



# **Toronto and Region Conservation Authority (TRCA)**

## **Manager User Guide – Dayforce Recruiting**

**September 2021**

## Purpose of Manager User Guide

This user guide will help you understand important features of **Dayforce Recruiting**, including:

- Job Requisitions
- Job Postings
- Job Application Sections and Questions for Candidate Applications
- Approval Processes
- Messaging – Candidate and Recruiter
- Candidate Management
- Offer Letter Process
- Candidate Hire Process - External Hire, Internal Hire, Rehire

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## Dayforce Recruiting

**Dayforce Recruiting** supports TRCA's recruitment processes to attract and hire candidates. It includes features such as:

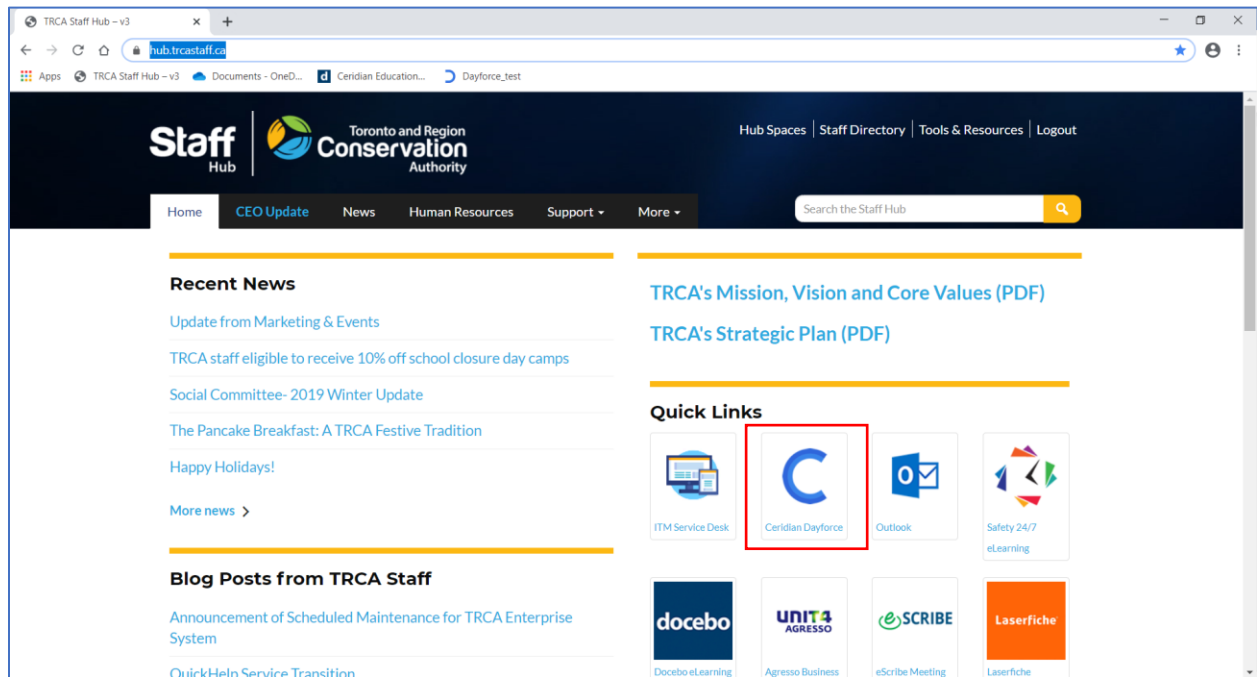
- Integrated Job Requisitions.
- Approval Workflows.
- Application templates and questions.
- Candidate Management features to help track and organize candidates.
- Office productivity features, such as the capability to instantly email candidates and download and forward resumes.
- Integration into Dayforce Messaging and business email.
- Letter Management module for the processing and delivery of offers.

As a hiring manager, you will be able to:

- Submit **Job Requisitions**.
- View **Postings**.
- View **Candidate** applications and update status and related.
- Record **Notes** about candidates in their profile record.
- Approve **Offer Letters**.
- Initiate **Hire** transactions for successful candidates

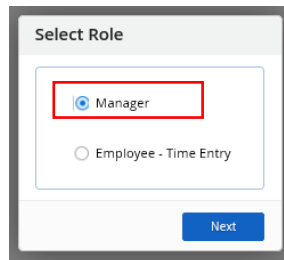
## Launching Ceridian Dayforce

You launch **Dayforce** by clicking on the **Dayforce** link on TRCA's Staff Hub.



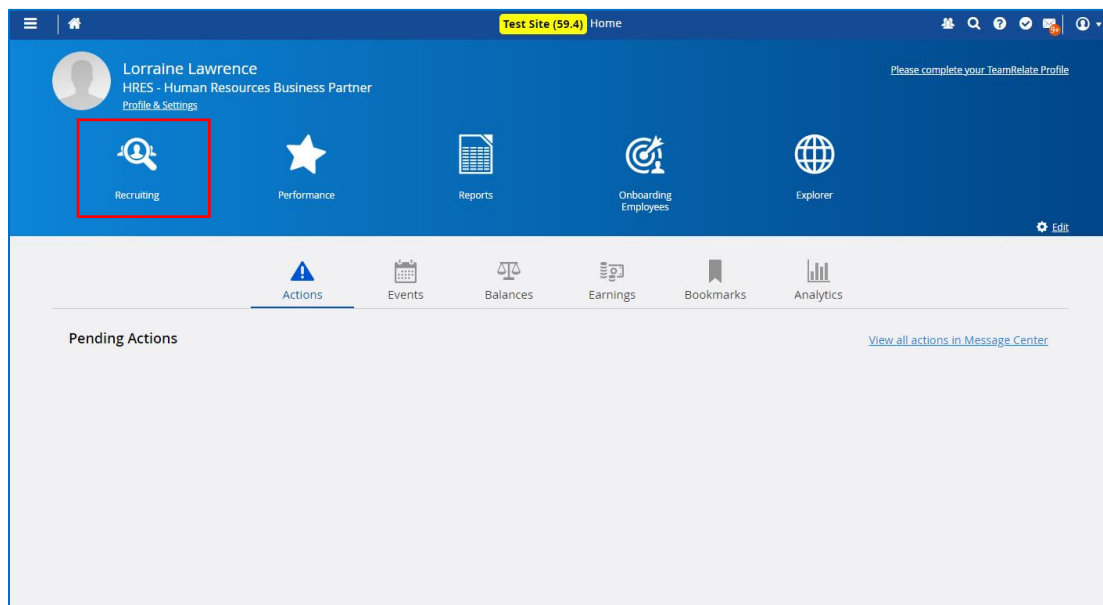
## HR Business Partner Login Role


To access **Recruiting** as a hiring manager, log into Dayforce under your **Manager** user role.

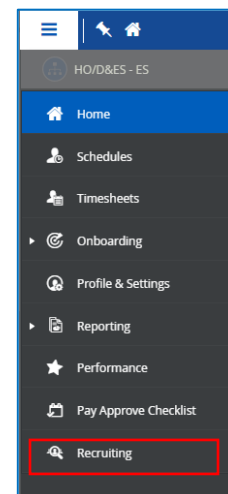


A dialog box titled "Select Role" with two radio button options. The first option, "Manager", is selected and highlighted with a red rectangle. The second option is "Employee - Time Entry". A blue "Next" button is located at the bottom right of the dialog.

When you log into **Dayforce**, it opens with the **Home** screen displayed. Click the **Recruiting** icon screen to the access the module.



You can also click on the Menu button () at the top left-hand corner the screen and select **Recruiting** from the menu to access.

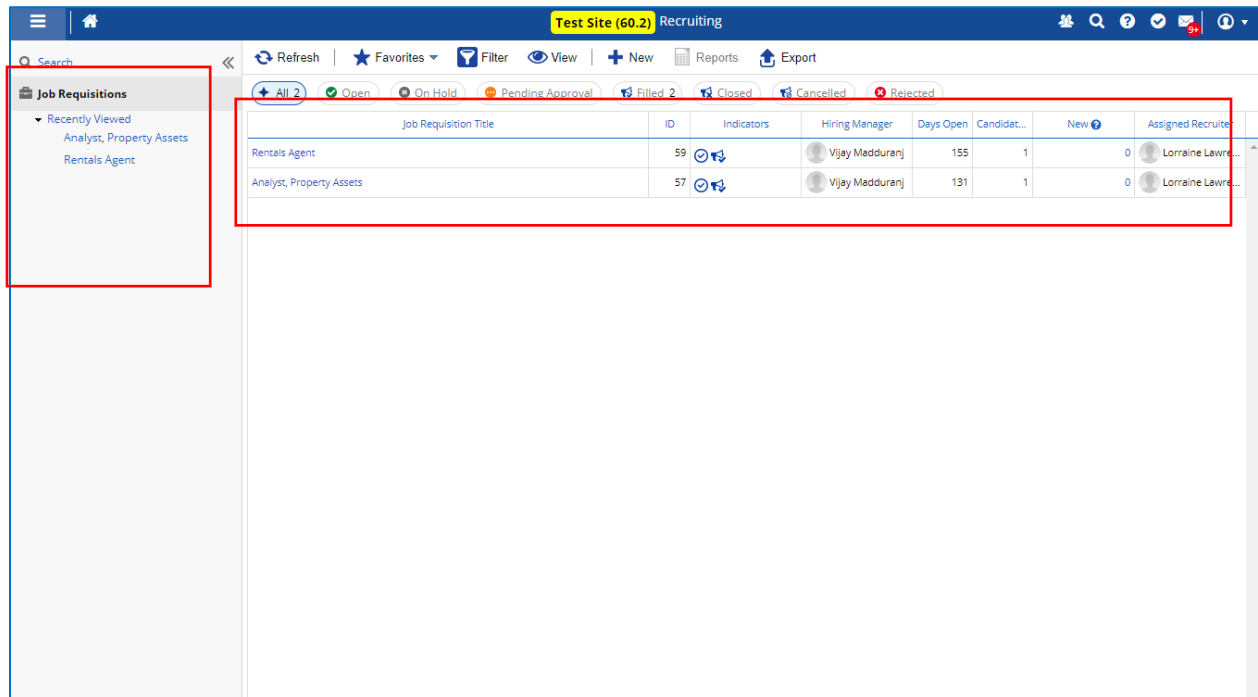


of




## Job Requisitions Screen – Manager

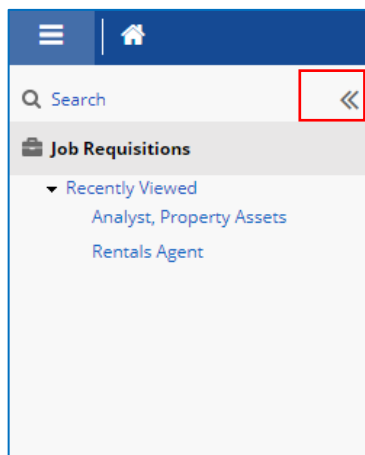
When you access **Recruiting**, the application displays the **Job Requisitions** screen by default.



Job Requisition Title	ID	Indicators	Hiring Manager	Days Open	Candidat...	New	Assigned Recruiter
Rentals Agent	59		Vijay Madduraj	155	1	0	Lorraine Lawre...
Analyst, Property Assets	57		Vijay Madduraj	131	1	0	Lorraine Lawre...


## Side Panel

Click the  icon to collapse the side panel and thereby expand the view of this (and any other) screen.



In the image below, the side panel is collapsed, and the **Job Requisitions** screen is expanded.

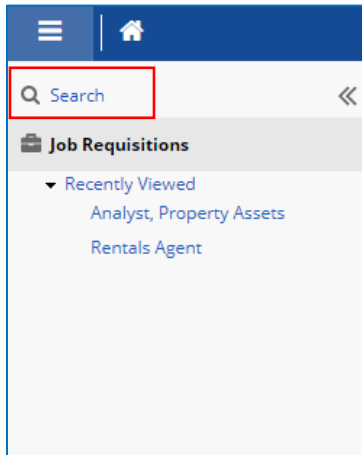
Job Requisition Title	ID	Indicators	Hiring Manager	Days Open	Candidat...	New	Assigned Recruiter
Rentals Agent	59		Vijay Madduram	155	1	0	Lorraine Lawre...
Analyst, Property Assets	57		Vijay Madduram	131	1	0	Lorraine Lawre...

Click the  button on the left to restore the side panel.

Job Requisition Title	ID	Indicators	Hiring Manager	Days Open	Candidat...	New	Assigned Recruiter
Rentals Agent	59		Vijay Madduram	155	1	0	Lorraine Lawre...
Analyst, Property Assets	57		Vijay Madduram	131	1	0	Lorraine Lawre...

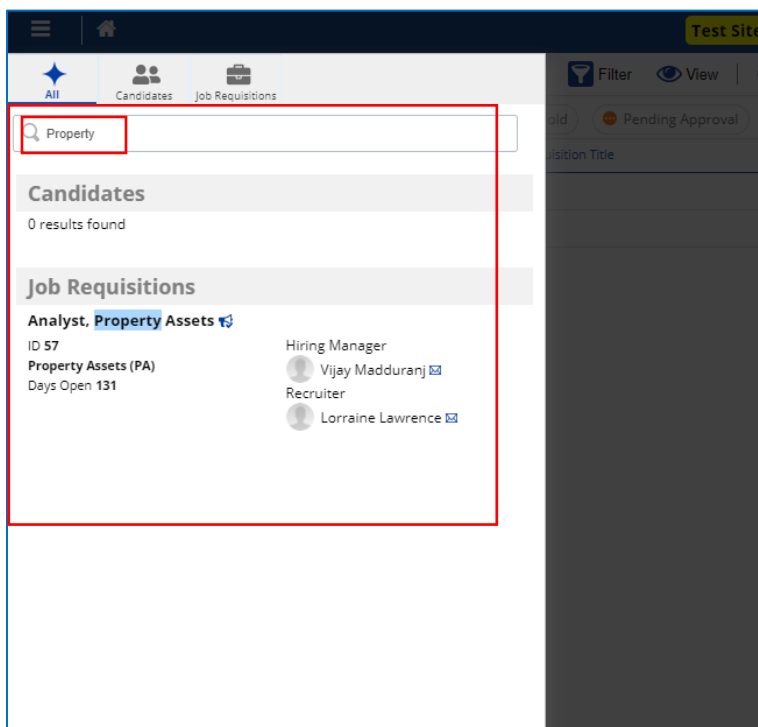
## Search

You can click **Search** to do a quick high-level search for **Job Requisitions** and **Candidates**.



When you click **Search**, a search box appears.


Below, “Property” is entered and job requisitions that contain “Property” in the job requisition title result.





Below, the name “Garnan” is entered and a candidate results in the list.

The screenshot displays the TRCA Recruiting interface. At the top, a dark blue header contains a menu icon, a home icon, and a yellow badge labeled 'Test Site (60.2)' next to the text 'Recruiting'. Below the header, a navigation bar includes tabs for 'All', 'Candidates', and 'Job Requisitions'. A search bar on the left contains the text 'Garnan'. The main content area is divided into two panels. The left panel, titled 'Candidates', shows a search result for 'Prince Garnan' with a red box highlighting the details. The right panel shows a table of search results with columns for 'Requisition Title', 'ID', and 'Indicators'.





**Candidates**

**Prince Garnan** 

Storybook, ON, ON  +1 (456)-777-1245  
 PM&L Rentals Agent  pgarnan6429@gmail.com  
 Toronto and Region Conservation Authority (TRCA)

**Job Requisitions**

0 results found

Requisition Title	ID	Indicators
	59	 
	57	 

Additional features available with **Search** results include:

- Clicking the ellipsis at the top to carry out additional actions.
- Clicking a candidate email address to send an email.

The screenshot displays the TRCA Recruiting system interface. At the top, there is a navigation bar with a hamburger menu, a home icon, and a yellow badge indicating 'Test Site (60.2) Recruiting'. Below this, there are tabs for 'All', 'Candidates', and 'Job Requisitions'. A search bar contains the text 'Gaman'. The 'Candidates' section is active, showing a profile for 'Prince Gaman'. The profile includes a profile picture, name, and contact information: 'Storybook, ON, ON', 'PM&L Rentals Agent', 'Toronto and Region Conservation Authority (TRCA)', and a phone number '+1 (456) 777-1245'. The email address 'pgarnan6429@gmail.com' is highlighted with a red box. A dropdown menu is open, showing options: 'Add to Talent Pool', 'Notes', and 'Contact'. The 'Add to Talent Pool' option is highlighted with a red box. The 'Job Requisitions' section shows '0 results found'. On the right side, there is a table with columns 'ID' and 'Indicators', showing two rows with IDs 59 and 57.

(The feature option “Add to Talent Pool” is reserved for future use.)

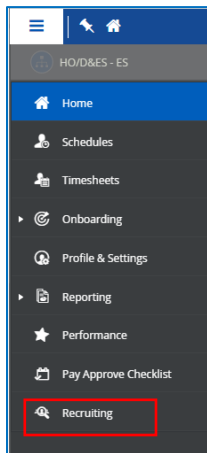
## Job Requisition Form

This section describes the **TRCA Job Requisition** form and how to submit one.

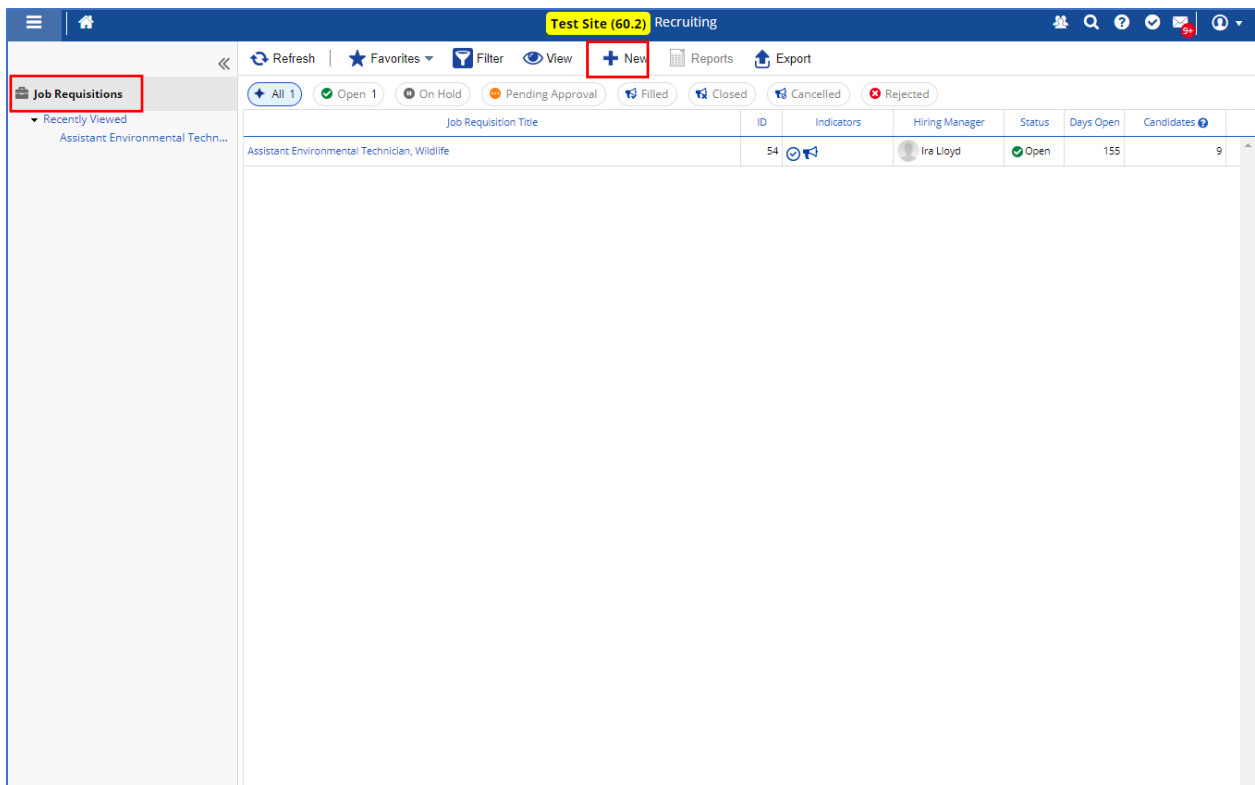
The job requisition form is initiated and submitted by the hiring manager.

