

ConnectionPoint resource: Job posting and recruitment support

Job posting and recruitment support

ConnectionPoint is available to assist faculty and staff with recruitment and hiring processes for positions in scope of Exempt, ASPA and CUPE1975. This includes:

- job postings
- pre-screening applications
- scheduling interviews
- preparing the interview package
- letters of offer
- employee onboarding

Posting a job

Posting a job is easy. Log in to PAWS → click the Admin Services tab → ConnectionPoint → New request button → select “Job Posting and Recruitment Support”. This will take you to the **Create Requisition Request** page. Complete the form with as much detail as possible.

Job posting and recruitment tips

- Detailed instructions can be found at knowledgebase.usask.ca
Search for: **Applicant Tracking System (ATS) User Manual**
- Use the most recent version of the job posting template for the type of position you wish to recruit:
<http://working.usask.ca/findformsandmore/job-posting-templates.php>
- If you would like additional recruitment support from a ConnectionPoint Workforce Coordinator, indicate “Yes” when prompted on the requisition request. You can also add comments for specific support requests.
- CUPE 1975 and CUPE 3287 positions will be posted in the UofS Career Centre on Wednesdays. The deadline to submit postings for these positions is 12 pm, Monday.
- All other postings will appear in the UofS Career Centre within 1-2 days of ConnectionPoint receiving completed forms and required information.

How to contact ConnectionPoint

 PAWS.USASK.CA (UNDER “ADMIN SERVICES”)
 CONNECTIONPOINT@USASK.CA

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For more information, visit

connectionpoint.usask.ca

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