Hiring Process

Sponsored Projects
The applicant should apply online and upload their resume at
They do not need to apply for a specific job

Department Head/ Dean completes position form

Grant funded position created

Position Management....verifies the data and create the position number

Create Position Process Ends and Requisition Process begins

HR Officer reviews and approves general requisition

Create Job Requisition

The applicant should apply online and upload their resume at
They do not need to apply for a specific job

Applicant applies online

Manager selects final candidate

The hiring manager will access the application/resume in Peoplesoft and complete the hire process.

The hiring manager will log into PeopleSoft and use the following path: BC Custom > Post-doc/Research Hire.
The applicant should apply online and upload their resume at.

They do not need to apply for a specific job.

Grant funded position created

Position Management...verifies the data and create the position number

Create Position Process end & Requisition Process begins

Create Job Requisition

HR Officer reviews and approves general requisition

The applicant should apply online and upload their resume at.

They do not need to apply for a specific job.

Manager selects final candidate

The hiring manager will access the application/resume in Peoplesoft and complete the hire process.
Guidelines on Paid Absences

Sponsored Projects
Sick Leave

• If the leave is *less than* 4 weeks the time out is covered by the grant

• If the leave is *greater than* 4 weeks it is covered by benefits
MATERNITY LEAVE

- If the leave is **8 weeks or less** the time out is covered by Benefits

- If the leave is **greater than 8 weeks** it is covered by department but must reach out to Benefits
• While the individual is employed this time is covered by the grant

• If the individual is no longer employed this time off is covered by benefits