

# 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](mailto:mercy.chebon@queensu.ca) (Mercy Chebon, HR Administrator, QHS)
- 3- Finance (SOM Finance, SRT Finance or SON Finance) \* contact email below
- 4- QHS CFAO/Delegate – [sheppm@queensu.ca](mailto: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](mailto: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](mailto:mercy.chebon@queensu.ca)), HR Administrator, QHS.
- Complete the SRF using the approval chain above and **add** Megan Sheppard, CFAO, QHS ([sheppm@queensu.ca](mailto: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 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](mailto: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](mailto: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](#).