Queen’s Health Sciences (QHS)  
Staff Recruitment and Position Re-evaluation/Reclassification 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 – mercy.chebon@queensu.ca (Mercy Chebon, 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 Troy Jones, CFAO, QHS c/o Mercy Chebon (mercy.chebon@queensu.ca), HR Administrator, QHS.
- Complete the SRF using the approval chain above and add Troy Jones, CFAO, QHS (sbm13@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 – mercy.chebon@queensu.ca  
3-Finance (SOM Finance, SEAMO Finance, SRT Finance or SON Finance) – *contact email below

QHS Position Re-evaluation and Reclassification Approval Process – Positions with an incumbent  
Requests for Re-evaluation of a Confidential General Staff or Research position from QHS 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 Troy Jones, CFAO, QHS c/o Mercy Chebon (mercy.chebon@queensu.ca), HR Administrator, QHS.
- Once approved, the CFAO’s office will submit the re-evaluation request Human Resources.

Requests for Reclassification of a General Staff USW Local 2010 from a QHS Department Head/Manager must follow the process below:
- Log in to JDXpert job description management system through PeopleSoft and follow the Position Reclassification steps outlined in the JDXpert Training Manual for Managers.

School of Medicine Finance – Melissa McIlroy mdm8@queensu.ca  
School of Nursing Finance – Derek Conlon derek.conlon@queensu.ca  
School of Rehabilitation Therapy Finance – Sharon David sharon.david@queensu.ca  
SEAMO Finance – Lori-Ann Almeida laa@queensu.ca