



Filling a Job Requisition

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

This process shows a hiring manager how to review the accepted job requisitions, manually move the external candidate and then fill the job requisition in order for the remainder of the hiring process to be completed. The hiring manager will also manually move the candidate back to a prior state in order to be considered for requisitions already applied on.

After the candidate has accepted the job offer utilizing the “HR-020-140 Responding to a Job Offer” Work Standard, the requisition can now be indicated as filled:

1. Log in to MyConnection at www.MyConnection.skhealth.ca.
2. Log in to “MyWork” by clicking on the “MyWork” menu item in the top right hand on the MyConnection home page.
3. Select the "Tools" tab from the top ribbon.
4. Select the "Reports and Analytics" tile.
5. Click "Browse Catalogue" in the upper right corner.
6. Select "Shared Folders".
7. Select the subfolder named "Custom".
8. Select the subfolder "Human Capital Management".
9. Select the subfolder "Recruiting".
10. Under the "Dashboards" subfolder, select "Expand".
11. Click "Open" located under the "SKG TA Requisition Status" file.
12. Click on the “Accepted Job Offers” KPI to display the details. *Take note of the “Job Requisition Number” and “Job Requisition Title”.*
13. Open a second tab of MyConnection by copying and pasting the URL into a new web browser window.
14. Select “My Client Groups” from the top ribbon.
15. Select the “Hiring” tile.
16. Search for the “Job Requisition Title” from above, then click on the requisition.
17. Ensure “Overview” is selected. Then click on the number above “Hires out of (x)”.
18. What kind of applicant is being hired?
 - EXTERNAL – Go to step 19



- INTERNAL – Go to step 23

19. The applicant will appear with a status of “Offer, Accepted”.

20. Under “Actions”, select “Move to HR”

21. Click “Yes” to the “Warning” message.

22. The applicant will appear as “HR, Processing in Progress”

23. If the applicant, during the verbal offer, asked to still be considered for any other requisitions they applied on, you will need to move those applications out of a “withdrawn state”.

Does the applicant want to be considered for other requisitions they applied on?

- YES – Go to step 24
- NO – Go to step 36

24. Select “My Client Groups” from the top ribbon.

25. Select the “Hiring” tile.

26. Search for the desired “Job Requisition” that they still want to be considered for, by inserting keywords. *All job requisitions with the keywords that you have entered, will display accordingly.*

27. Click on the “Applications: X” associated with the desired requisition.

28. Remove “active” filters by hitting “x” in order to see all applicants

29. Click on the applicant’s name.

30. Click on “Actions”.

31. Select “Return to Prior State”

32. Click on “yes” to warning message.

33. You will receive confirmation that the applicant has been moved back to the prior state to be considered for job applications. **Note:** *You will need to repeat for all other applications they are interested in.*

34. The applicant will now be in a “Phase and State” of “New, To be Reviewed”.

35. Under “Actions”, select “Fill Job Requisition”.

36. Click “Yes” to the “Warning” message.

37. The requisition will now be an Inactive Requisition and can be found by using filters.

38. “Requisition Status” will update to “Open-Filled” and applicant “Overview” information will now display “0”.

39. The appropriate employee movement document will need to be referenced in order to continue the assignment set up accordingly. *Refer to the “HR-020-140 Employee Movement Types” Work Standard.*