### Submitting Job Requisition Form

To begin the process of submitting one, first access **Recruiting**.



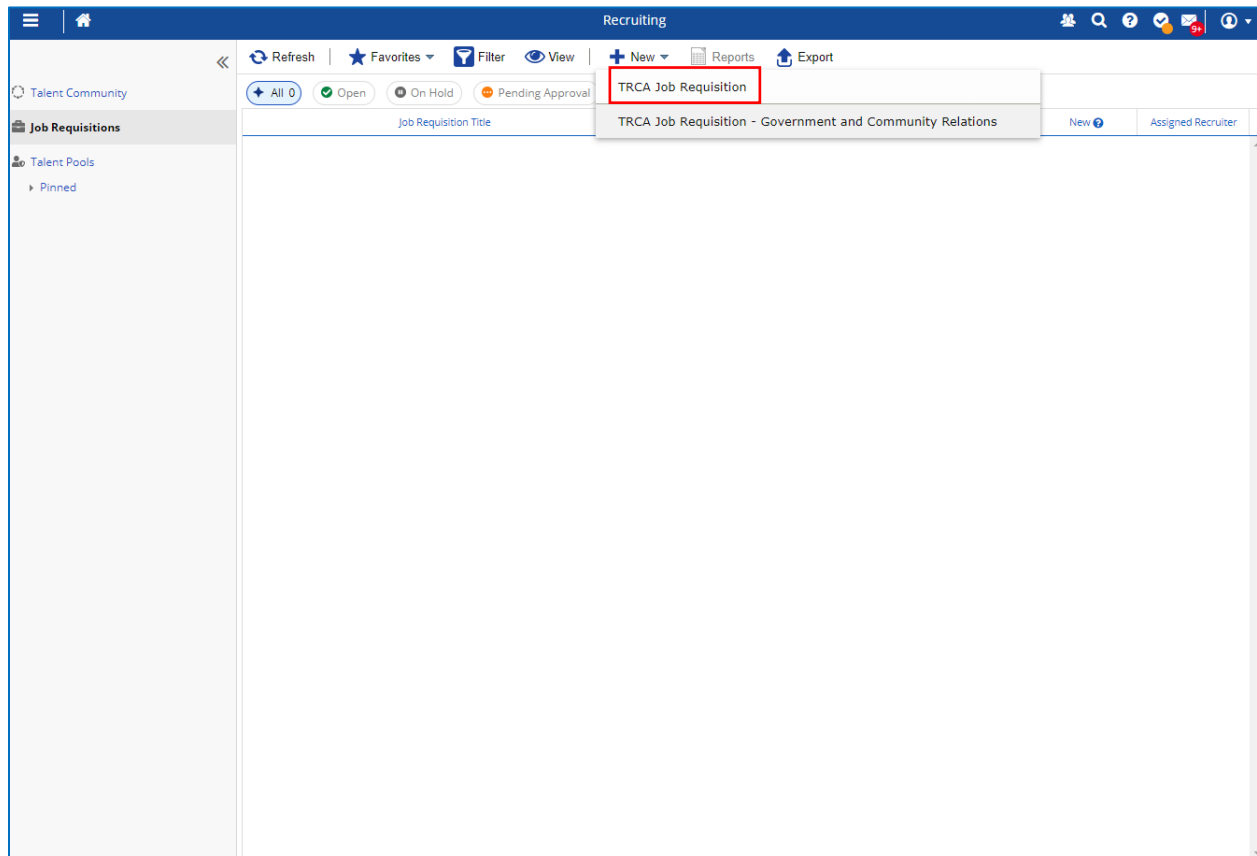
The **Job Requisition** screen displays as the default.



## TRCA Recruiting

Click **+New**.

Then select “TRCA Job Requisition”.



The **Job Requisition** form displays, as shown on the next page.

There are three main sections that make up the form.

- Job Requisition Details
- Job Rationale
- Position Details / Job Details

## Hiring Manager View

TRCA Job Requisition

Job Requisition

Job Requisition Details

Provide details for the new job requisition. Fields marked with an asterisk are required values.

Request Date\*

6/24/2021

Reason For Opening

Select an Option...

Justification For Request

Select an Option...

Location\*

Select an Option...

Position Title\*

Select an Option...

Hiring Manager\*

Anyana Lawson

Submitter

Anyana Lawson

Job Requisition Title\*

Recruiter

Select an Option...

Job Rationale

Why is this position needed at this point?

• Is there a risk if the position is not approved?

• What is the funding strategy?

• Please list the account codes.

Job Rationale (Mandatory)

Additional Notes

Job Description

Position Details

Provide details for the new Job Requisition's Position. Fields marked with an asterisk are required values.

Number Of Openings\*

Employment Indicator

Select an Option...

Weekly Hours

Numbers only

Job Details

Selected Job Details

Hiring Range Minimum

Numbers only

Hiring Range Maximum

Numbers only

Job Requisition Additional Users

Select additional users who should have access to this job requisition.

Contract Employment Duration\*

Work Location\*

Division\*

Business Unit\*

☐ Internal Posting
 ☐ External Posting

Save Draft

Submit

Cancel

Print



## Process One Requisition at a Time

You can only process one **Job Requisition** at a time.

If you need to process multiple forms, you need to submit the current one and then draft and submit the next one.

## Save Draft

You can do **Save Draft**.

To close the form, click **Cancel**.

The next time you click “New” to load the job requisition form it will contain the same details.

You can also load the job requisition form from your **Message Centre**. You will find it in your **Drafts** folder.

The screenshot displays the TRCA Recruiting web application interface. On the left sidebar, the 'Drafts' folder is highlighted with a red box. The main content area shows a 'Job Requisition' form titled 'Job Req Custom form with tab inserted for Job Rationale'. The form includes fields for 'Request Date' (7/7/2021), 'Location' (Property Assets (PA)), 'Reason For Opening' (New), 'Position Title' (PA - Analyst, Property As...), 'Justification For Request' (New Complement), 'Hiring Manager' (Vijay Madduraj), 'Recruiter' (Lorraine Lawrence), and 'Submitter' (Vijay Madduraj). Below these fields is a 'Job Rationale' section with a text area containing the text: 'Due to increased workloads over the past several years due to increased responsibility...'. The form also includes a 'Position Details' section with a 'Number Of Openings' field and an 'Employment Indicator' field. The top navigation bar shows 'Test Site (60.2)' and 'Message Center'.

## Discard a Saved Job Requisition

If you did a **Save Draft**, after when the form is loaded, the **Cancel** button only closes the form. It does not delete the form.

If you want to delete the draft version and start a new one, you must access the form in your **Drafts** folder in your **Message Box** and take the following step.

- With the form loaded, click the **Discard** button at the top.

## Job Requisition Approval Workflow

When you submit a job requisition it is routed to four approvers.

### Approvers

- Your **Manager**
- Your **Director**
- **Jenifer Moravek** (Manager, Strategic Business Planning and Performance)
- **Human Resources Business Partner**

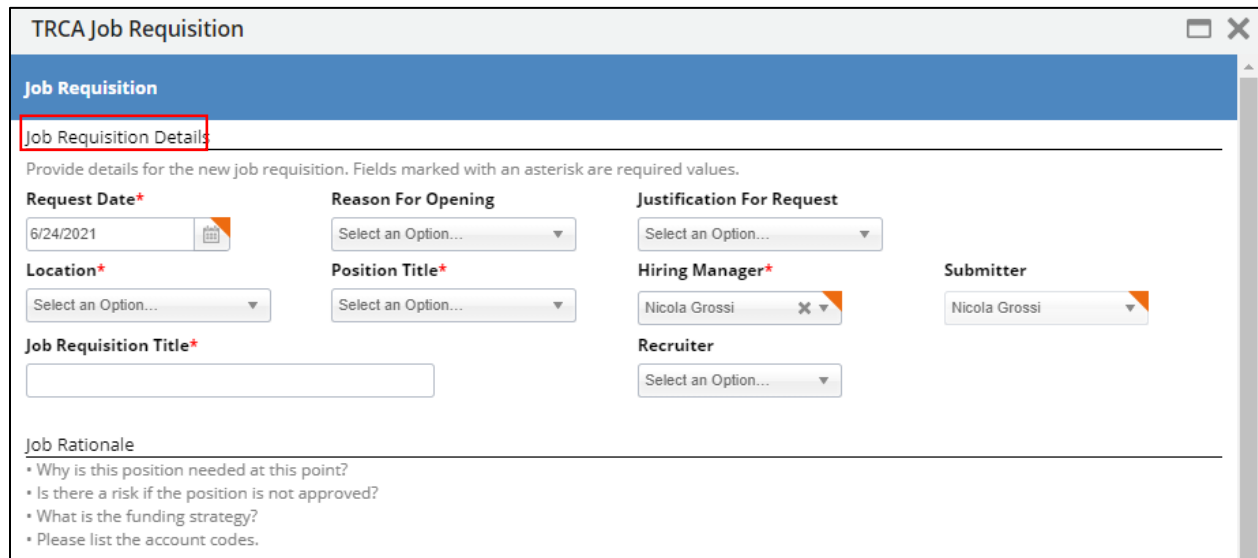
### Resubmit or Withdraw

The approvers have the option to **Accept** or **Reject** the form. They can also record a comment.

If they **Reject** the form, it does not cancel the workflow. Instead, the form is routed back to you the submitter and you have the option to:

- Update the form and **Resubmit**. In this case, the form is routed through the first approver and the process repeats, still with the **Reject** button available to them.
- Withdraw** the form. In this case the workflow automatically cancels.

## Job Requisition Details Section



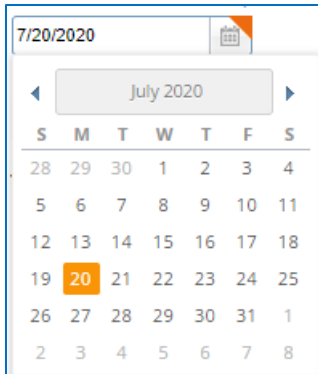
The screenshot shows a web browser window titled "TRCA Job Requisition". The form has a blue header bar with the text "Job Requisition". Below this, the "Job Requisition Details" section is highlighted with a red box. The form contains several fields and sections:

- Request Date\***: A date field showing "6/24/2021" with a calendar icon.
- Location\***: A dropdown menu with "Select an Option..." as the placeholder.
- Job Requisition Title\***: A text input field.
- Reason For Opening**: A dropdown menu with "Select an Option..." as the placeholder.
- Position Title\***: A dropdown menu with "Select an Option..." as the placeholder.
- Justification For Request**: A dropdown menu with "Select an Option..." as the placeholder.
- Hiring Manager\***: A dropdown menu showing "Nicola Grossi" with a close icon.
- Recruiter**: A dropdown menu with "Select an Option..." as the placeholder.
- Submitter**: A dropdown menu showing "Nicola Grossi" with a close icon.
- Job Rationale**: A section with a list of bullet points:
  - Why is this position needed at this point?
  - Is there a risk if the position is not approved?
  - What is the funding strategy?
  - Please list the account codes.

### 1. Request Date

The date defaults to the current date when the form is loaded the first time.

Update the date as needed.

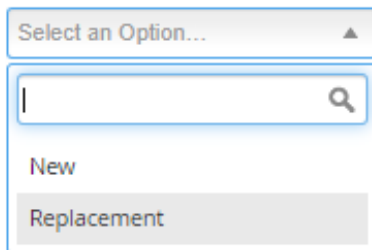


## 2. Reason for Opening

These are system values.

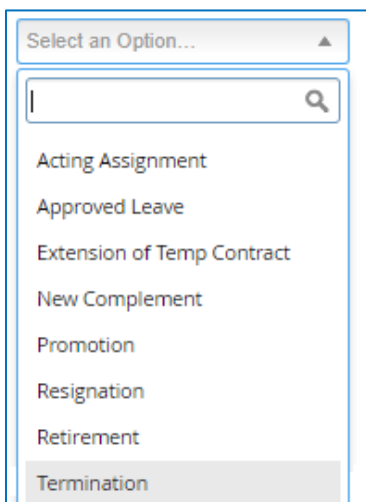
Record “New” for any position that is being filled for a new position that been added to TRCA Complement.

Record “Replacement” for any position that is being filled as a replacement of a vacant position under existing TRCA complement. (“Replacement” the same previous “Fill Vacant” terminology used with previous recruiting system.)



## 3. Justification for Request

Select a value to describe the reason why the position is being filled. Please select based on the combinations in the table below.



<u>Reason for Opening</u>	<u>Justification for Request</u>
“New”	New Complement
“Replacement”	Acting Assignment
	Approved Leave
	Extension of Temp Contract
	Promotion
	Resignation
	Retirement
	Termination

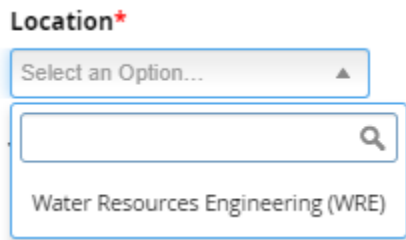
#### 4. **Location**

This drop-down list displays the On-site Department(s) (sometimes referred to as the “Sub-unit” under Business Unit) associated with you and your team.

You can submit a job requisition to hire for only for a position associated with the listed On-site Department(s).

Although **Location** is displayed as the label, the values do not represent physical sites.

**Location\***



Select an Option...

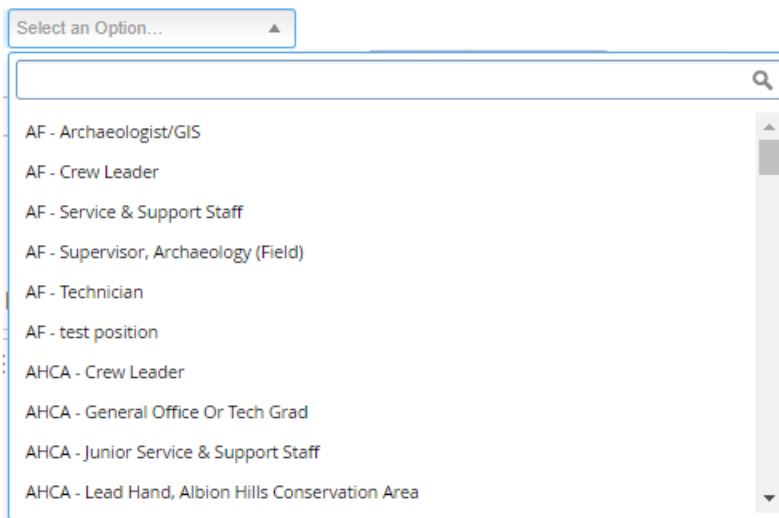
Water Resources Engineering (WRE)

Select a value for this field before a selection is made for the **Position Title** field below. This will ensure that only position titles associated with your team’s On-Site(s) will be listed.

#### 5. **Position Title**

Select the position that you want to hire for from the drop-down list.

Please note: As explained above, please ensure you select a **Location** before choosing a value from this list.



Select an Option...

AF - Archaeologist/GIS

AF - Crew Leader

AF - Service & Support Staff

AF - Supervisor, Archaeology (Field)

AF - Technician

AF - test position

AHCA - Crew Leader

AHCA - General Office Or Tech Grad

AHCA - Junior Service & Support Staff

AHCA - Lead Hand, Albion Hills Conservation Area

## 6. Job Requisition Title

This defaults to what is populated into in the **Position Title** field above, but it is editable.

You can change the title to meet your requirements.

The abbreviation at the beginning of the populated values represents the On-site Department – ensure you remove it.

As an example, below, the “WRE – Analyst, Water Resources Engineering” is edited by removing the “WRE” abbreviation at the beginning of the value.

<p><b>Position Title*</b></p> <p>WRE - Analyst, Water Re... ✕ ▼</p> <p>WRE - Analyst, Water Resources Engineering</p>	<p><b>Job Requisition Title*</b></p> <p>Analyst, Water Resources Engineering - Durham</p>
---	---

## 7. Hiring Manager

The value defaults to your name.

The drop-down list includes your direct reports – ensure your name is recorded.

## 8. Submitter

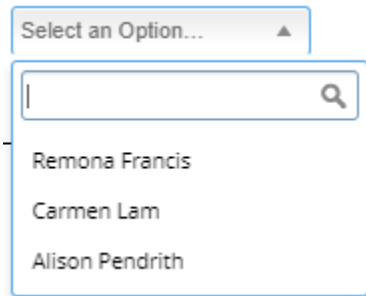
This value defaults to the current user and cannot be edited.

**Submitter**

Phil Walker ▼

## 9. Recruiter

Select the recruiter that will handle the Job Requisition. The recruiter is the assigned Human Resources Business Partner for your Division.



Select an Option... ▲

Remona Francis

Carmen Lam

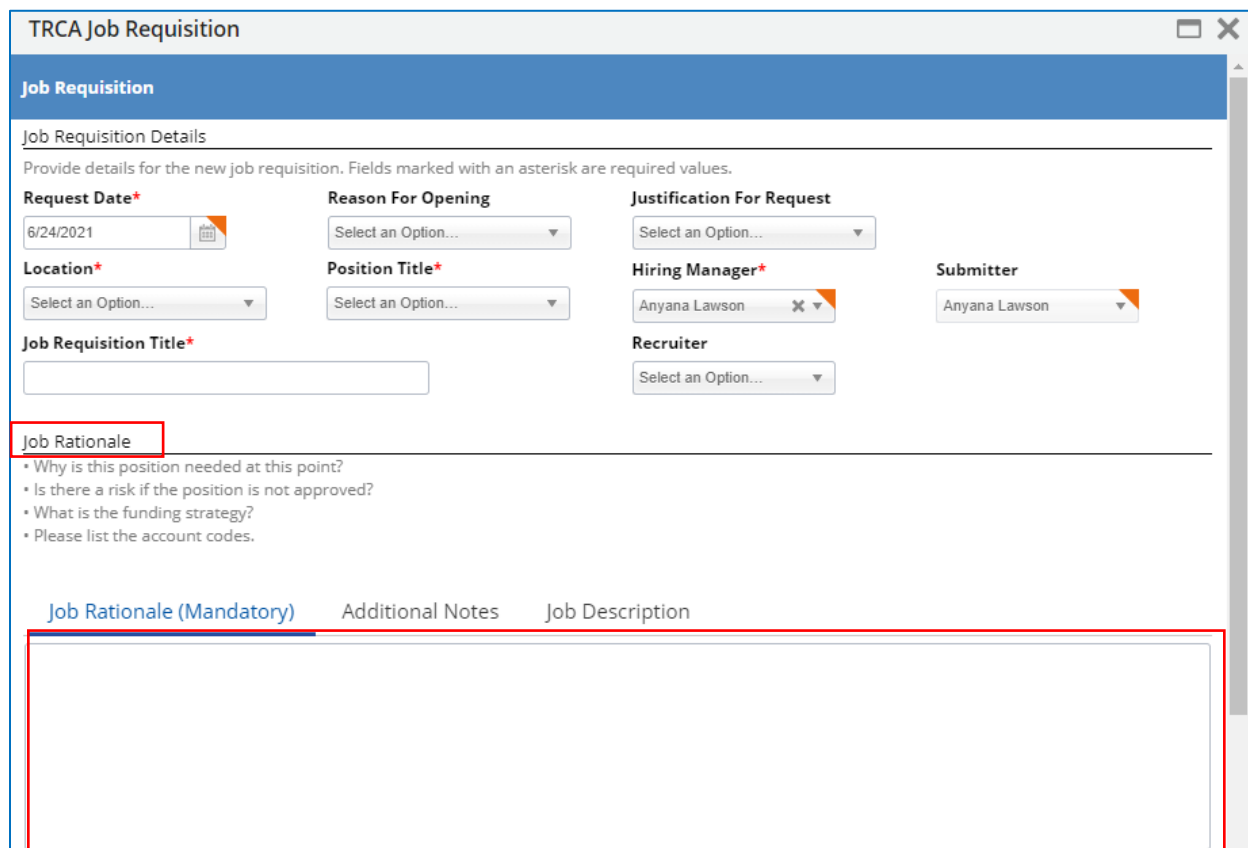
Alison Pendrith

## Job Rationale Section

The **Job Rationale** field is a mandatory field. If you leave this field blank Dayforce will prevent you from submitting the job requisition.

