

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

Recruitment or Renewal 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 or Renewal Approval Processes

Securing electronic approvals by completing the Staffing Request Form (SRF) in CareerQ is required prior to recruiting for or renewing 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. Please be advised that pre-approval from the Provost's Office is currently required for positions grade 8 and above and funded from 10000 and 15000.

- 1-Department Head/Director
- 2- QHS HR – kjt5@queensu.ca (Katarzyna Turmel, HR Administrator, QHS)
- 3- Finance (SOM Finance, SRT Finance or SON Finance) * contact email below
- 4-QHS CFAO – plegresley@queensu.ca (Patrick Legresley, 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@queensu.ca (Katarzyna Turmel, HR Administrator, QHS)
- 3- SEAMO 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** Patrick Legresley, CFAO, QHS (plegresley@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

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 – (Katarzyna Turmel, HR Administrator, QHS) kjt5@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 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 secure electronic approvals by completing a requisition for a Position Re-evaluation Request in CareerQ with the following approval chain:
 - 1-Department Head/Director
 - 2-Manager
 - 3-Patti Castro Evaristo patti.evaristo@queensu.ca – Delegate for CFAO review and approval
- Submit all the required documentation (proposed revised position summary and org chart) to Queen's Health Sciences HR (fhshr@queensu.ca).
- Once approved, the CFAO's office will submit the re-evaluation request Human Resources.

QHS Position Re-evaluation Approval Process – Positions with an incumbent (continued)

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](#).