

**UNITED STEELWORKERS LOCAL 2010**  
**REPRESENTING QUEEN'S UNIVERSITY STAFF**  
**& ACADEMIC ASSISTANTS**



# EdCom: Job Postings

## RANKING CATEGORIES

Bargaining Unit Jobs (USW):		Non-bargaining Unit Jobs (QUSA):	
1	<b>Accommodations</b> <i>(pursuant to the Ontario Human Rights Code)</i> (All groups – CUPE, ONA, OPSEU, QUSA, USW)	1	<b>Accommodations</b> <i>(pursuant to the Ontario Human Rights Code)</i> (All groups – CUPE, ONA, OPSEU, QUSA, USW)
2	<b>Redeployment</b> (USW jobs)	2	<b>Redeployment</b> (QUSA jobs)
3	<b>Internal</b> (USW member applying for USW job)	3	<b>Internal</b> (QUSA member)
4	<b>External</b> (QUSA member or never worked at Queen's)	4	<b>External</b> (USW member or never worked at Queen's)



APPLICATION & SELECTION PROCESS - SCENARIO #1 (Most common)

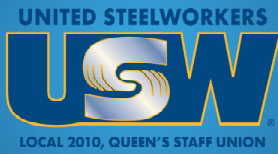
Steps:	Stage:	Process:	Comments:
1	<p><b>Competition #2020-008</b>                      POSTED: May 1, 2020                      Administrative Assistant in GEOL                      Salary Grade 6                      Full-time                      Continuing                      35 Hours per week                      Bargaining Unit job</p>	<p>HR posts the job competition for a minimum of 7 calendar days</p>	<p><b>SCENARIO:</b>                      Marcy holds a continuing appointment in CHEM, and has been a USW Member for over a year. Marcy decides to apply for the position in GEOL</p>
2	<p><b>First thing to do!</b></p>	<p>Marcy reviews the job description in detail, to ensure that she has properly outlined her <u>skills, qualifications, abilities, and relevant experience</u> on her cover letter and resume (<b>Article 18.12b</b>)</p> <p>Marcy emails her cover letter and resume by the deadline indicated on the HR web site to the HR Department</p>	<p>Don't assume your qualifications will be considered if they are not outlined in your application – especially if you are interviewing with a Manager that is familiar with your capabilities</p> <p>It is the Applicant's responsibility to outline their <u>skills, qualifications, abilities, and relevant experience</u> on their application (<b>Article 18.09</b>)</p> <p>Applicant's need to track the HR posting information (e.g. competition number, job description, etc.), in the event that they wish to challenge the decision at a later date</p>
3	<p><b>What happens next!</b></p>	<p>HR separates all applications according to the ranking category noted above</p> <p>Qualified internal applicants will be interviewed first (<b>Article 18.12a</b>)</p> <p>Departments are able to review #3 Internal and #4 External applications at the same time (<b>Article 18.12a</b>)</p> <p>Marcy's application is ranked as #3 Internal under Bargaining Unit jobs</p> <p>Marcy waits to see if she is granted an interview</p>	<p>Applicants should contact their HR Advisor (by email if possible) to ensure that their application was received, and that it has been placed in the proper ranking category (e.g. redeployment, internal, etc.)</p> <p>Applicants could also ask if there are <i>other candidates</i> ranked in categories #1 and #2 (accommodation and redeployment), and if these applications have been sent to the Department for review, or will be soon</p> <p>Applicants should attempt to ascertain when THEIR application <i>could be</i> sent to the Department for review under category #3 Internal</p> <p>Call back, or email once a week to request an update on the status of the competition applied for, so that you are aware of the progress</p> <p><b>Applicants should track the progress of each competition and take detailed notes in case the competition is to be challenged at a later date</b></p>

