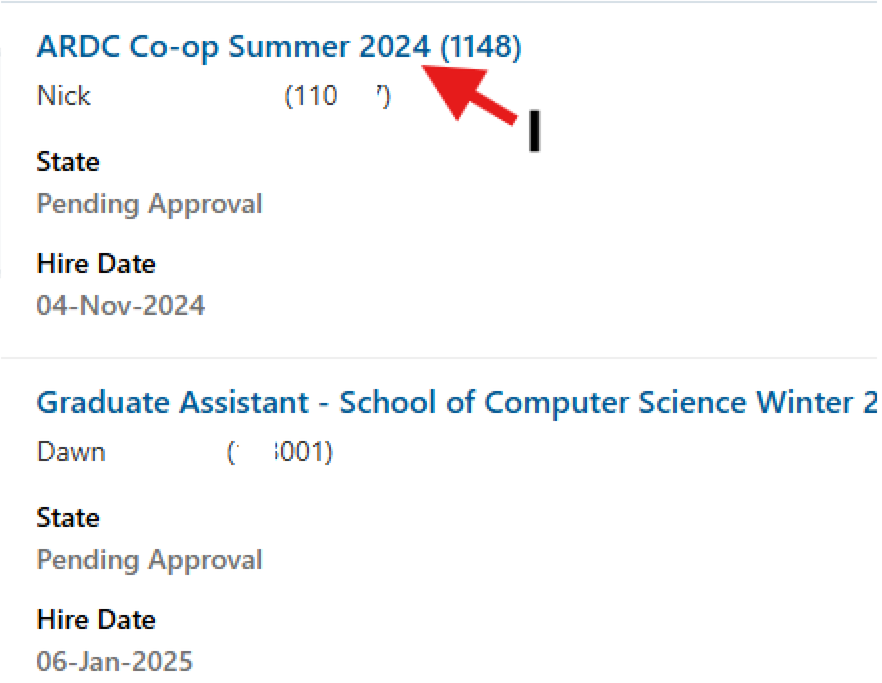
G – Filter by Pending Approval", to see offers awaiting approval.

H – Select ok when done to apply the filter.

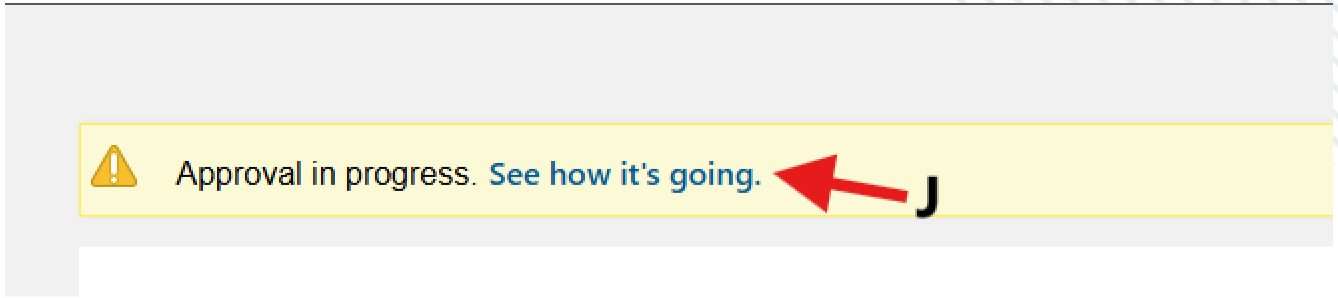


Tracking Offer letter Approvals... Contd

I – Select the Offer that needs to be viewed .

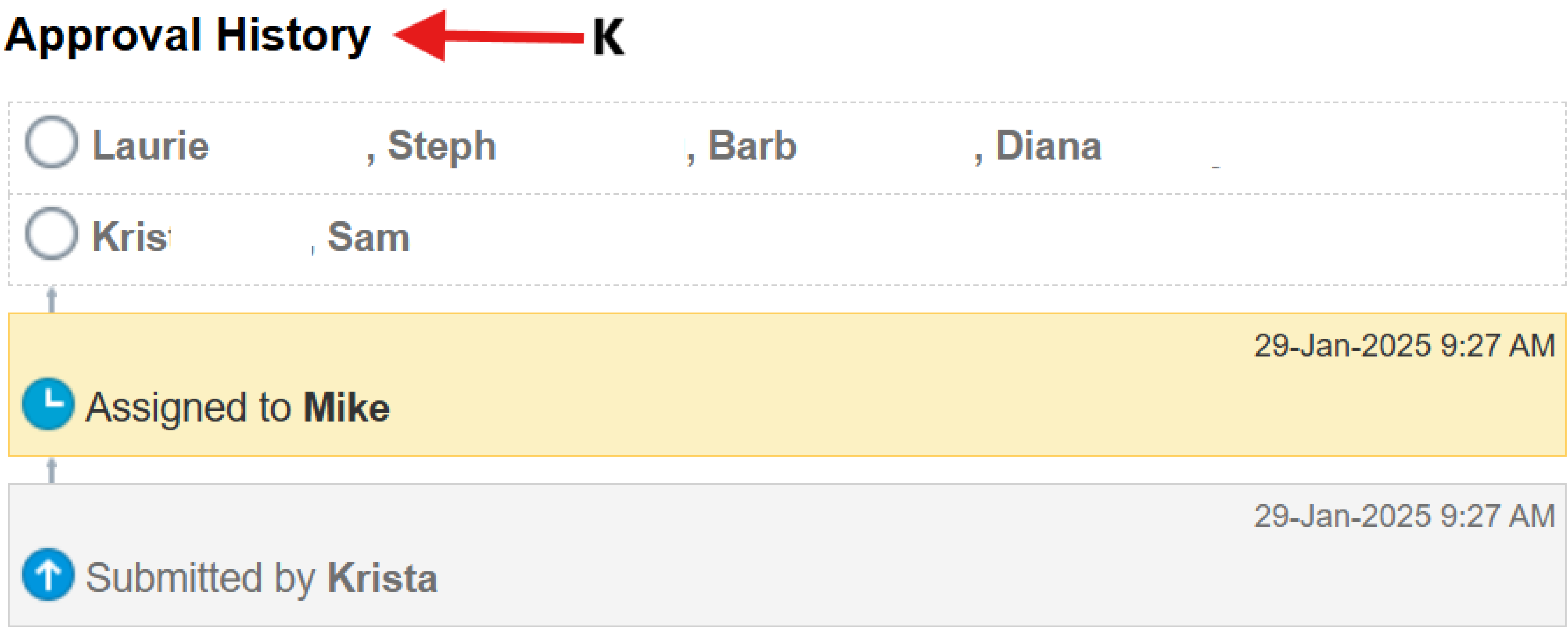


J – Select "See How It's Going" to track where the offer is in the approval process.



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.



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.

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.

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 'Hirng' 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

www.uwindsor.ca/uwinsite/people:
Training Resources & Self-Paced Learning

- Getting Started & Core HR
- Benefits
- Internal Transfer & Career
- Hiring & Recruitment - Managers
- Payroll
- Time, Labour & Absences - Employees
- Time, Labour & Absences - Managers

uwindsor.teamdynamix.com/TDClient

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Knowledge Base → Human Resources, Payroll

Reach out at: uwinsitepeople@uwindsor.ca

Questions?

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Thank you

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