As indicated in the panel instructions for this section, the field needs to be updated with:

- Why is this position needed at this point?
- Is there a risk if the position is not approved?
- What is the funding strategy?
- Please list the account codes.



TRCA Job Requisition

**Job Requisition**

Job Requisition Details

Provide details for the new job requisition. Fields marked with an asterisk are required values.

**Request Date\*** 6/24/2021 **Reason For Opening** Select an Option... **Justification For Request** Select an Option...

**Location\*** Select an Option... **Position Title\*** Select an Option... **Hiring Manager\*** Anyana Lawson **Submitter** Anyana Lawson

**Job Requisition Title\*** **Recruiter** Select an Option...

**Job Rationale**

- Why is this position needed at this point?
- Is there a risk if the position is not approved?
- What is the funding strategy?
- Please list the account codes.

Job Rationale (Mandatory) Additional Notes Job Description

## Position Details Section

Position Details

Provide details for the new Job Requisition's Position. Fields marked with an asterisk are required values.

Number Of Openings\*

Employment Indicator

Select an Option...

Weekly Hours

Numbers only

Job Details

Selected Job Details

Hiring Range Minimum

Numbers only

Hiring Range Maximum

Numbers only

### 1. Number of Openings


Record the number of hires required for the requisition.


**Number Of Openings\***

### 2. Employment Indicator

Select the position type.

**Employment Indicator**

Select an Option... 



Co-Op/Intern

Permanent Full-Time

Permanent Part-Time

Seasonal

Summer Student

Temporary Contract

Temporary Part-Time

Trainee

### 3. Weekly Hours

Record the standard number of weekly hours for the position.

For Full Time positions this is either 35 or 40 hours.

**Weekly Hours**

Numbers only

### 4. Hiring (Pay) Range

Record the minimum and maximum amount.

**Hiring Range Minimum**

Numbers only

**Hiring Range Maximum**

Numbers only

The values recorded here are integrated into the **Job Posting** wizard used to display the position on the internal **Careers** site or the external **Client Careers** site.

### 5. Contract Employment Duration

Record the length of the contract, e.g., “6 months”.

Record “N/A” if the position is “Full-Time”.

**Contract Employment Duration\***

### 6. Work Location

Record the position's work-site location. This will be included in the job posting advertised on the careers sites.

**Work Location\***

### 7. Division

Record the Division associated with the position, e.g., “Development and Engineering Services”.

**Division\***



**8. Business Unit**

Record the Business Unit associated with the position, e.g., "Professional Services".

**Business Unit\***

**9. Internal Posting**

Check if the positing is to be posted internally.

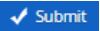
☐ Internal Posting

**10. External Posting**

Check if the positing is to be posted externally.

☐ External Posting

**11. Submit**

Click . The form will be routed to approvers.

## Job Requisition Additional Users

Job Requisition Additional Users

Select additional users who should have access to this job requisition.

+ Add X Delete

Additional Users
------------------

Contract Employment Duration\*

Work Location\* Division\* Business Unit\*

☐ Internal Posting ☐ External Posting

Save Draft Submit Cancel Print

### Job Requisition Additional Users


If necessary, when submitting the job requisition form, you can request that additional employees be assigned to the job requisition. This gives them visibility to the job requisition and all related activity, including job postings and candidates. (In the job requisition form this feature is not visible to managers.)

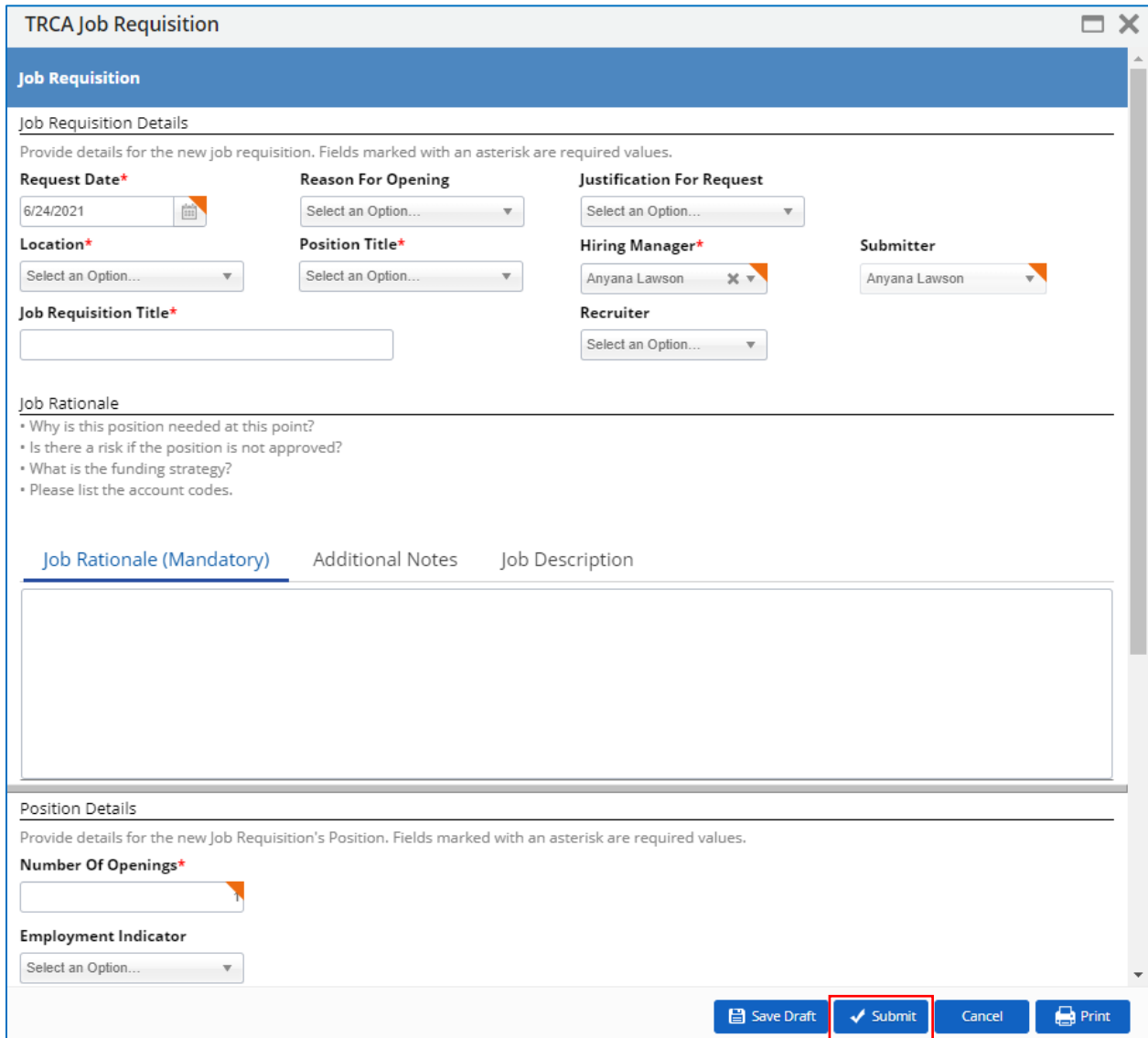
Any Additional User can also be added **after** the job requisition is approved. This can be done in the Details screen of the approved job requisition. The **Details** screen is described in a section below. Please click [Details](#) to navigate to the section

Please note any additional user that is added will require the **Manager** user role to access the job requisition. Without this role, access is not possible.

In either case – the job requisition form, or the Details screen – only administrators can add additional users. Please follow up with your HRBP if want an additional user assigned to the job requisition.

## Submit Job Requisition


When you finish recording all the required fields click  **Submit**. The form will be routed to the applicable approvers.





**TRCA Job Requisition**

**Job Requisition**

**Job Requisition Details**  
Provide details for the new job requisition. Fields marked with an asterisk are required values.

**Request Date\*** 6/24/2021  **Reason For Opening** Select an Option... **Justification For Request** Select an Option...


**Location\*** Select an Option... **Position Title\*** Select an Option... **Hiring Manager\*** Anyana Lawson  **Submitter** Anyana Lawson  **Job Requisition Title\***  **Recruiter** Select an Option...

**Job Rationale**  

- Why is this position needed at this point?
- Is there a risk if the position is not approved?
- What is the funding strategy?
- Please list the account codes.

Job Rationale (Mandatory) Additional Notes Job Description

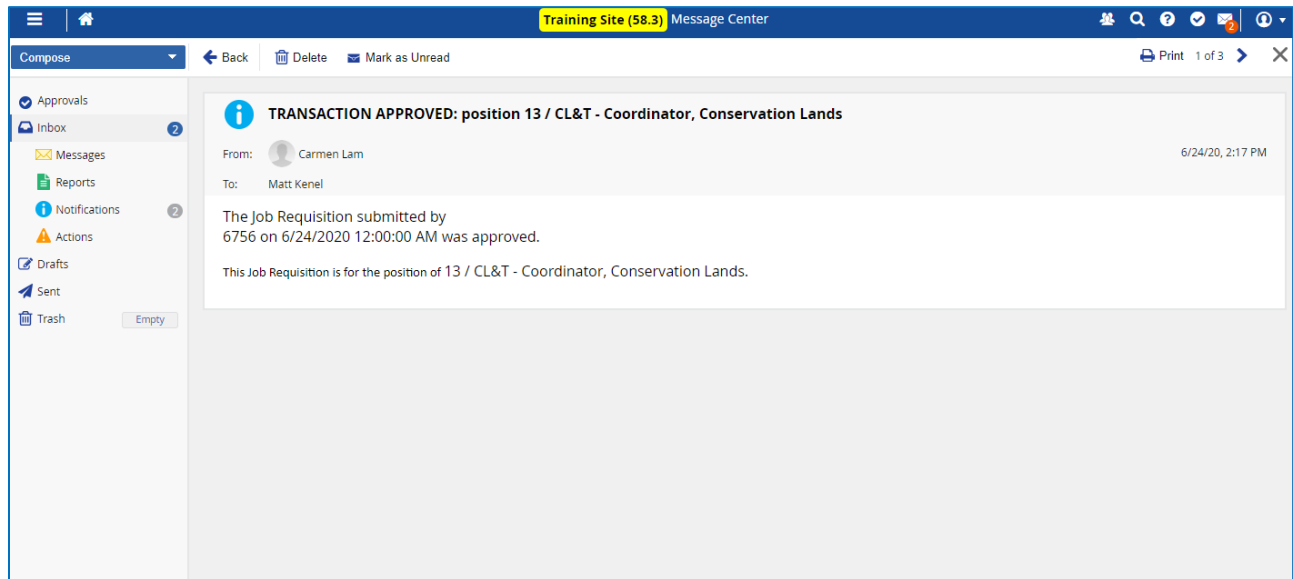
**Position Details**  
Provide details for the new Job Requisition's Position. Fields marked with an asterisk are required values.

**Number Of Openings\***   **Employment Indicator** Select an Option...

Save Draft **Submit** Cancel Print

You can check for the status of your job requisition by accessing the Recruiting module and viewing the associated **Indicators** and **Status** columns in the **Job Requisition** screen. This feature is described in a following section.

Once finally approved, you will receive applicable notifications in your Dayforce Message Box, as well as your business email.



#### TRANSACTION APPROVED: Job Req. 79 / Coordinator, Ontario Climate Consortium



notify@dayforce.com  
To: Nick Grossi

The Job Requisition submitted by Myron Russell on 6/10/2021 12:00:00 AM was approved.

This Job Requisition is for the position of Coordinator, Ontario Climate Consortium.

Requisition ID = 79.

Please note:

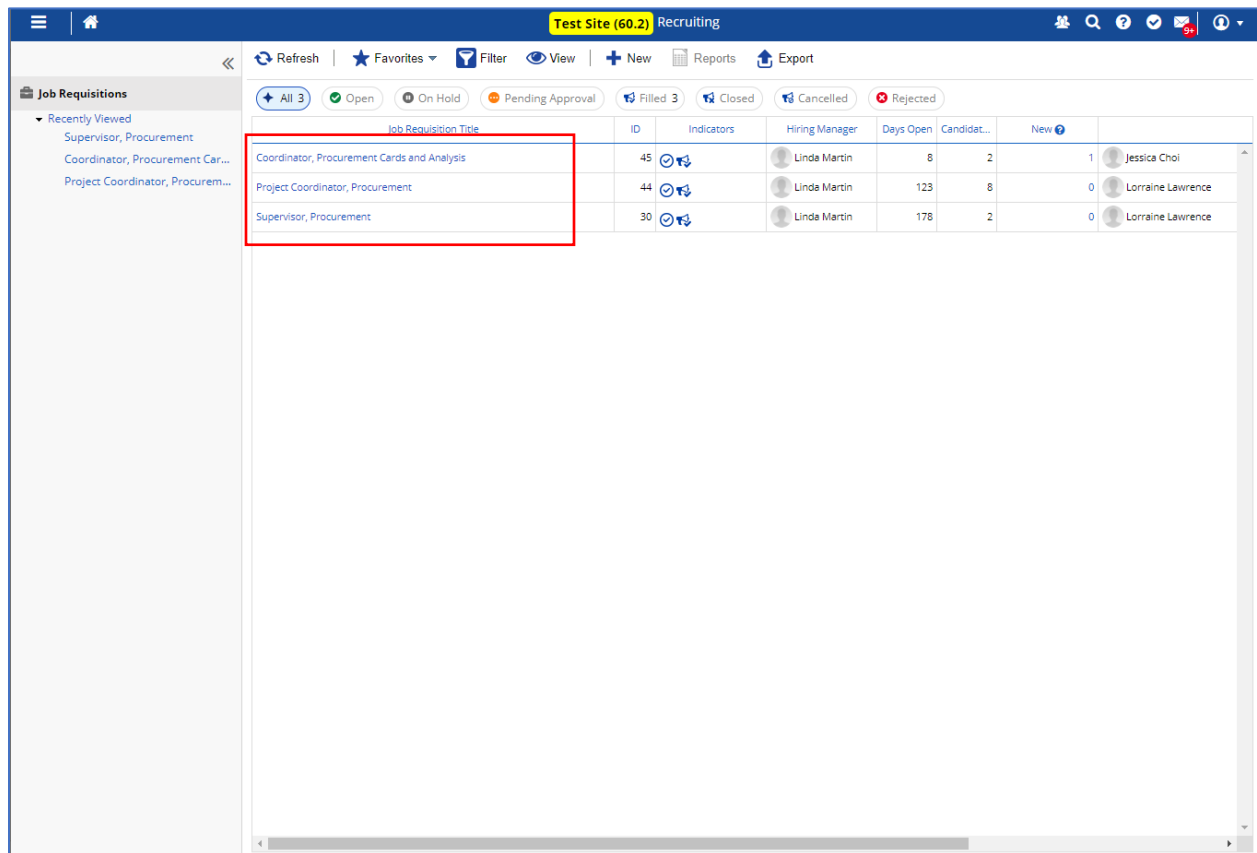
If during the approval process the form is rejected by an approve and then you **Withdraw** the form, approvers will receive related notifications in their Dayforce Message Box, as well as their business email.

## Job Requisitions Screen

### Job Requisitions

You can click a column in the grid to sort the entire list accordingly. This can be helpful if the number of job requisitions that you have submitted is high.

Here the “Job Requisition Name” column is sorted.



Job Requisition Title	ID	Indicators	Hiring Manager	Days Open	Candidat...	New	
Coordinator, Procurement Cards and Analysis	45		Linda Martin	8	2	1	Jessica Choi
Project Coordinator, Procurement	44		Linda Martin	123	8	0	Lorraine Lawrence
Supervisor, Procurement	30		Linda Martin	178	2	0	Lorraine Lawrence

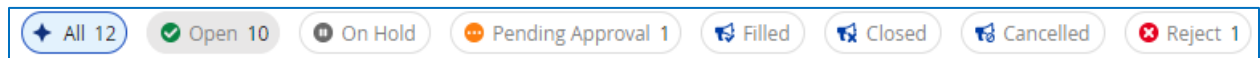
## Toolbars

At the top of the **Job Requisition** screen are two toolbars each containing buttons to allow you to complete various actions.

The first toolbar includes the **Filter** button - you can use it to choose filter criteria as needed.