4	<b>Interview is scheduled</b>	<p>Marcy receives a call regarding an interview for the position in GEOL</p> <p>During this call, Marcy asks the <b>3 W's</b> regarding this interview; who, where, when?</p> <p><b>WHO:</b> names of the search committee members and who is the Chair of the search committee?</p> <p><b>WHERE:</b> place?</p> <p><b>WHEN:</b> date &amp; time?</p>	<p>Applicants should then take the time to research the Department they are applying to</p> <p>Research the:</p> <ul style="list-style-type: none"> <li>Department</li> <li>Search Committee Members</li> <li>Hierarchy in terms of Faculty Office the Department falls under</li> <li>Programs offered</li> <li>Research areas</li> <li>Current or upcoming events</li> <li>Other relevant details</li> </ul> <p>Attend the interview; arrive early</p> <p>Have a set of questions (minimum 10) prepared in advance to ask at the end of the interview (ask a minimum of 3). Last question: when will I hear the results?</p> <p>Provide copies of your reference sheet for each member of the search committee</p>
5	<b>Post Interview</b>	<p>Marcy waits to hear about how she performed in the interview</p> <p>HR contacts the Department to find out how the interviews progressed</p>	<p>Applicants should contact the Department (by email if possible) to inquire about their standing in the competition after their interview</p> <p>Call back once a week to request an update on the status of the competition applied for, so that you are aware of the progress</p> <p>If the applicant is NOT awarded the job, they should exercise their right under <b>Article 18.13</b>, and inquire (by email if possible) as to why they were not selected as the successful candidate, and to discuss how they might prepare for future job postings.</p> <p><b><i>Applicants should track the progress of each competition and take detailed notes in case the competition is to be challenged at a later date</i></b></p>
6	<b>Unsuccessful Candidate</b>	<p>Marcy doesn't get the job and isn't the successful candidate</p> <p>Marcy exercises her rights under <b>Article 18.13</b>, and is informed that she didn't get the job because she is not familiar with the Microsoft Office program Excel, one of the required qualifications</p> <p>Marcy is informed that the position went to an external candidate who has experience with Microsoft Excel</p> <p>Marcy does however, have experience using Microsoft Excel and can't understand why she was overlooked for the position</p>	<p>Email your STEWARD <b>ASAP</b> (well before 15 business days lapse) of being informed that you were not the successful candidate, to discuss the process for challenging this decision under <b>Article 11 – Grievance Process</b></p> <p>Your STEWARD can review the entire job competition process to ensure that HR and the hiring Department were in compliance with the Collective Agreement, and advise you of your rights to move forward with a challenge/grievance if you so wish</p> <p><b>REMEMBER:</b> your bargaining unit jobs could be awarded to External candidates; if you don't challenge/grieve, your mobility within the University could be severely hampered over time</p>



**APPLICATION & SELECTION PROCESS - SCENARIO #2 (Posting not Required)**

Steps	Stage:	Process:	Comments:
1	<p>Department of SOCY identifies a vacancy for a temporary period</p> <p>Senior Clerk                      Salary Grade 4                      Full-time                      Term Appointment                      8 months                      35 Hours per week                      Bargaining Unit job</p>	<p>HR works with Department to hire a candidate</p> <p><b>Article 18.11c</b> applies</p>	<p><b>SCENARIO:</b>                      Lily has been working in SOCY on a 4-month casual contract as a grade 3 receptionist</p> <p>Lily is approached by the Manager in SOCY to see if she would be interested in the Senior Clerk's position</p> <p>Lily decides to take the position for the 8-month period</p> <p>Lily is now a USW Member and will begin paying monthly membership dues</p>
2	<p><b>At the end of the 8-month Term Appointment</b></p>	<p>The Department of SOCY decides that it requires a full-time, grade 4, Senior Clerk and contacts HR for assistance</p> <p>HR informs SOCY that they now need to post the position, even though Lily has been doing the job for 8 months</p> <p>HR now officially posts this position (e.g. Competition #2020-018)</p>	<p>Competition #2020-018                      POSTED: May 15, 2020                      Senior Clerk                      Full Time, Grade 4</p> <p>Lily applies for the Senior Clerk's position, within the HR deadline posted, and is ranked as #3 Internal under Bargaining Unit jobs</p>
3-6	<p><b>Steps 2-5 from Scenario #1</b></p>		
7	<p><b>Unsuccessful Candidate</b></p>	<p>Lily doesn't get the job and isn't the successful candidate</p> <p>Lily exercises her rights under <b>Article 18.13</b>, and is informed that she didn't get the job because she was not the most qualified (<b>Article 18.12b</b>)</p> <p>The successful candidate had more years of experience at the University and was considered more qualified by the Employer (<b>Article 18.12b</b>)</p> <p>The successful candidate was also ranked as #3 Internal under Bargaining Unit jobs</p>	<p>Lily's last day on the job is the natural end date of the 8-month temporary term appointment</p> <p>Lily can only exercise her right to challenge this decision under <b>Article 11</b> – Grievance Process, <b>IF</b> she has reason to believe that the interview process was unjust</p> <p>If this is the case, Lily should email her STEWARD <b>ASAP</b> (well before 15 business days lapse) of being informed that she was not the successful candidate to discuss her concerns</p> <p><b>NOTE:</b> in this case, the interview must occur when Lily is still employed under her 8-month term appointment, <b>BUT</b>, the grievance can still take place when she is not employed. In other words, Local 2010 will still assist Lily after she is no longer working for the University</p> <p><b>NOTE:</b> as a term appointment employee, Lily is not entitled to redeployment, <b>BUT</b>, Local 2010 may still be able to assist Lily in finding alternate employment at the University</p>

