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 and the current information related to the Hiring Freeze.

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 fund Approval Chain

10000 and 15000 funded positions are required to go through the hiring freeze exception process. Please review the criteria outlined on the HR intranet before SRF submission.

1-Department Head/Director  
2- QHS HR – mercy.chebon@queensu.ca (Mercy Chebon, HR Administrator, QHS)  
3- Finance (SOM Finance, SRT Finance or SON Finance) * contact email below  
4- QHS CFO/Delegate – sheppm@queensu.ca (Megan Sheppard, CFAO, QHS)  
5-Central Budget

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 Megan Sheppard, CFAO, QHS c/o Mercy Chebon (mercy.chebon@queensu.ca), HR Administrator, QHS.
- Complete the SRF using the approval chain above and add Megan Sheppard, CFAO, QHS (sheppm@queensu.ca) to the approval chain after the Finance approver.
- Indicate in the comments section of the SRF that the rationale for the request has been submitted to the CFOA 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, 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 Megan Sheppard, CFAO, QHS c/o Mercy Chebon (mercy.chebon@queensu.ca), HR Administrator, QHS.
- Once approved, the CFOA’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 Mcllroy 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