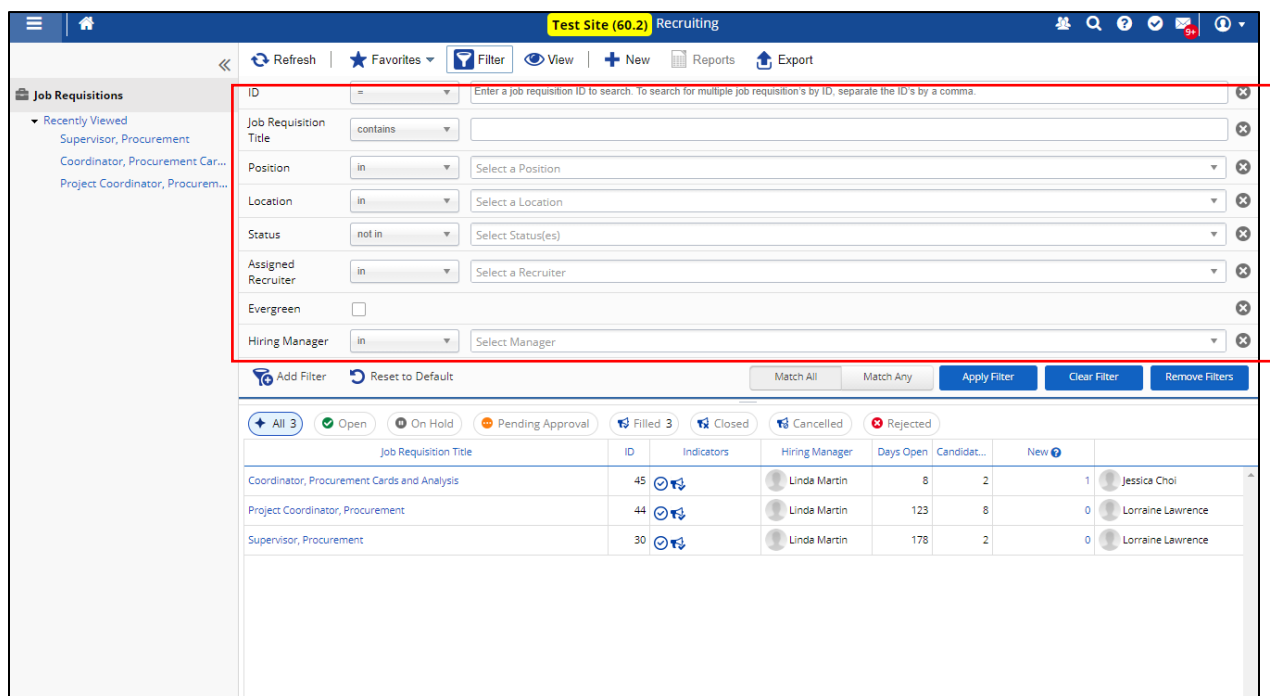
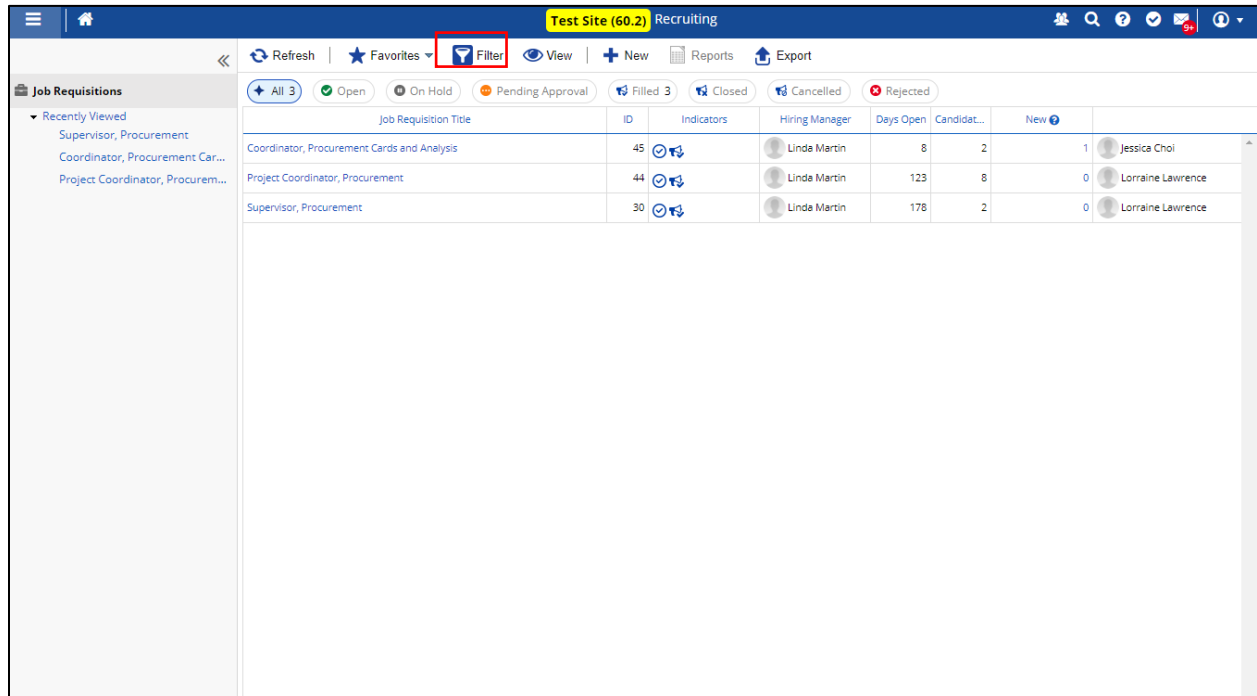
The second toolbar has defined buttons that you click to filter the list of job requisitions. These buttons are pre-defined, and you cannot change the associated filter criteria.



## Filter button on 1<sup>st</sup> Toolbar

The **Filter** button allows you to carry out a detailed search of job requisitions. This can be helpful if the number of job requisitions that you have submitted is high.

Click the **Filter** button to open the search feature.



Update the search feature with values as need, then click **Apply Filter** to execute the search.

You can click the **Add Filter** button to bring additional fields into the search feature if needed.

The screenshot shows the TRCA Recruiting interface. On the left, there's a sidebar with 'Job Requisitions' and a list of recently viewed items. The main area has a top navigation bar with 'Test Site (60.2) Recruiting' and various icons. Below the navigation bar, there's a search section with filters for ID, Job Requisition Title, Position, Location, Status, Assigned Recruiter, Evergreen, and Hiring Manager. The 'Add Filter' button is highlighted in a red box. Below the filters, there's a table with columns: Job Requisition Title, ID, Indicators, Hiring Manager, Days Open, Candidat..., and New. The table contains three rows of data.

Job Requisition Title	ID	Indicators	Hiring Manager	Days Open	Candidat...	New
Coordinator, Procurement Cards and Analysis	45	🔄	Linda Martin	8	2	1
Project Coordinator, Procurement	44	🔄	Linda Martin	123	8	0
Supervisor, Procurement	30	🔄	Linda Martin	178	2	0

To restore the full list of job requisitions, click the **Clear Filter** button and the **Apply Filter** buttons.

The screenshot shows the TRCA Recruiting interface. On the left, there's a sidebar with 'Job Requisitions' and a list of recently viewed items. The main area has a top navigation bar with 'Test Site (60.2) Recruiting' and various icons. Below the navigation bar, there's a search section with filters for ID, Job Requisition Title, Position, Location, Status, Assigned Recruiter, Evergreen, and Hiring Manager. The 'Filter' button is highlighted in a red box. Below the filters, there's a table with columns: Job Requisition Title, ID, Indicators, Hiring Manager, Days Open, Candidat..., and New. The table contains three rows of data.

Job Requisition Title	ID	Indicators	Hiring Manager	Days Open	Candidat...	New
Coordinator, Procurement Cards and Analysis	45	🔄	Linda Martin	8	2	1
Project Coordinator, Procurement	44	🔄	Linda Martin	123	8	0
Supervisor, Procurement	30	🔄	Linda Martin	178	2	0

Click the **Filter** button again to close the search feature. Then click **Refresh**.



## 2<sup>nd</sup> Toolbar with Status Buttons

This toolbar includes buttons you can click to quickly filter job requisitions under a specific **Status**.

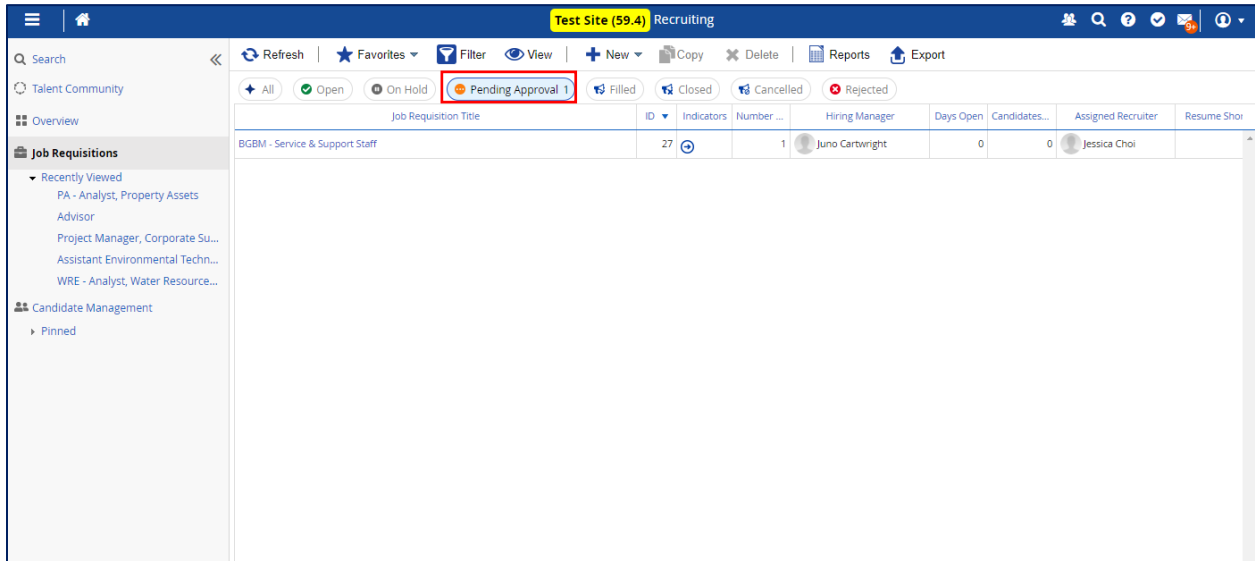
Each button includes an identifying **indicator** icon as well as a related **number** to reflect the applicable number job requisitions under that status.

The screenshot displays the TRCA Recruiting interface. At the top, a blue header bar contains the text "Test Site (60.2) Recruiting" and various utility icons. Below the header, a toolbar is visible with buttons for "Refresh", "Favorites", "Filter", "View", "New", "Reports", and "Export". A red box highlights the "Job Requisitions" section of the toolbar, which includes buttons for "All 3", "Open", "On Hold", "Pending Approval", "Filled 3", "Closed", "Cancelled", and "Rejected". Each button features a small icon and a number. Below the toolbar, a table lists job requisitions. The table has columns for "Job Requisition Title", "ID", "Indicators", "Hiring Manager", "Days Open", "Candidat...", and "New". The table contains three rows of data, each with a job title, ID, indicators, hiring manager, days open, and candidate count.

Job Requisition Title	ID	Indicators	Hiring Manager	Days Open	Candidat...	New
Coordinator, Procurement Cards and Analysis	45		Linda Martin	8	2	1
Project Coordinator, Procurement	44		Linda Martin	123	8	0
Supervisor, Procurement	30		Linda Martin	178	2	0

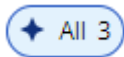
## TRCA Recruiting

Click the indicator button with the desired status to immediately filter submitted job requisitions under that status.



The screenshot shows the TRCA Recruiting interface. At the top, there is a blue header bar with the text "Test Site (59.4) Recruiting". Below the header, there is a search bar and a filter bar. The filter bar contains several buttons: "All", "Open", "On Hold", "Pending Approval", "Filled", "Closed", "Cancelled", and "Rejected". The "Pending Approval" button is highlighted with a red box. Below the filter bar, there is a table with columns: "Job Requisition Title", "ID", "Indicators", "Number ...", "Hiring Manager", "Days Open", "Candidates...", "Assigned Recruiter", and "Resume Sho...". The table contains one row with the following data: "BGBM - Service & Support Staff", "27", a blue circular icon with a white arrow, "1", "Juno Cartwright", "0", "0", "Jessica Choi", and a truncated "Resume Sho...".

Click the **All**



indicator icon button to immediately restore the full list of job requisitions.

## Job Requisitions - View

The **View** button allows you to customize and add contextual columns that are displayed in the status grid.

The screenshot displays the 'Job Requisitions - View' interface. The top navigation bar includes a 'View' button, which is highlighted with a red box. Below the navigation bar, there is a table of job requisitions. The table has the following columns: Job Requisition Title, ID, Indicators, Hiring Manager, Days Open, Candidates, and New. The table contains three rows of data:

Job Requisition Title	ID	Indicators	Hiring Manager	Days Open	Candidates	New
Coordinator, Procurement Cards and Analysis	45	🔍	Linda Martin	8	2	1
Project Coordinator, Procurement	44	🔍	Linda Martin	123	8	0
Supervisor, Procurement	30	🔍	Linda Martin	178	2	0

Click button to open the feature, then click the **Choose Columns** button. See next page.

Test Site (60.2)

Recruiting

Refresh

★ Favorites

Filter

View

+ New

Reports

Export

Job Requisitions

Recently Viewed

Supervisor, Procurement

Coordinator, Procurement Car...

Project Coordinator, Procurem...

Columns

Job Requisition Title

ID

Indicators

Hiring Manager

Days Open

Candidates

New

Assigned Recruiter

Choose Columns

Apply

Clear

All 3

Open

On Hold

Pending Approval

Filled 3

Closed

Cancelled

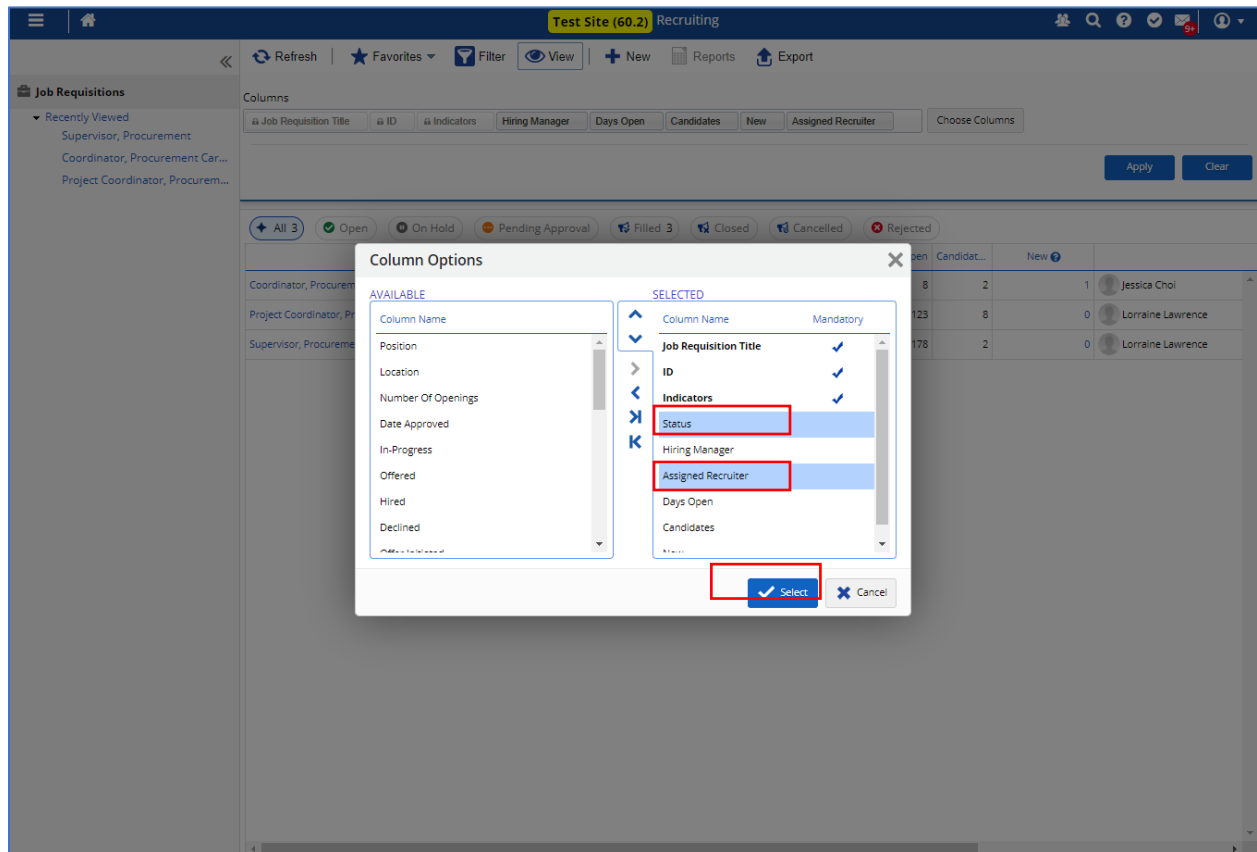
Rejected

Job Requisition Title	ID	Indicators	Hiring Manager	Days Open	Candidat...	New	
Coordinator, Procurement Cards and Analysis	45		Linda Martin	8	2	1	Jessica Choi
Project Coordinator, Procurement	44		Linda Martin	123	8	0	Lorraine Lawrence
Supervisor, Procurement	30		Linda Martin	178	2	0	Lorraine Lawrence

Select columns from the **Available** list and move them to the **Selected** list to display them in the grid.

Conversely, select columns from the **Selected** list and move them to the **Available** list to remove them from the grid.

In this example, the “Status” and “Assigned Recruiter” columns are moved into the **Selected** list. The “Status” column is also moved up to be positioned below “Indicators” column.



When the desired columns have been set, click the **Select** button.

Then click the **Apply** button to set the view. Then click **Refresh**.

The screenshot shows the TRCA Recruiting interface. In the top navigation bar, the 'Refresh' button is highlighted with a red box. Below the navigation bar, the 'Job Requisitions' section is visible. The table displays job requisitions with columns: Job Requisition Title, ID, Indicators, Hiring Manager, Days Open, Candidates, and New. The 'Apply' button is highlighted with a red box in the bottom right corner of the table area.


Job Requisition Title	ID	Indicators	Hiring Manager	Days Open	Candidates	New
Coordinator, Procurement Cards and Analysis	45	🔄	Linda Martin	8	2	1
Project Coordinator, Procurement	44	🔄	Linda Martin	123	8	0
Supervisor, Procurement	30	🔄	Linda Martin	178	2	0

As shown below, the “Status” and “Resume Short Listed” columns are now displayed in the status grid.

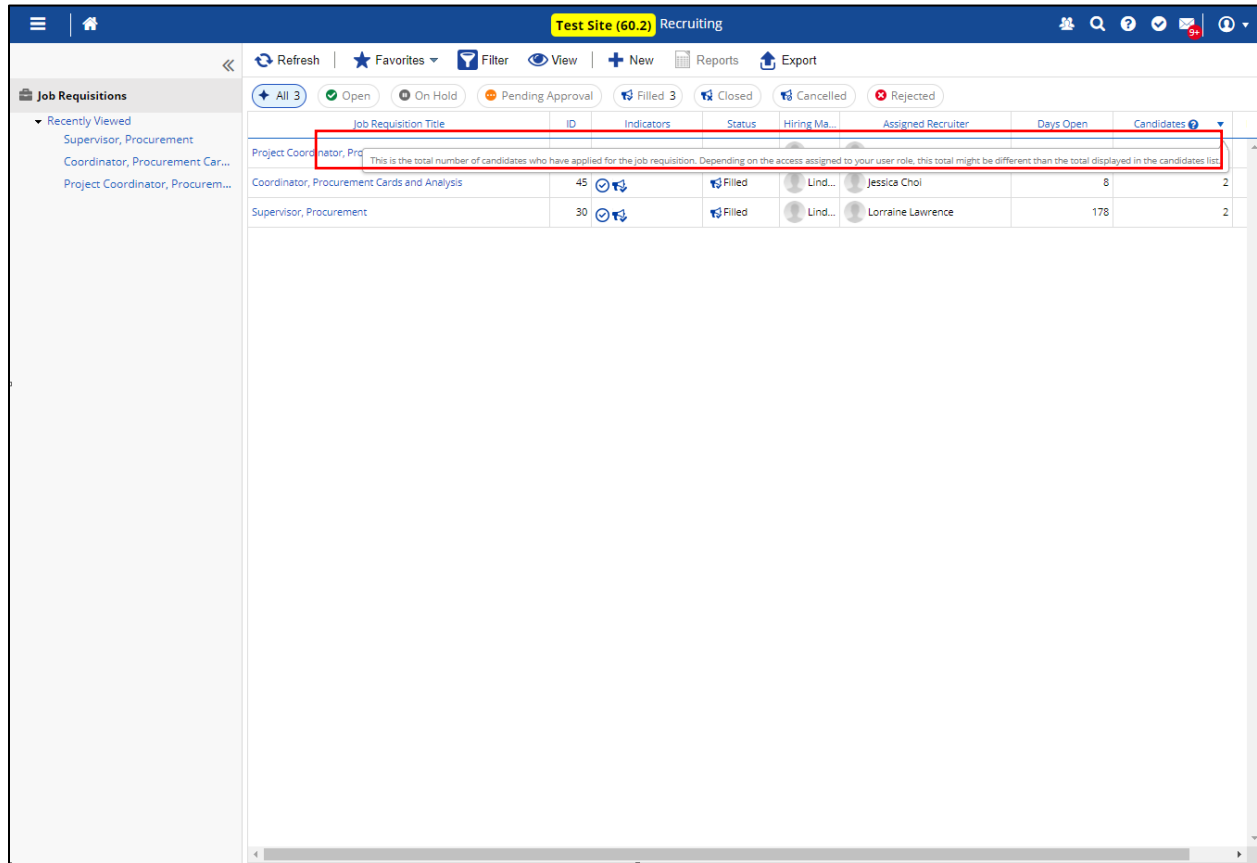
The screenshot shows the TRCA Recruiting interface. The 'Status' and 'Assigned Recruiter' columns are highlighted with red boxes. The table displays job requisitions with columns: Job Requisition Title, ID, Indicators, Status, Hiring Manager, Assigned Recruiter, Days Open, and New.

