

## Human Resources – Applying For a Job / Recruiting (KB0011994)

**NOTE:** These features will be in place once the Administrative Information Management System (AIMS) has been implemented.

Question	Answer
<b>Will former region specific postings continue or will all employees across the province be able to view all positions?</b>	Positions posted by the Saskatchewan Health Authority and other employers including 3sHealth, eHealth, Saskatchewan Cancer Agency (SCA), SAHO or one of the affiliated employers throughout the province who operate acute care, primary care, home care, long term care and personal care homes, will be visible through AIMS.
<b>Will there be a history of job postings that a Manager can view after a position has been filled?</b>	Yes, a history of job postings will be available for both the manager and employee.
<b>Will a posting specify if the position is temporary or permanent?</b>	Yes, the status of the position will include whether it is permanent, temporary, Other-Than-Full-Time (OTFT), casual or relief.
<b>Will the rate of pay be on the job posting?</b>	The rate of pay will be posted for unionized positions as per the collective bargaining agreements (CBAs), and according to the organization's business processes for non-unionized positions.
<b>Is there a way for an employee to see the job rotation for a posting and compare it to other rotations?</b>	They will not be able to view the rotation upon AIMS implementation. There are options being explored to display that information post-implementation.
<b>How long will job postings stay open?</b>	For the unionized employees it will depend on the collective bargaining agreements (CBAs). For non-unionized employees, it will depend on the organization's business processes.
<b>Will internal and external applicants go through a different recruiting and onboarding process?</b>	Both internal and external applicants will be managed through the AIMS process. Internal candidates will enter through MyConnection, while external candidates will use Health Careers in Saskatchewan.  Anyone who is already working within the health system and has access to MyConnection would not be considered an external applicant.

# MyConnection

myconnection.skhealth.ca

<b>How will the application process be managed for external applicants?</b>	<p>External applicants are those who are not currently employed by the Saskatchewan Health Authority and other employers including 3sHealth, eHealth, Saskatchewan Cancer Agency (SCA), SAHO or one of the affiliated employers throughout the province who operate acute care, primary care, home care, long-term care and personal care homes.</p> <p>External applicants will receive an email indicating that they have been selected for an interview and/or have been offered a position. If they have been offered a position, they will have a MyConnection account established to accept or decline the offer and complete onboarding tasks if required.</p> <p>Internally, the Human Resource process for hiring an external applicant will be managed locally according to existing practices within the organization.</p>
<b>When external candidates have a Health Careers in Saskatchewan (HCIS) account, will it be linked to AIMS?</b>	No. External applicants go through Health Careers, and that will create an employee profile once they have applied to a position.
<b>How long will a job offer stay open?</b>	This will depend on the collective bargaining agreements and/or organizational processes. Applicants will be notified by email that there is a job offer with directions to go into the system to view the offer.
<b>Does the manager offer the position or are they notified after the candidate has accepted the job offer?</b>	Each organization will have an established process in place for making an offer.
<b>Will employees receive an email informing them that they are the successful candidate and to begin their onboarding tasks?</b>	Candidates will receive notification by email that they were successful and that they have onboarding tasks to complete, which will be done through the system.
<b>Will employees receive a reminder of the 30 and 90 day commitments for onboarding tasks?</b>	Employees will receive reminder notifications through the system of their commitment to complete 30 and 90 day onboarding tasks.
<b>Will AIMS result in a standardized process for how Human Resources will provide support in the hiring process?</b>	AIMS provides centralized information to support recruitment. Standardization outside of the SHA would depend on the organization's existing hiring practices.
<b>Am I able to delegate administrative hiring or onboarding tasks to another?</b>	Yes. Administrative hiring and onboarding tasks can be assigned to someone else, whether it's a coordinator, administrative assistant, in-scope supervisor or other individual who may be involved in the recruitment process.

# MyConnection

myconnection.skhealth.ca

**Can job postings, onboarding instructions and task assignments be customized to address specific department, unit or site requirements?**

Upon the implementation of AIMS the criteria will be standard for all organizations, with customization being a future post-implementation feature.