**Queen’s Health Sciences (QHS) Staff Recruitment and Position Re-evaluation Approval Processes**

**Recruit for a General Staff (GS) or Research, Grant & Contract Staff (RGC) Position**
For guidance on initiating the recruitment process to fill a staff position, including how to use the CareerQ system and the electronic approval process, review the resources available on the Human Resources Management tools page.

**QHS Recruitment Approval Processes**
Securing electronic approvals by completing the Staffing Request Form (SRF) in CareerQ is required prior to recruiting to for a staff position. Multiple approvals are required and vary depending on the funding sources and the position. Use the proper approval chain below for your vacancy to minimize delays in approval.

### **10000, 15000 or 95000 fund Approval Chain**
For existing vacant positions that are listed in the departmental budget kit (and fully approved) where no grade increase is anticipated.

1. Department Head/Director  
2. QHS HR – ruby.pettie@queensu.ca (Ruby Pettie, HR Administrator, QHS)  
3. Finance (SOM Finance, SEAMO Finance, SRT Finance or SON Finance) *contact email below

New positions or vacant positions where a grade increase is anticipated, the following additional steps are required:

- Send email with rationale for the additional position/grade increase to Dale Best, Interim CFAO, QHS c/o Ruby Pettie (ruby.pettie@queensu.ca), HR Administrator, QHS.  
- Complete the SRF using the approval chain above and add Dale Best, Interim CFAO, QHS (bestd@queensu.ca) to the approval chain after the Department Head/Director.  
- Indicate in the comments section of the SRF that the rationale for the request has been submitted to the CFAO for approval.

*Note: Ensure that all finance approvers are included for positions with multiple funding sources.

### **30000, 31000, 50000, 60000, 70000, & 80000 fund Approval Chain**
Use the following approval chain for vacant/new positions funded by the above source.

1. Department Head/Director/Principal Investigator  
2. QHS HR – ruby.pettie@queensu.ca  
3. Finance (SOM Finance, SRT Finance or SON Finance) – *contact email below

### **QHS Position Re-evaluation Approval Process – Positions with an incumbent**
Requests for re-evaluation of a staff position from FHS Department Heads/Managers must follow the process below:

- Review the position re-evaluation resources on the Human Resources website and complete the position Re-evaluation form.  
- Submit the form along with all the required documentation to Dale Best, Interim CFAO, QHS c/o Ruby Pettie (ruby.pettie@queensu.ca), HR Administrator, QHS.  
- Once approved, the CFAO’s office will submit the re-evaluation request Human Resources.