Job Requisition Title	ID	Indicators	Status	Hiring Manager	Assigned Recruiter	Days Open
Coordinator, Procurement Cards and Analysis	45	🔄	Filled	Linda Martin	Jessica Choi	8
Project Coordinator, Procurement	44	🔄	Filled	Linda Martin	Lorraine Lawrence	123
Supervisor, Procurement	30	🔄	Filled	Linda Martin	Lorraine Lawrence	178




## Column Description Additional Information

Some columns have a small question mark icon  next to the column name. Hover your mouse pointer over it to view an associated description.

Below, the additional information is displayed for the “Candidates” column.

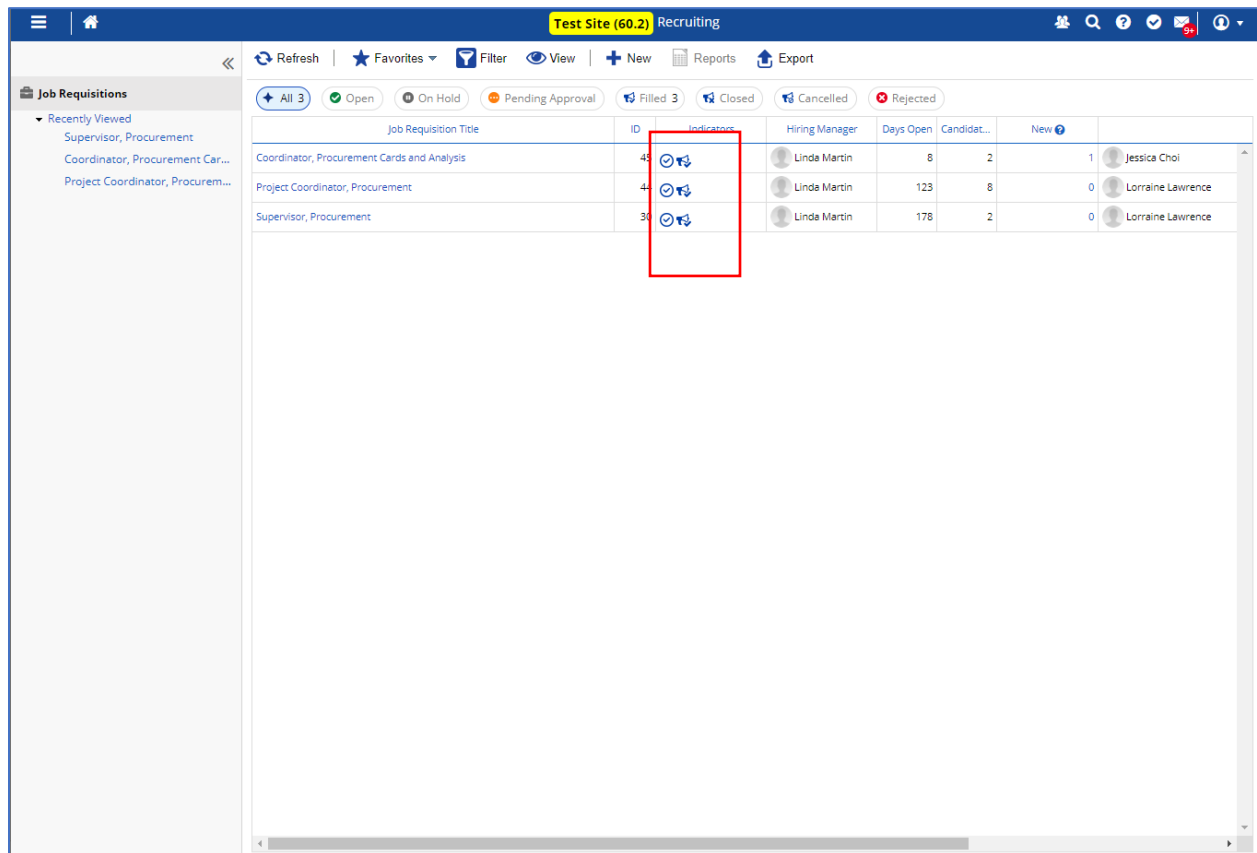


The screenshot shows the TRCA Recruiting interface. The top navigation bar includes 'Test Site (60.2)' and 'Recruiting'. Below the navigation bar, there are tabs for 'All 3', 'Open', 'On Hold', 'Pending Approval', 'Filled 3', 'Closed', 'Cancelled', and 'Rejected'. The main table has columns: Job Requisition Title, ID, Indicators, Status, Hiring Ma..., Assigned Recruiter, Days Open, and Candidates. A red box highlights the 'Candidates' column header and its tooltip description: 'This is the total number of candidates who have applied for the job requisition. Depending on the access assigned to your user role, this total might be different than the total displayed in the candidates list.' The table also shows three rows of job requisitions with their respective IDs, indicators, status, hiring managers, assigned recruiters, days open, and candidate counts.

Job Requisition Title	ID	Indicators	Status	Hiring Ma...	Assigned Recruiter	Days Open	Candidates 
Project Coordinator, Proc...							
Coordinator, Procurement Cards and Analysis	45		Filled	Lind...	Jessica Choi	8	2
Supervisor, Procurement	30		Filled	Lind...	Lorraine Lawrence	178	2

## Job Requisition Indicators

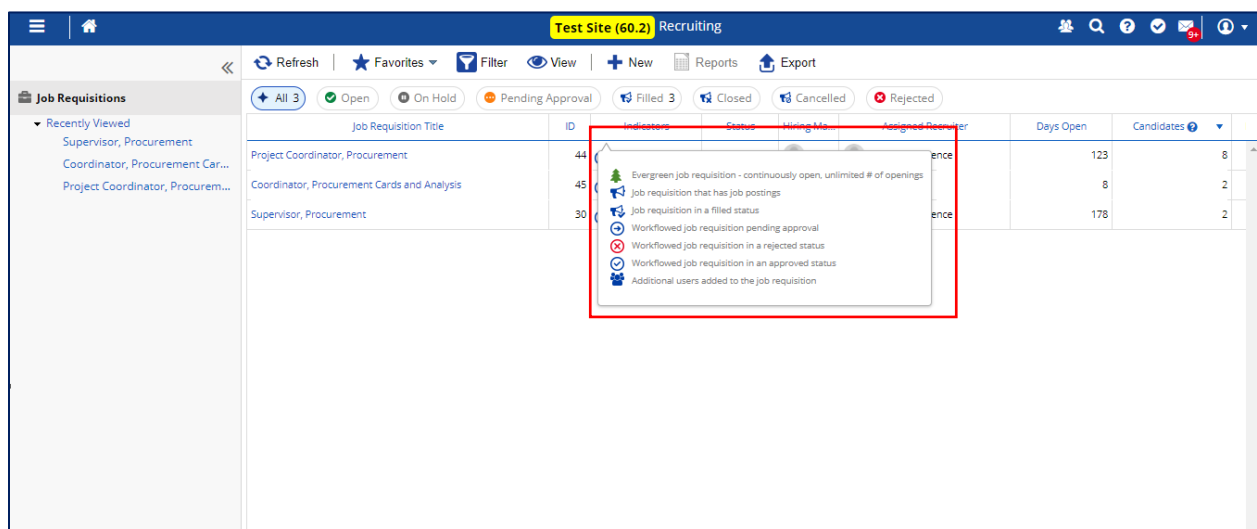
Depending on the status of each job requisition, the screen will display meaningful icons in the **Indicators** column.



The screenshot shows the TRCA Recruiting interface. The top navigation bar includes 'Test Site (60.2)' and 'Recruiting'. The left sidebar shows 'Job Requisitions' with a 'Recently Viewed' list. The main table has columns: Job Requisition Title, ID, Indicators, Hiring Manager, Days Open, Candidat..., and New. The 'Indicators' column is highlighted with a red box, showing icons for each requisition.

Job Requisition Title	ID	Indicators	Hiring Manager	Days Open	Candidat...	New
Coordinator, Procurement Cards and Analysis	43	🟢🔍	Linda Martin	8	2	1 Jessica Choi
Project Coordinator, Procurement	44	🟢🔍	Linda Martin	123	8	0 Lorraine Lawrence
Supervisor, Procurement	30	🟢🔍	Linda Martin	178	2	0 Lorraine Lawrence

Hover over the **Indicators** column header label and a list of all available indicators with a brief description will be displayed.



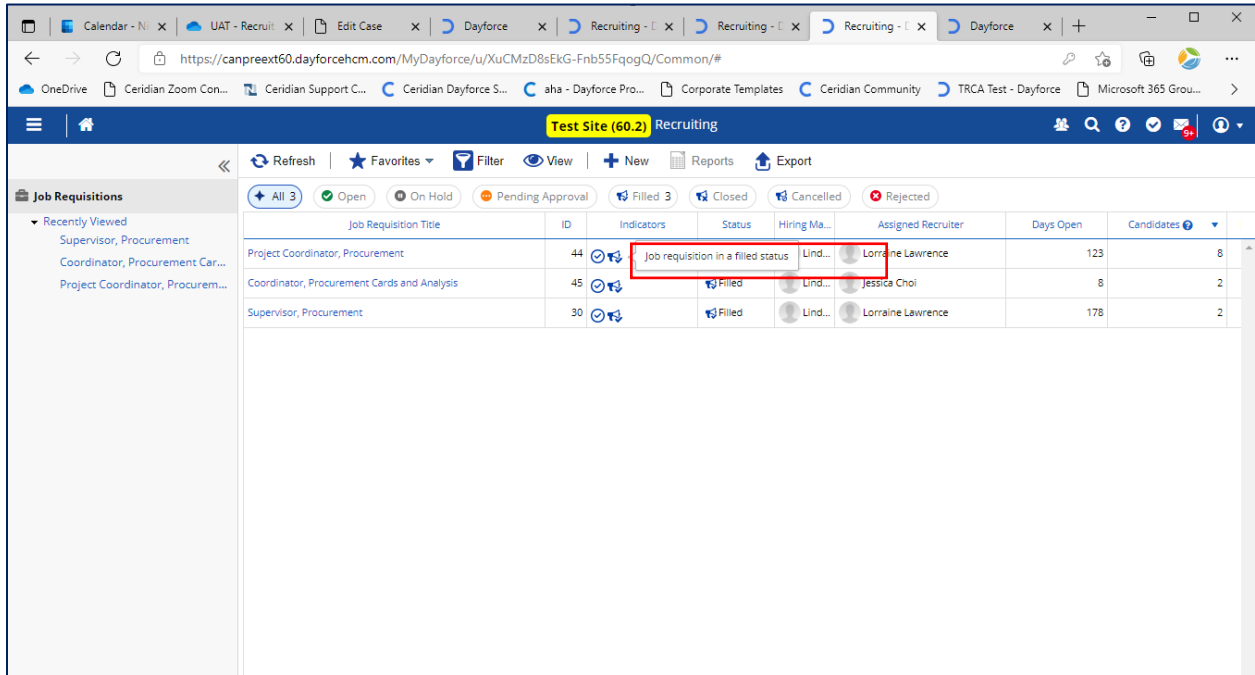
The screenshot shows the TRCA Recruiting interface with a tooltip displayed over the 'Indicators' column header. The tooltip lists the following indicators and descriptions:

- 🟢 Evergreen job requisition - continuously open, unlimited # of openings
- 🔍 Job requisition that has job postings
- 🟢 Job requisition in a filled status
- 🟡 Workflowed job requisition pending approval
- 🔴 Workflowed job requisition in a rejected status
- 🟢 Workflowed job requisition in an approved status
- 👤 Additional users added to the job requisition




Hover over the icon associated with the specific job requisition to make the information bubble appear.

In the example below, the user hovers over the  icon.




Job Requisition Title	ID	Indicators	Status	Hiring Ma...	Assigned Recruiter	Days Open	Candidates
Project Coordinator, Procurement	44		Job requisition in a filled status	Lind...	Lorraine Lawrence	123	8
Coordinator, Procurement Cards and Analysis	45		Filled	Lind...	Jessica Choi	8	2
Supervisor, Procurement	30		Filled	Lind...	Lorraine Lawrence	178	2


Other examples of **Indicator** information bubbles include:

When hovering over the  icon, the corresponding bubble appears

Workflowed job requisition in an approved status













When hovering over the  icon, the corresponding bubble appears.

Job requisition that has job postings

When hovering over the  icon, the corresponding bubble appears.

Job requisition in a filled status

Below is a detailed list of available Indicators and descriptions.

Indicator	Description												
<div>Additional Users Assigned</div> <div></div>	<p>Indicates that there are additional users assigned to the job requisition. Click the icon and the application opens a dialog box displaying the list of additional users:</p> <div><div>Job Req ID: 3 - District Sales Senior Manager - Asia Pacific</div><div><table><tr><th>Full Name</th><th>Date Added</th><th>Added By</th></tr><tr><td>Kenneth, Christensen</td><td>2/28/2018</td><td>Macon, Burke</td></tr><tr><td>Acton, Short</td><td>2/28/2018</td><td>Macon, Burke</td></tr><tr><td>Christine, Cacciaccaro</td><td>2/28/2018</td><td>Macon, Burke</td></tr></table></div></div>	Full Name	Date Added	Added By	Kenneth, Christensen	2/28/2018	Macon, Burke	Acton, Short	2/28/2018	Macon, Burke	Christine, Cacciaccaro	2/28/2018	Macon, Burke
Full Name	Date Added	Added By											
Kenneth, Christensen	2/28/2018	Macon, Burke											
Acton, Short	2/28/2018	Macon, Burke											
Christine, Cacciaccaro	2/28/2018	Macon, Burke											
<div>Job Requisition is Evergreen</div> <div></div>	<p>Indicates evergreen job requisition. Evergreen job requisitions are used in continuous hiring situations where employers want to allow candidates to apply at all times.</p> <p>For more information, see <b>Create Evergreen Job Requisitions</b> on page 58.</p>												
<div>Workflowed Job Requisition Pending Approval</div> <div></div>	<p>Indicates the workflow state for the associated Job Requisition form (i.e., Pending Approval, Approved, or Rejected). Click the icon and the application opens the <b>Workflow State</b> dialog box in which you can view the approval history for the form:</p> <div><div>Workflow State</div><div><table><tr><td>Job Requisition Form</td><td>Submitted: 2/2/2016</td><td>Status: Open</td><td></td></tr><tr><td>Approval History</td><td></td><td></td><td></td></tr><tr><td>1. Deborah Wilson</td><td>Date: 2/2/2016</td><td>Status: Approved</td><td></td></tr></table></div></div>	Job Requisition Form	Submitted: 2/2/2016	Status: Open		Approval History				1. Deborah Wilson	Date: 2/2/2016	Status: Approved	
Job Requisition Form	Submitted: 2/2/2016	Status: Open											
Approval History													
1. Deborah Wilson	Date: 2/2/2016	Status: Approved											
<div>Workflowed Job Requisition Approved</div> <div></div>													
<div>Workflowed Job Requisition Rejected</div> <div></div>	<p>For more information, see <b>Workflowed Job Requisitions</b> on page 24.</p>												
<div>Job Requisition is Filled</div> <div></div>	<p>Indicates job requisitions for which all open positions have been filled. Click the icon and the application opens a dialog box displaying the names of the hired candidates, along with their start date, and pre-start date (if configured):</p> <div><div>Hired Candidates - 3 - District Sales Senior Manager - Asia Pacific</div><div><table><tr><th>Candidate Name</th><th>Start Date</th><th>Pre-Start Date</th></tr><tr><td>Robert Smith</td><td>3/30/2016</td><td>N/A</td></tr></table></div></div> <p><b>Note:</b> The application does not display this icon for evergreen job requisitions or job requisitions that have open positions remaining.</p>	Candidate Name	Start Date	Pre-Start Date	Robert Smith	3/30/2016	N/A						
Candidate Name	Start Date	Pre-Start Date											
Robert Smith	3/30/2016	N/A											

Job Requisition is Posted



Indicates job requisitions with one or more active job postings. Click the icon and the application opens a dialog box displaying a summary of the job postings, including where each job was posted, job location, posting date, and language:

**Postings - 2 - Mid Market Account Manager - Asia Pacific** 


Posting Title	Client Career Site	Location	Posting Date	Language
Mid Market Account Manager - A...	Client Careers Site	San Francisco,CA	6/13/2014	en-US
Mid Market Account Manager - A...	Careers	San Francisco,CA	6/13/2014	en-US

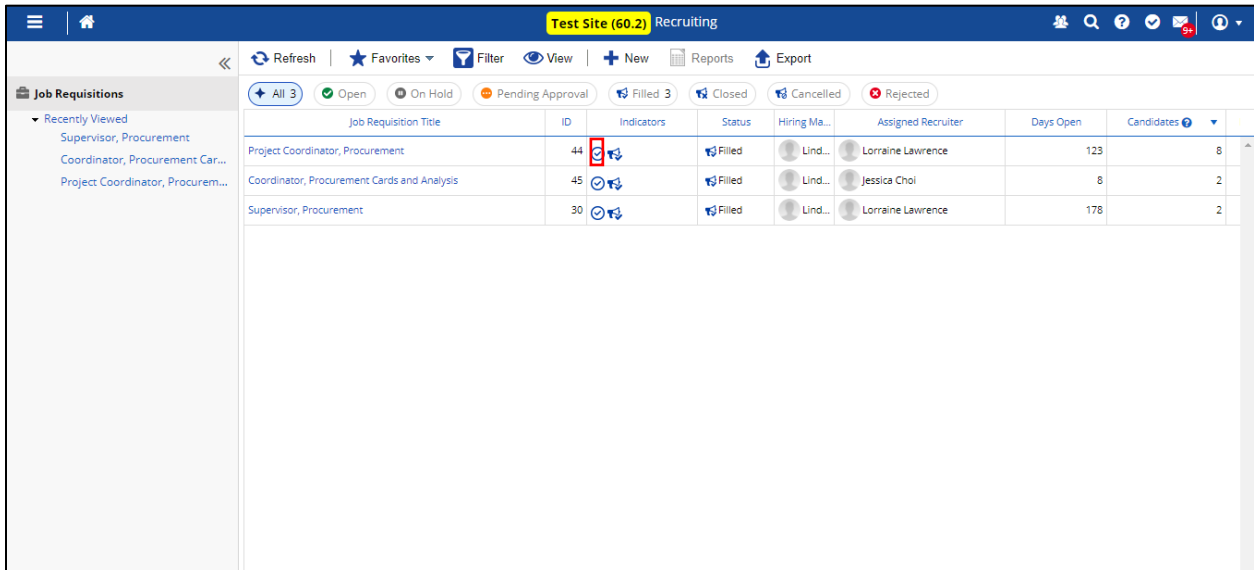
**Note:** Job postings that were deleted or have expired are not displayed in the **Postings** dialog box.




## Job Requisition Indicator – Additional Details

In addition to the information bubble, you can click on a specific indicator recorded for the job requisition to view associated details in a pop-up window.

