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 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 – kit5@queensu.ca (Katarzyna Turmel, HR Administrator, QHS)
3- Finance (SOM Finance, SRT Finance or SON Finance) *contact email below
4- QHS CFO/Delegeate – 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 – kjt5@queens.u.ca (Katarzyna Turmel, 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:
- 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 the rationale for the new position or why a grade increase is being requested.

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/Principal Investigator
2-QHS HR – kit5@queens.u.ca (Katarzyna Turmel, HR Administrator, QHS)
3-Finance (SOM Finance, SEAMO 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 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 Queen’s Health Sciences HR (fhshr@queens.ca).
- Once approved, the CFAO’s office will submit the re-evaluation request Human Resources.

Requests for Re-evaluation 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.