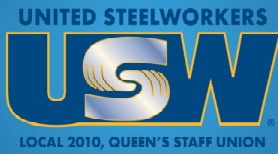


**UNITED STEELWORKERS LOCAL 2010**  
**REPRESENTING QUEEN'S UNIVERSITY STAFF**  
**& ACADEMIC ASSISTANTS**



**APPLICATION & SELECTION PROCESS - SCENARIO #3 (Accommodation)**

Steps	Stage:	Process:	Comments:
1	<p>Department of ART identifies a vacancy</p> <p>Graduate Assistant Salary Grade 5 Full-time Continuing 35 Hours per week Bargaining Unit job</p>	<p>HR works with Department to hire a candidate</p> <p>HR reveals to ART that they have an employee on the Accommodation List, who has worked as a Graduate Assistant in the past, and who needs to be accommodated pursuant to the <i>Ontario Human Rights Code</i></p> <p><b>Article 18.10</b> applies</p>	<p><b>SCENARIO:</b> Allen has worked at the University for 12 years, but is currently waiting to be accommodated based on environmental sensitivities</p> <p>Allen is contacted by HR to indicate that they have a similar position available for him to apply for in a building that does not have the same environmental concerns, and he is invited to apply</p> <p>Allen applies for the position in ART <i>prior</i> to the posting being posted</p> <p>Allen is a USW Member and is ranked as #1 Accommodations under Bargaining Unit jobs</p> <p>While on short term sick leave, Local 2010 still assists Allen if required</p>
2-5	<b>Steps 2-5 from Scenario #1 now apply</b>		
6	<b>Successful Candidate</b>	Allen gets the job	CONGRATULATIONS!



**UNITED STEELWORKERS LOCAL 2010**  
**REPRESENTING QUEEN'S UNIVERSITY STAFF**  
**& ACADEMIC ASSISTANTS**



**APPLICATION & SELECTION PROCESS - SCENARIO #4 (Redeployment)**

Steps	Stage:	Process:	Comments:
1	<p><b>Competition #2020-028</b> POSTED: June 1, 2020 Departmental Assistant in BIOL Salary Grade 7 Full-time Continuing 35 Hours per week Bargaining Unit job</p>	<p>HR posts the job competition for a minimum of 7 calendar days</p>	<p><b>SCENARIO:</b> John held a continuing appointment in PSYC, and has been served his Notice of Indefinite Layoff by HR. He has been a USW Member for over 5 years.</p> <p><b>Articles 18.29a-d</b> apply</p> <p>John is in the Redeployment pool, and decides to apply for the position in BIOL</p> <p>John reviews the job description in detail, to ensure that he has properly outlined his <u>skills, qualifications, abilities, and relevant experience</u> on his cover letter and resume</p> <p>John remembers to indicate “<b>REDEPLOYMENT APPLICANT</b>” in both the <u>subject line and body of his email</u>, when he sends his application to HR</p> <p>John remembers to indicate “<b>REDEPLOYMENT APPLICANT</b>” in the <u>header of both his cover letter and resume</u>, to ensure that HR considers his priority status when applying</p> <p>John is ranked as #2 Redeployment under Bargaining Unit jobs</p> <p>John’s Steward for his Zone is assigned the duty of assisting and tracking John’s redeployment applications to ensure that the process is being followed</p>
2-5	<p><b>Steps 2-5 from Scenario #1 now apply</b></p>		<p><b>NOTE: John will be interviewed prior to the other applications being forwarded to BIOL (Article 18.29(b))</b></p>

<p>6</p>	<p><b>Unsuccessful Candidate</b></p>	<p>John doesn't get the job and isn't the successful candidate</p> <p>John exercises his rights under <b>Article 18.13</b>, and is informed that he didn't get the job because he doesn't have enough experience, and BIOL is going to review the applicants in the NEXT CATEGORY - #3 Internal (<b>wrong</b>)</p> <p><b>NOTE:</b> IF John demonstrates the requisite skills, qualification, ability and relevant experience to perform the job, he WILL BE offered the position (<b>Article 18.29c</b>)</p> <p><b>NOTE:</b> In this scenario, BIOL must clearly demonstrate why John cannot perform the duties of the job, <u>BEFORE</u> reviewing the applications submitted in the next category - #3 Internal</p>	<p>John should email his STEWARD <b>IMMEDIATELY</b> to alert her/him of this development</p> <p>When applying as a redeployment applicant, John <b>ONLY NEEDS</b> the requisite <u>skills, qualifications, ability and relevant experience</u> "<b>AS SET OUT IN THE JOB POSTING</b>". John does not have to be the BEST or MOST QUALIFIED candidate (<b>Article 18.29b</b>)</p> <p><b>NOTE:</b> The bar is set HIGHER when applying as a #3 Internal applicant, then if you are applying as a #2 Redeployment applicant. The reason is because #2 applicants are facing UNEMPLOYMENT, and #3 applicants currently hold a position at the University</p> <p>If John and his Steward determine that he has been unjustly denied this position, he should challenge this decision under <b>Article 11</b> – Grievance Process <b>IMMEDIATELY</b>... and <i>before</i> the hiring Committee moves on to the next category of applicants and makes an offer</p>
----------	--------------------------------------	---	---