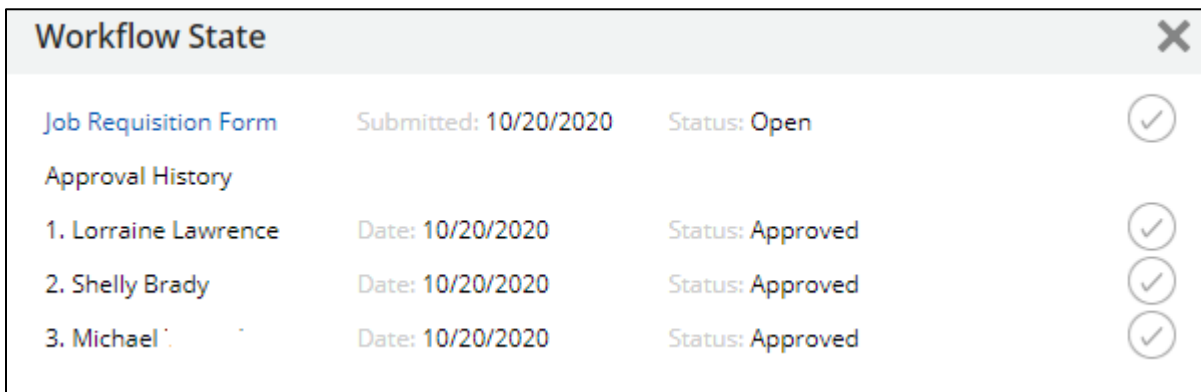
### Example 1





The user selects a job requisition and then clicks on the  Approval Status indicator value. The indicator means “Approved”.




Job Requisition Title	ID	Indicators	Status	Hiring Ma...	Assigned Recruiter	Days Open	Candidates
Project Coordinator, Procurement	44		Filled	Lind...	Lorraine Lawrence	123	8
Coordinator, Procurement Cards and Analysis	45		Filled	Lind...	Jessica Choi	8	2
Supervisor, Procurement	30		Filled	Lind...	Lorraine Lawrence	178	2

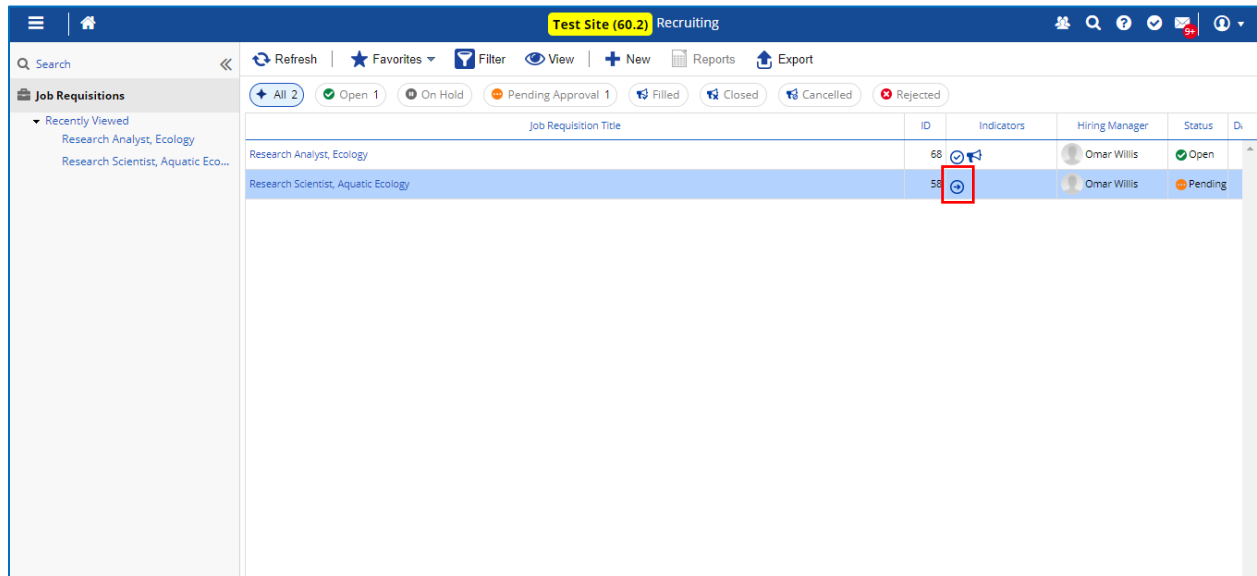
As a result, a box pops-up to display individuals who have approved the job requisition.





Workflow State			
Job Requisition Form	Submitted: 10/20/2020	Status: Open	
Approval History			
1. Lorraine Lawrence	Date: 10/20/2020	Status: Approved	
2. Shelly Brady	Date: 10/20/2020	Status: Approved	
3. Michael	Date: 10/20/2020	Status: Approved	

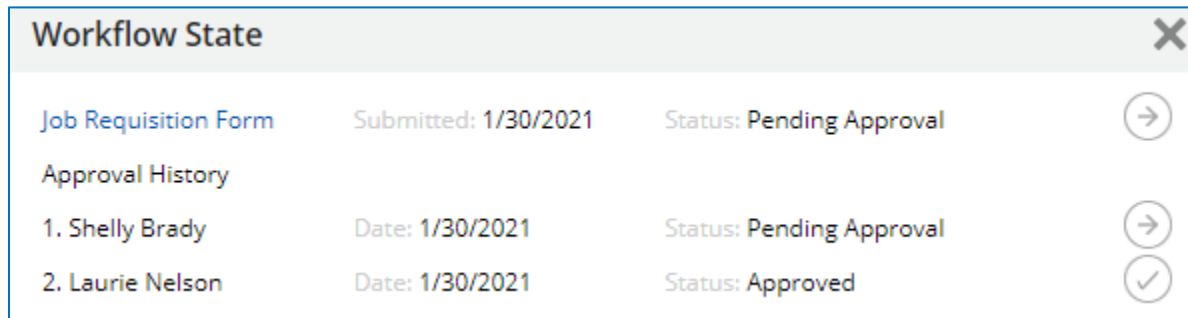
Example 2




The user selects a job requisition and then clicks on the  Approval Status indicator value. The indicator value means “Pending Approval”.




Job Requisition Title	ID	Indicators	Hiring Manager	Status	Di
Research Analyst, Ecology	68		Omar Willis	Open	
Research Scientist, Aquatic Ecology	56		Omar Willis	Pending	

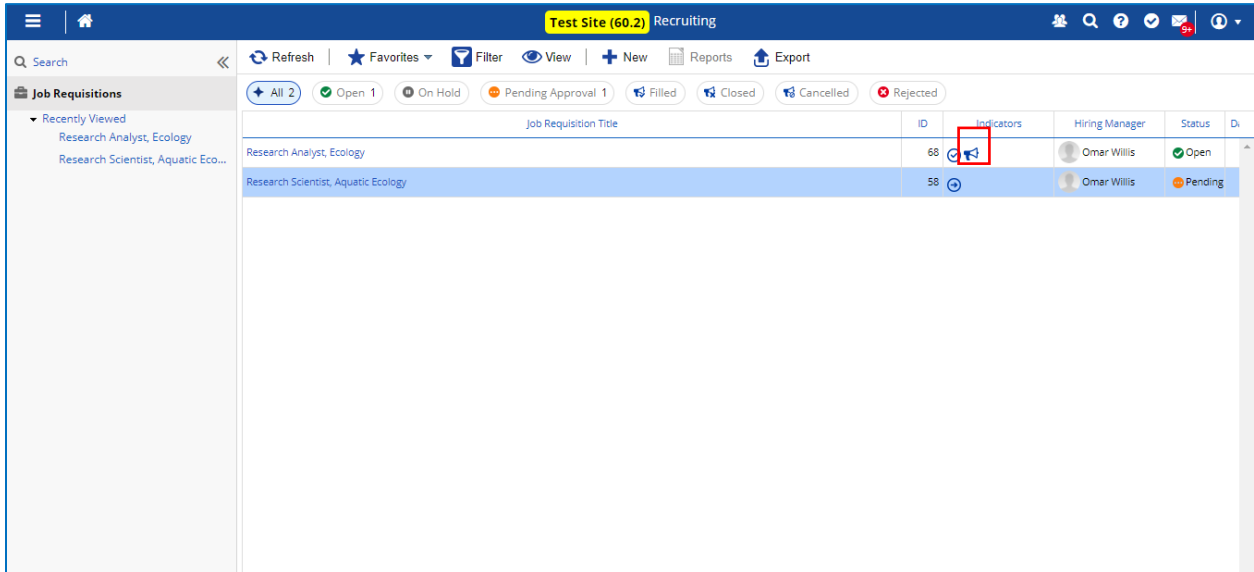
As a result, a box pops-up to display the current approver and any previous approval history.





Workflow State			
Job Requisition Form	Submitted: 1/30/2021	Status: Pending Approval	
Approval History			
1. Shelly Brady	Date: 1/30/2021	Status: Pending Approval	
2. Laurie Nelson	Date: 1/30/2021	Status: Approved	

### Example 3

The user selects a job requisition and then clicks on the  Posting indicator. The indicator means the job requisition has postings.




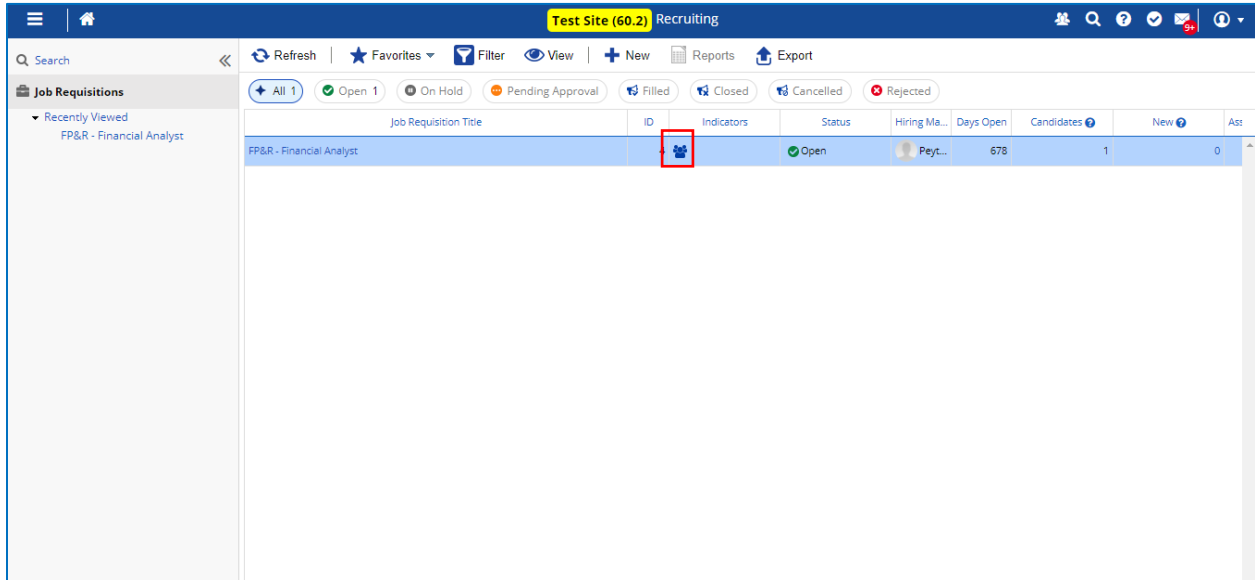
Test Site (60.2) Recruiting						
<span>Search</span> <span>Refresh</span> <span>Favorites</span> <span>Filter</span> <span>View</span> <span>New</span> <span>Reports</span> <span>Export</span>						
<span>All 2</span> <span>Open 1</span> <span>On Hold</span> <span>Pending Approval 1</span> <span>Filled</span> <span>Closed</span> <span>Cancelled</span> <span>Rejected</span>						
Job Requisition Title	ID	Indicators	Hiring Manager	Status		
Research Analyst, Ecology	68		Omar Willis	Open		
Research Scientist, Aquatic Ecology	58		Omar Willis	Pending		


As a result, the box below appears to display details of the associated postings.

Postings - 68 - Research Analyst, Ecology						
Posting Title	Posting ID	External Job Board	Job Board	Location	Posting Date	Language
Research Analyst, Ecology	147	No	Client Careers Site	Concord, ON	4/20/2021	en-US
Research Analyst, Ecology	148	No	Careers	Concord, ON	4/20/2021	en-US


Example 4

The user selects a job requisition and then clicks on the  Additional User indicator. The indicator means that an individual other than hiring manager or recruiter has been assigned to the job posting.



Job Requisition Title	ID	Indicators	Status	Hiring Ma...	Days Open	Candidates	New	Ass
FP&R - Financial Analyst			Open	Rejc...	678	1		0

As a result, the box below appears to display details of the additional user that has been assigned to the job posting.

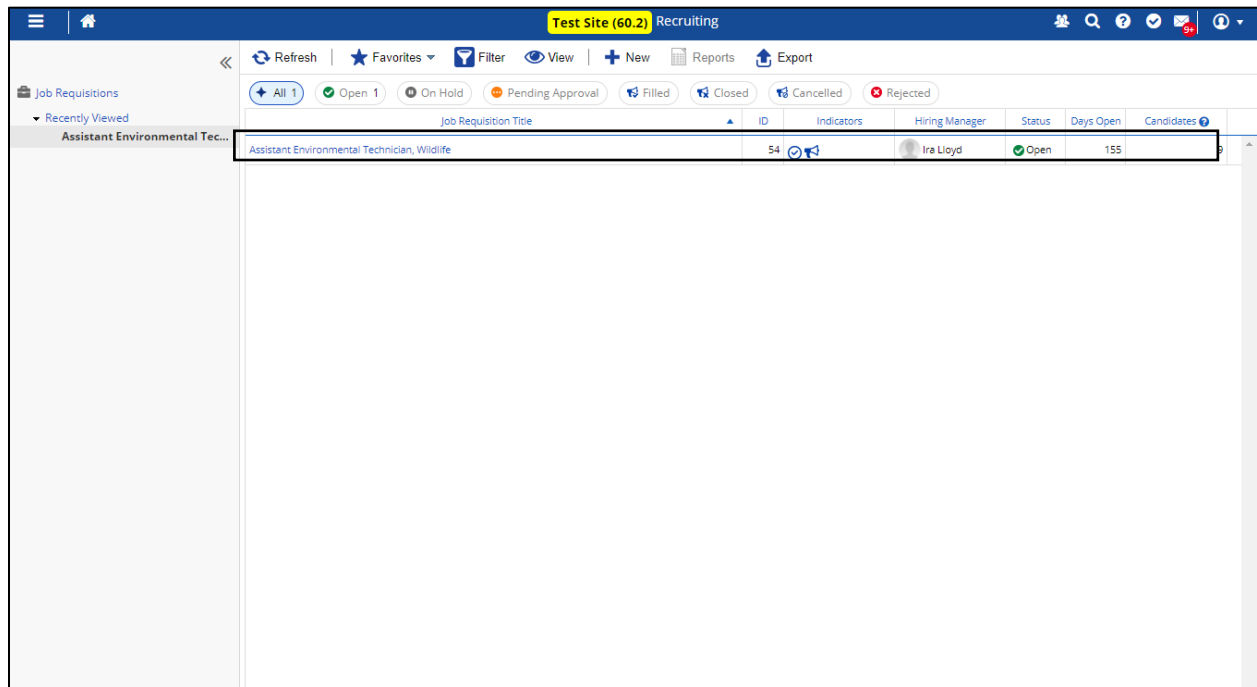
Job Req ID: 4 - FP&R - Financial Analyst			
Full Name	Date Added	Added By	
Lauren, Fulmer	8/7/2020	Nicola, Grossi	

### Indicators vs. Status Column



Indicators are displayed only if job requisition was subject to an approval workflow. In the small chance where it was not (i.e., manually entered job requisition), you can view the "Status" column value for similar information as this column does not depend on approval workflow.

## Job Requisitions – Associated Screens

Click on a job requisition to view associated screens, view additional details, and to carry out actions.



In this example, the job requisition “Assistant Environmental Technician, Wildlife” is selected.

The indicator listed for this requisition include , which means the job requisition is in “Approved” status and the , which means the job requisition has postings.

When the job requisition is clicked, the screen changes and the following screens become available:

- **Candidates** (displays the default)
- **Job Description**
- **Details**
- **Activity**
- **Postings**



## Candidates

The **Candidates** screen lists any internal or external candidates that applied to the job posting.

The screenshot shows the 'Candidates' tab selected for the job 'Assistant Environmental Technician, Wildlife'. The job details at the top indicate ID 54, Status Open, 1 Opening, Recruiter Lorraine Lawrence, and Hiring Manager Ira Lloyd. Below the tabs, there are filters for Refresh, Favorites, Filter, View, Profile, Notes, Status, Hire, Contact, and Add to Talent Pool. A summary bar shows 6 New, 1 Declined, 1 Offer Accepted, and 1 Interview. The main table lists 10 candidates with columns for Candidate Name, Indicators, Location, Status, Date Applied, Source, and Score.

	Candidate Name	Indicators	Location	Status	Date Applied	Source	Score
<input type="checkbox"/>	Lillie Holt		BRAMPTON, ON	Interview 1	2/22/21, 10:07 PM	Careers	
<input type="checkbox"/>	Robyn Wallaster		Toronto, ON	New	2/20/21, 4:37 PM	Client Careers Site	
<input type="checkbox"/>	Yady Markham		Toronto, ON	Declined	6/1/21, 10:24 AM	Client Careers Site	
<input type="checkbox"/>	Suzy Hayes		Toronto, ON	Offer Accept...	2/20/21, 4:50 PM	Client Careers Site	
<input type="checkbox"/>	Jeannie Westbrook		Toronto, ON	New	2/20/21, 4:16 PM	Client Careers Site	
<input type="checkbox"/>	Samantha Chilkowski		Bolton, ON	New	2/20/21, 4:13 PM	Client Careers Site	
<input type="checkbox"/>	Jennifer Billington		Windingtown	New	2/20/21, 4:52 PM	Client Careers Site	
<input type="checkbox"/>	Mona Lisa		Happyville, ON	New	2/20/21, 4:19 PM	Client Careers Site	
<input type="checkbox"/>	Eric Mendoza		MOntreal	New	2/20/21, 4:18 PM	Client Careers Site	

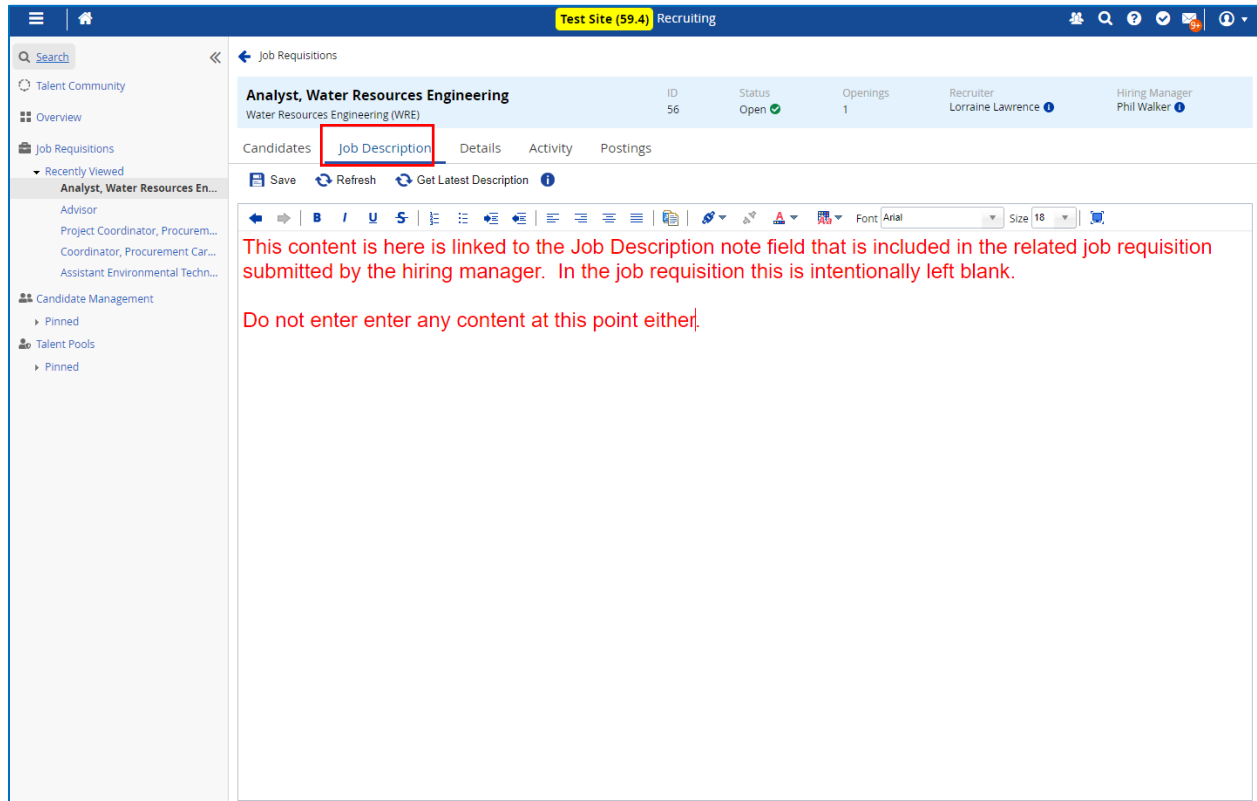
The **Candidates** screen is described in greater detail in a following section.

## Job Description

Click on **Job Description** tab.

The content here is linked to the “Job Description” notes field that is included in the related job requisition that was submitted. In the job requisition submission step this is not completed and is left blank.

Any job description / requirements content that is included in **postings** on the careers sites is handled through a wizard that ensues in the recruiting process. It is handled by the HRBP after having collaborated with you to confirm job requirements.



The screenshot displays the TRCA Recruiting interface. On the left is a navigation sidebar with options like Talent Community, Overview, Job Requisitions, and Recently Viewed. The main area shows the 'Job Requisitions' page for the position 'Analyst, Water Resources Engineering' (ID 56, Status Open). The 'Job Description' tab is selected and highlighted with a red box. Below the tab, there are buttons for Save, Refresh, and Get Latest Description. The main content area is a large text field, currently empty, with a red text overlay that reads: 'This content is here is linked to the Job Description note field that is included in the related job requisition submitted by the hiring manager. In the job requisition this is intentionally left blank. Do not enter enter any content at this point either.'

## Details

Click on the **Details** label.

The information here is linked to the information you recorded when you submitted the job requisition.

There are additional fields here that are not in the job requisition that you submitted – the reason is that and the **Details** screen displays all fields associated with the **standard** system job requisition form, however, TRCA's job requisition form is a custom / condensed version of that form.

The screenshot shows the 'Details' page for a job requisition in the TRCA Recruiting system. The page is titled 'Assistant Environmental Technician, Wildlife' and is part of the 'Coordination & Ecosystem Management (C&EM)' department. The job is currently 'Open' with 1 opening. The recruiter is Lorraine Lawrence and the hiring manager is Ira Lloyd.

The page is divided into two main sections: 'Job Requisition Details' and 'Position Details'.

**Job Requisition Details:**

- Job Requisition Title:** Assistant Environmental Technician, Wildlife
- Evergreen:** ☐
- Location:** Coordination & Ecosystem Management (C&EM)
- Position Title:** C&EM - Assistant Environmental Technician, Wildlife
- Status:** Open
- Request Date:** 1/26/2021
- Submitter:** Ira Lloyd
- Justification For Request:** Select a Justification for Request
- Reason For Opening:** Select a Reason...
- Hiring Manager:** Ira Lloyd
- Assigned Recruiter:** Lorraine Lawrence
- Include E-Signature for Offer Letter:** ☐
- Candidate Status Mapping:** Select a Mapping
- Background Screening Package:** Select an Option...
- Background Screening Billing Code:** Select an Option...

**Position Details:**

- Target Start Date:** mm/dd/yyyy
- Number Of Openings:** 1
- Pay Class:** FT
- Pay Type:** Hourly
- Full Time Equivalent:**
- Position Term:** Regular
- Pay Group:** Select a Pay Group
- Employment Indicator:** Permanent Full Time
- Weekly Hours:**

## Activity

Click the **Activity** label.

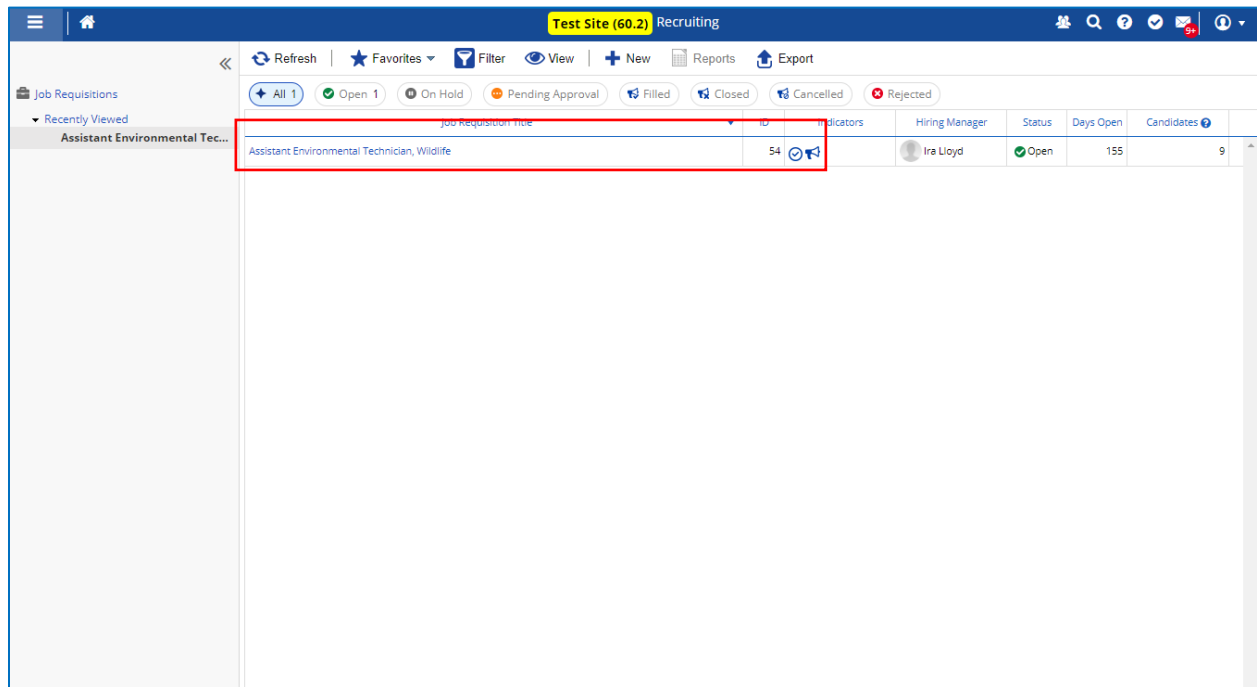
The Activity tab displays a reverse chronological list of select related activities, each of which is dated, and time stamped.

The screenshot displays the TRCA Recruiting interface. The top navigation bar includes a search icon, a home icon, and a 'Test Site (59.4)' label. The main header shows 'Recruiting' and a user profile icon. The left sidebar contains navigation links: 'Search', 'Talent Community', 'Overview', 'Job Requisitions', 'Recently Viewed', 'Candidate Management', and 'Pinned'. The main content area is titled 'Job Requisitions' and shows details for 'Survey Technician, Survey and Drafting Services'. The 'Activity' tab is selected and highlighted with a red box. The activity list shows a reverse chronological order of events, including candidate status changes and application submissions.

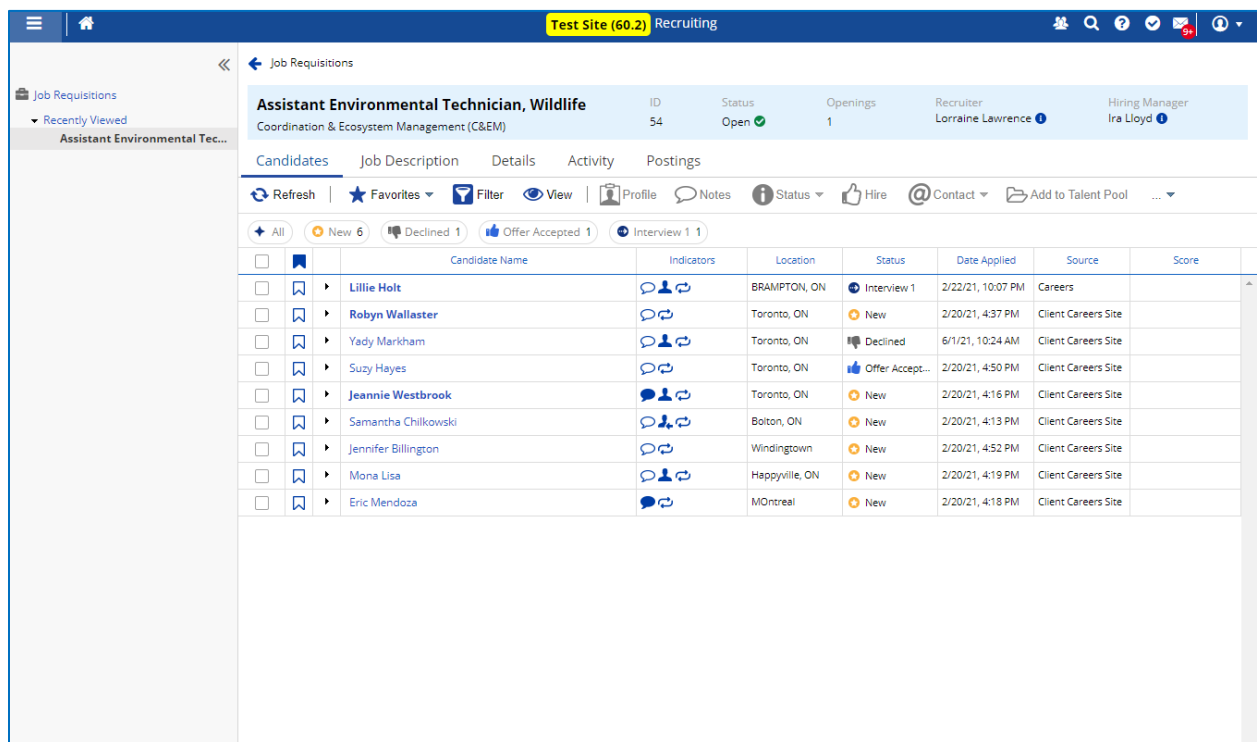
Activity	Date and Time
1 candidate application status(es) were changed to References	Friday, October 02, 2020 9:12 AM
1 candidate application status(es) were changed to In-Progress	Friday, October 02, 2020 9:12 AM
1 candidate application status(es) were changed to Declined	Thursday, October 01, 2020 11:06 PM
LINDA WATSON submitted an application.	Thursday, October 01, 2020 10:50 PM
Arthur Hansall submitted an application.	Thursday, October 01, 2020 8:17 PM
Wendy Sanderson submitted an application.	Thursday, October 01, 2020 7:48 PM
Kate Giulio submitted an application.	Thursday, October 01, 2020 7:45 PM
Jay LENCHAK submitted an application.	Thursday, October 01, 2020 7:38 PM
TERRY MONOHAN submitted an application.	Thursday, October 01, 2020 4:30 PM
Careers posting "Survey Technician, Survey and Drafting Services" has been modified	Thursday, October 01, 2020 2:59 PM

## Candidates

To view candidates that have applied to a job posting, you first click on the job requisition.



Then, the **Candidates** screen becomes active and lists people who have applied to the related posting.



## Toolbars


At the top of the **Candidates** screen are two toolbars each containing buttons to allow you to complete various actions.

A third toolbar is activated when a candidate is selected and then you right-click.

### 1<sup>st</sup> Toolbar

The first toolbar includes contextual buttons that perform various actions. This toolbar by default displays one row of buttons, but it can be expanded to show more.



To expand the toolbar to display all the buttons, click the button with the ellipsis and downward arrow  at the end. The bar expands to include another row of buttons, as shown below.



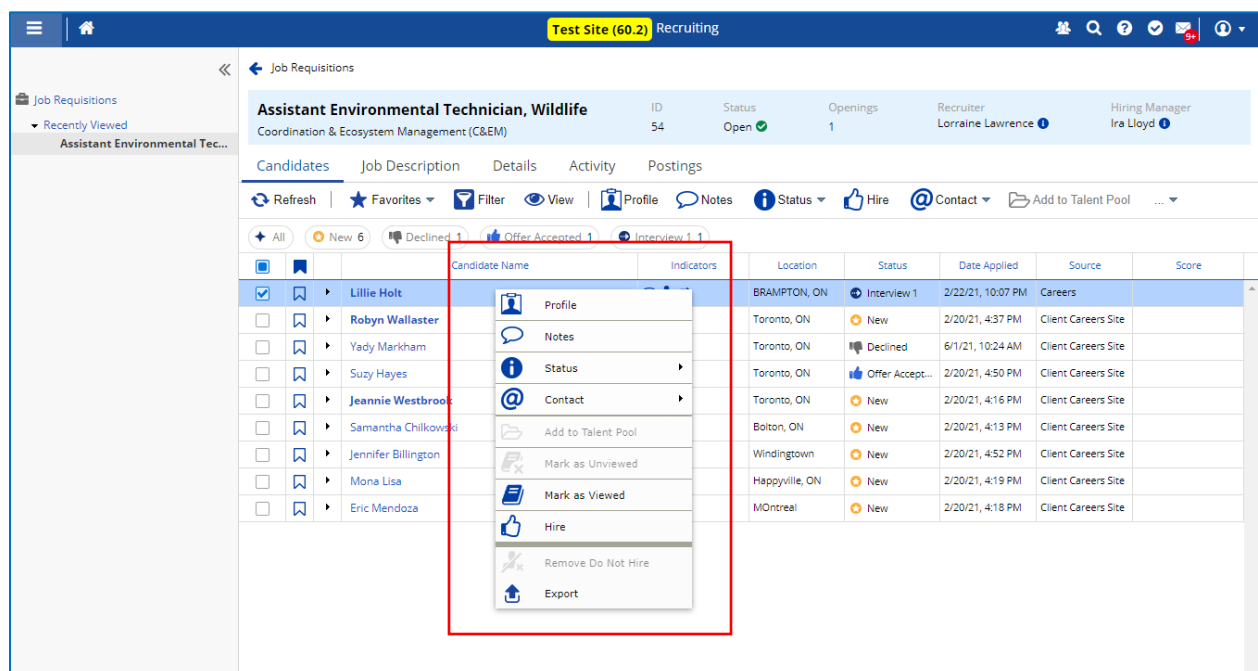
### 2<sup>nd</sup> Toolbar

The second toolbar has defined buttons that you click to filter the list of candidates based on the “Status” of their application. These buttons are pre-defined, and you cannot change the associated criteria.



### 3<sup>rd</sup> Toolbar

This is activated when you select a candidate and right click your mouse.



## Filter button on 1<sup>st</sup> Toolbar

The **Filter** button allows you to carry out a detailed search of candidates. This is especially useful when the number of candidates is high.

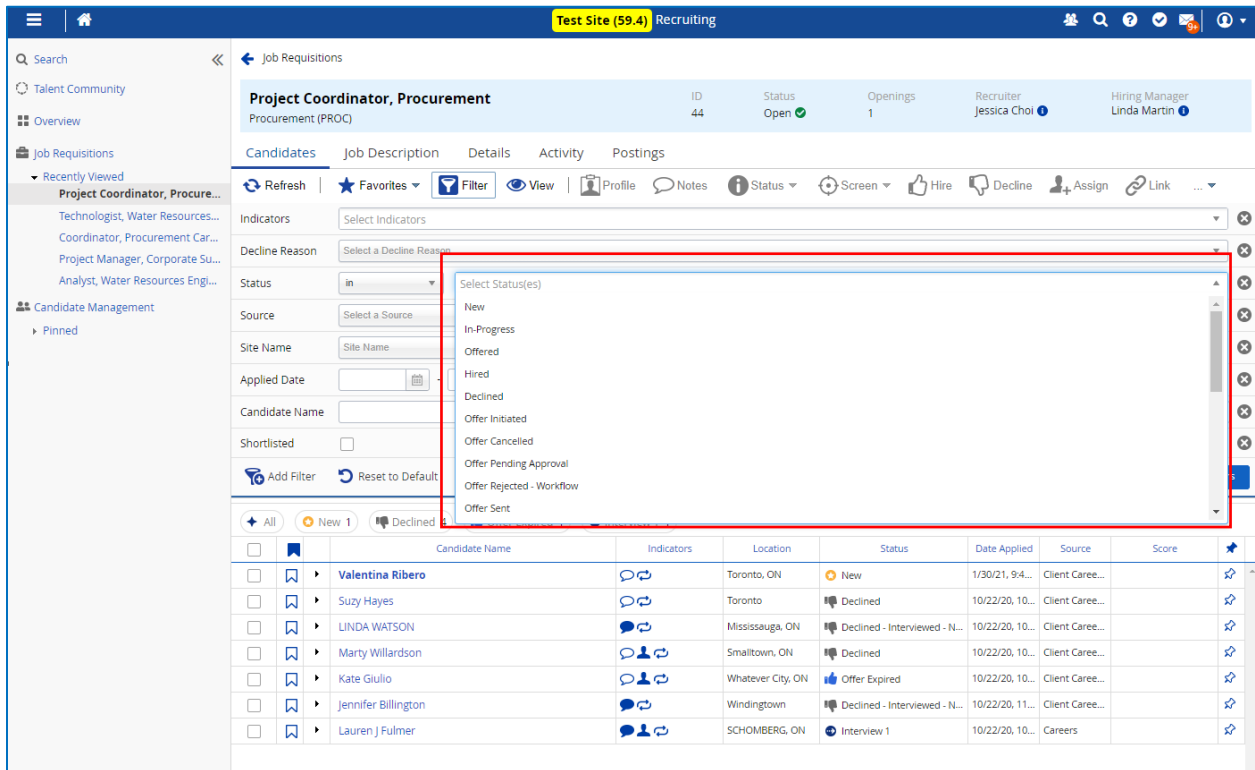
Click the **Filter** button to open the search feature.

The screenshot displays the TRCA Recruiting interface. At the top, the header shows 'Test Site (60.2) Recruiting'. The main content area is titled 'Job Requisitions' and features a job listing for 'Assistant Environmental Technician, Wildlife' with ID 54, Status Open, 1 Opening, Recruiter Lorraine Lawrence, and Hiring Manager Ira Lloyd. Below the job listing, a toolbar contains various action buttons: Refresh, Favorites, Filter (highlighted with a red box), View, Profile, Notes, Status, Hire, Contact, and Add to Talent Pool. A dropdown menu is open under the Filter button, showing a list of filter criteria: Indicators, Decline Reason, Status (not in), Source, Site Name, Applied Date, Candidate Name, and Shortlisted. Each criterion has a dropdown menu and a close button (X). At the bottom of the filter menu are buttons for 'Add Filter', 'Reset to Default', 'Match All', 'Match Any', 'Apply Filter', 'Clear Filter', and 'Remove Filters'. Below the filter menu, a table lists candidates with columns for Candidate Name, Indicators, Location, Status, Date Applied, Source, and Score. The table shows 10 candidates, with the first one, Lillie Holt, highlighted in blue.

Candidate Name	Indicators	Location	Status	Date Applied	Source	Score
Lillie Holt	Interview 1	BRAMPTON, ON	Interview 1	2/22/21, 10:07 PM	Careers	
Robyn Wallaster		Toronto, ON	New	2/20/21, 4:37 PM	Client Careers Site	
Yady Markham		Toronto, ON	Declined	6/1/21, 10:24 AM	Client Careers Site	
Suzy Hayes		Toronto, ON	Offer Accepted	2/20/21, 4:50 PM	Client Careers Site	
Jeannie Westbrook		Toronto, ON	New	2/20/21, 4:16 PM	Client Careers Site	
Samantha Chilkowski		Boiton, ON	New	2/20/21, 4:13 PM	Client Careers Site	
Jennifer Billington		Windingtown	New	2/20/21, 4:52 PM	Client Careers Site	
Mona Lisa		Happyville, ON	New	2/20/21, 4:19 PM	Client Careers Site	
Eric Mendoza		MOntreal	New	2/20/21, 4:18 PM	Client Careers Site	

## TRCA Recruiting

Below, the “Status” drop-down is expanded – you can select values to search on.



**Project Coordinator, Procurement**  
Procurement (PROC) ID 44 Status Open Openings 1 Recruiter Jessica Choi Hiring Manager Linda Martin

**Candidates** | Job Description | Details | Activity | Postings

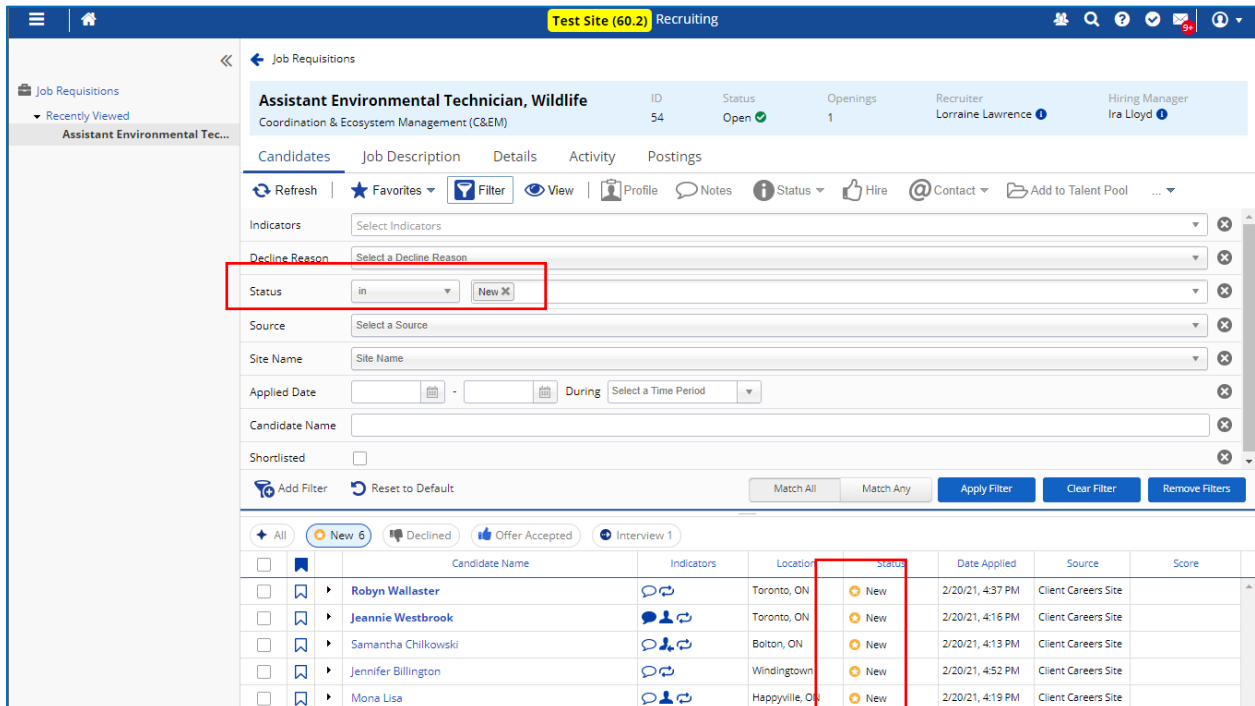
Refresh | Favorites | Filter | View | Profile | Notes | Status | Screen | Hire | Decline | Assign | Link

Indicators: Select Indicators  
Decline Reason: Select a Decline Reason  
Status: in  
Source: Select a Source  
Site Name: Site Name  
Applied Date:    
Candidate Name:   
Shortlisted: ☐  
Add Filter | Reset to Default

Select Status(es)  
New  
In-Progress  
Offered  
Hired  
Declined  
Offer Initiated  
Offer Cancelled  
Offer Pending Approval  
Offer Rejected - Workflow  
Offer Sent

		Candidate Name	Indicators	Location	Status	Date Applied	Source	Score
<input type="checkbox"/>	<input type="checkbox"/>	Valentina Ribero		Toronto, ON	New	1/30/21, 9:4...	Client Caree...	
<input type="checkbox"/>	<input type="checkbox"/>	Suzy Hayes		Toronto	Declined	10/22/20, 10...	Client Caree...	
<input type="checkbox"/>	<input type="checkbox"/>	LINDA WATSON		Mississauga, ON	Declined - Interviewed - N...	10/22/20, 10...	Client Caree...	
<input type="checkbox"/>	<input type="checkbox"/>	Marty Willardson		Smalltown, ON	Declined	10/22/20, 10...	Client Caree...	
<input type="checkbox"/>	<input type="checkbox"/>	Kate Giulio		Whatever City, ON	Offer Expired	10/22/20, 10...	Client Caree...	
<input type="checkbox"/>	<input type="checkbox"/>	Jennifer Billington		Windingtown	Declined - Interviewed - N...	10/22/20, 11...	Client Caree...	
<input type="checkbox"/>	<input type="checkbox"/>	Lauren J Fulmer		SCHOMBERG, ON	Interview 1	10/22/20, 10...	Careers	

Below, the list is filtered to include candidates whose “Status” = New.



**Assistant Environmental Technician, Wildlife**  
Coordination & Ecosystem Management (C&EM) ID 54 Status Open Openings 1 Recruiter Lorraine Lawrence Hiring Manager Ira Lloyd

**Candidates** | Job Description | Details | Activity | Postings

Refresh | Favorites | Filter | View | Profile | Notes | Status | Hire | Contact | Add to Talent Pool

Indicators: Select Indicators  
Decline Reason: Select a Decline Reason  
Status: in **New X**  
Source: Select a Source  
Site Name: Site Name  
Applied Date:   During    
Candidate Name:   
Shortlisted: ☐  
Add Filter | Reset to Default

Match All | Match Any | Apply Filter | Clear Filter | Remove Filters

All | **New 6** | Offer Accepted | Interview 1

		Candidate Name	Indicators	Location	Status	Date Applied	Source	Score
<input type="checkbox"/>	<input type="checkbox"/>	Robyn Wallaster		Toronto, ON	New	2/20/21, 4:37 PM	Client Careers Site	
<input type="checkbox"/>	<input type="checkbox"/>	Jeannie Westbrook		Toronto, ON	New	2/20/21, 4:16 PM	Client Careers Site	
<input type="checkbox"/>	<input type="checkbox"/>	Samantha Chilkowski		Bolton, ON	New	2/20/21, 4:13 PM	Client Careers Site	
<input type="checkbox"/>	<input type="checkbox"/>	Jennifer Billington		Windingtown	New	2/20/21, 4:52 PM	Client Careers Site	
<input type="checkbox"/>	<input type="checkbox"/>	Mona Lisa		Happyville, ON	New	2/20/21, 4:19 PM	Client Careers Site	

To restore the full list of candidates, click the **Clear Filter** button and the **Apply Filter** buttons. Click the **Filter** button again to close the search feature. Then click **Refresh**.



## 2<sup>nd</sup> Toolbar with Status Buttons

This toolbar includes buttons you can click to quickly filter candidates under a specific status.

Each button includes an identifying **indicator** icon and a related **number** to reflect the applicable number job requisitions under the status.

The screenshot shows the TRCA Recruiting interface for the job requisition 'Assistant Environmental Technician, Wildlife'. The 'Candidates' tab is active, and the status filter toolbar is highlighted with a red box. The toolbar includes buttons for 'All', 'New 6', 'Declined 1', 'Offer Accepted 1', and 'Interview 1'. The 'Interview 1' button is selected.

Candidate Name	Indicators	Location	Status	Date Applied	Source	Score
Lillie Holt		BRAMPTON, ON	Interview 1	2/22/21, 10:07 PM	Careers	
Robyn Wallaster		Toronto, ON	New	2/20/21, 4:37 PM	Client Careers Site	
Yady Markham		Toronto, ON	Declined	6/1/21, 10:24 AM	Client Careers Site	
Suzy Hayes		Toronto, ON	Offer Accept...	2/20/21, 4:50 PM	Client Careers Site	
Jeannie Westbrook		Toronto, ON	New	2/20/21, 4:16 PM	Client Careers Site	
Samantha Chilkowski		Bolton, ON	New	2/20/21, 4:13 PM	Client Careers Site	
Jennifer Billington		Windsor, ON	New	2/20/21, 4:52 PM	Client Careers Site	
Mona Lisa		Happyville, ON	New	2/20/21, 4:19 PM	Client Careers Site	
Eric Mendoza		MOntreal	New	2/20/21, 4:18 PM	Client Careers Site	

Below, the **Interview 1** status button is clicked to show candidates under the status.

The screenshot shows the TRCA Recruiting interface for the job requisition 'Assistant Environmental Technician, Wildlife'. The 'Candidates' tab is active, and the status filter toolbar is highlighted with a red box. The 'Interview 1' button is selected, and the candidate list is filtered to show only 'Lillie Holt'.

Candidate Name	Indicators	Location	Status	Date Applied	Source	Score
Lillie Holt		BRAMPTON, ON	Interview 1	2/22/21, 10:07 PM	Careers	

Click to restore the list of candidates.

## Candidates Indicators

The **Candidates** screen displays meaningful icons in the **Indicators** column next to the candidate's name.

Candidate Name	Indicators	Location	Status	Date Applied	Source	Score
Lillie Holt	[Icons]	BRAMPTON, ON	Interview 1	2/22/21, 10:07 PM	Careers	
Robyn Wallaster	[Icons]	Toronto, ON	New	2/20/21, 4:37 PM	Client Careers Site	
Yady Markham	[Icons]	Toronto, ON	Declined	6/1/21, 10:24 AM	Client Careers Site	
Suzy Hayes	[Icons]	Toronto, ON	Offer Accepted	2/20/21, 4:50 PM	Client Careers Site	
Jeannie Westbrook	[Icons]	Toronto, ON	New	2/20/21, 4:16 PM	Client Careers Site	
Samantha Chilkowski	[Icons]	Bolton, ON	New	2/20/21, 4:13 PM	Client Careers Site	
Jennifer Billington	[Icons]	Windsor, ON	New	2/20/21, 4:52 PM	Client Careers Site	
Mona Lisa	[Icons]	Happyville, ON	New	2/20/21, 4:19 PM	Client Careers Site	
Eric Mendoza	[Icons]	Montreal	New	2/20/21, 4:18 PM	Client Careers Site	

Hover over the **Indicators** column header label and a list of all available indicators with a related description will be displayed.

Candidate Name	Indicators	Location	Status	Date Applied	Source	Score
Lillie Holt	[Icons]	BRAMPTON, ON	Interview 1	2/22/21, 10:07 PM	Careers	
Robyn Wallaster	[Icons]	Toronto, ON	New	2/20/21, 4:37 PM	Client Careers Site	
Yady Markham	[Icons]	Toronto, ON	Declined	6/1/21, 10:24 AM	Client Careers Site	
Suzy Hayes	[Icons]	Toronto, ON	Offer Accepted	2/20/21, 4:50 PM	Client Careers Site	
Jeannie Westbrook	[Icons]	Toronto, ON	New	2/20/21, 4:16 PM	Client Careers Site	
Samantha Chilkowski	[Icons]	Bolton, ON	New	2/20/21, 4:13 PM	Client Careers Site	
Jennifer Billington	[Icons]	Windsor, ON	New	2/20/21, 4:52 PM	Client Careers Site	
Mona Lisa	[Icons]	Happyville, ON	New	2/20/21, 4:19 PM	Client Careers Site	
Eric Mendoza	[Icons]	Montreal	New	2/20/21, 4:18 PM	Client Careers Site	

## TRCA Recruiting

For each candidate, hover over any displayed icons to make the information bubble appear.

Below, the user hovers over the ↻ icon.

Assistant Environmental Technician, Wildlife		ID	Status	Openings	Recruiter	Hiring Manager
Coordination & Ecosystem Management (C&EM)		54	Open	1	Lorraine Lawrence	Ira Lloyd
Candidates						
Refresh   Favorites   Filter   View   Profile   Notes   Status   Hire   Contact   Add to Talent Pool						
All   New 6   Declined 1   Offer Accepted 1   Interview 1 1						
	Candidate Name	Indicators	Location	Status	Date Applied	Source
<input type="checkbox"/>	Lillie Holt	↻	BRAMPTON, ON	Interview 1	2/22/21, 10:07 PM	Careers
<input type="checkbox"/>	Robyn Wallaster	↻	Toronto, ON	New	2/20/21, 4:37 PM	Client Careers Site
<input type="checkbox"/>	Yady Markham	↻	Toronto, ON	New	6/1/21, 10:24 AM	Client Careers Site
<input type="checkbox"/>	Suzy Hayes	↻	Toronto, ON	Offer Accept...	2/20/21, 4:50 PM	Client Careers Site
<input type="checkbox"/>	Jeannie Westbrook	↻	Toronto, ON	New	2/20/21, 4:16 PM	Client Careers Site
<input type="checkbox"/>	Samantha Chilkowski	↻	Bolton, ON	New	2/20/21, 4:13 PM	Client Careers Site
<input type="checkbox"/>	Jennifer Billington	↻	Windingtown	New	2/20/21, 4:52 PM	Client Careers Site
<input type="checkbox"/>	Mona Lisa	↻	Happyville, ON	New	2/20/21, 4:19 PM	Client Careers Site
<input type="checkbox"/>	Eric Mendoza	↻	MOntreal	New	2/20/21, 4:18 PM	Client Careers Site

Other examples of Indicator bubbles include:

When hovering over the 💬 icon, the corresponding bubble appears.

Candidate record includes notes

When hovering over the ↻ icon, the corresponding bubble appears.

Candidate has applied for other positions


When hovering over the 👤 icon, the corresponding bubble appears.

Candidate is a current employee

## Candidates Indicators – Additional Details

Click on a specific indicator recorded for the candidate to view associated details in a pop-up window.

### Example 1

The user clicks on the  icon in the row for the candidate “Jeannie Westbrook”. The indicator means “Candidate is a current employee”.

☰

🏠

Test Site (60.2) Recruiting

👤

🔍

🔔

📧

📶

⏪

🔍 Job Requisitions

📁 Job Requisitions

➤ Recently Viewed

Assistant Environmental Tec...

Assistant Environmental Technician, Wildlife

Coordination & Ecosystem Management (C&EM)

ID54

StatusOpen

Openings1

RecruiterLorraine Lawrence

Hiring ManagerIra Lloyd

Candidates

Job Description

Details

Activity

Postings

🔄 Refresh

★ Favorites

🔍 Filter

👁 View

👤 Profile

💬 Notes

👤 Status

👤 Hire

@ Contact

📁 Add to Talent Pool

⋮

👤 All

🔴 New 6

🚫 Declined 1

👤 Offer Accepted 1

🕒 Interview 1 1

<input type="checkbox"/>	<input type="checkbox"/>	Candidate Name	Indicators	Location	Status	Date Applied	Source	Score
<input type="checkbox"/>	<input type="checkbox"/>	Lillie Holt	👤🔗	BRAMPTON, ON	🕒 Interview 1	2/22/21, 10:07 PM	Careers	
<input type="checkbox"/>	<input type="checkbox"/>	Robyn Wallaster	🔗🔗	Toronto, ON	🔴 New	2/20/21, 4:37 PM	Client Careers Site	
<input type="checkbox"/>	<input type="checkbox"/>	Yady Markham	👤🔗	Toronto, ON	🚫 Declined	6/1/21, 10:24 AM	Client Careers Site	
<input type="checkbox"/>	<input type="checkbox"/>	Suzy Hayes	🔗🔗	Toronto, ON	👤 Offer Accept...	2/20/21, 4:50 PM	Client Careers Site	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jeannie Westbrook	👤🔗	Toronto, ON	🔴 New	2/20/21, 4:16 PM	Client Careers Site	
<input type="checkbox"/>	<input type="checkbox"/>	Samantha Chilkowski	🔗🔗	Bolton, ON	🔴 New	2/20/21, 4:13 PM	Client Careers Site	
<input type="checkbox"/>	<input type="checkbox"/>	Jennifer Billington	🔗🔗	Windingtown	🔴 New	2/20/21, 4:52 PM	Client Careers Site	
<input type="checkbox"/>	<input type="checkbox"/>	Mona Lisa	👤🔗	Happyville, ON	🔴 New	2/20/21, 4:19 PM	Client Careers Site	
<input type="checkbox"/>	<input type="checkbox"/>	Eric Mendoza	🔗🔗	MOntreal	🔴 New	2/20/21, 4:18 PM	Client Careers Site	

As a result, a box pops-up to display basic employment status information for the employee's profile.




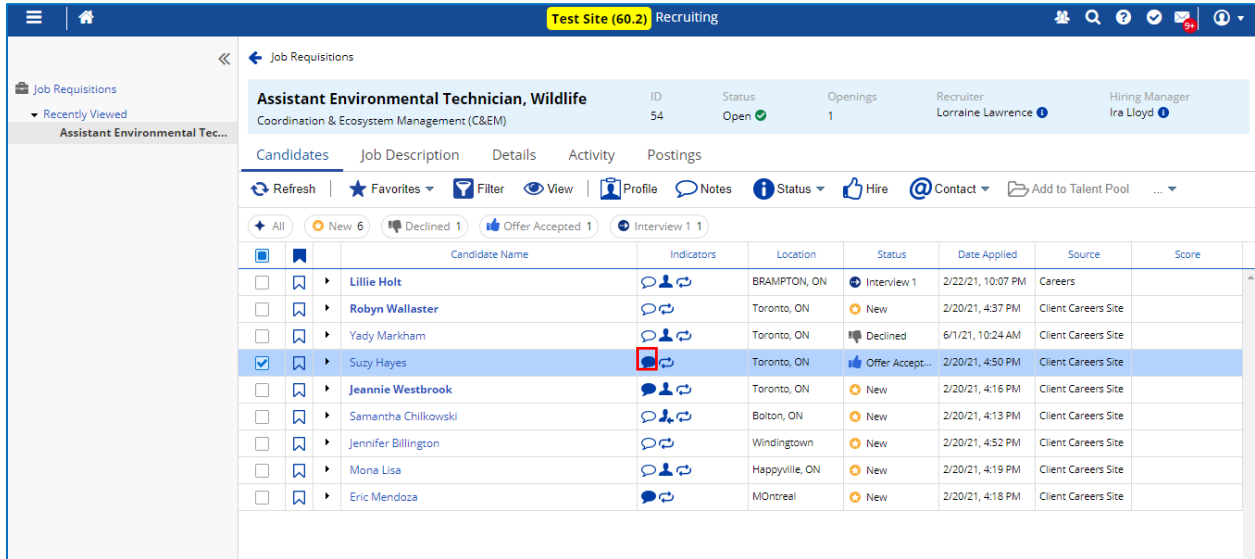
**Jeannie Westbrook**  
 GE Senior Engineer, Geotechnical  
 HO/D&ES - ES

**Employee Profile**

Employee Number 100083	Eligible for Rehire Not Answered
Location HO/D&ES - ES	Termination Reason N/A
Position Title GE Senior Engineer, Geotechnical	Original Hire Date 5/24/2021
Primary Job Senior Engineer, Geotechnical	First Day Worked 5/24/2021
Department GE	Effective From 5/24/2021
Manager Marquis Denney	Effective To N/A
Annual Salary Not Authorized	Rehire Date N/A
Status Active	Termination Date N/A

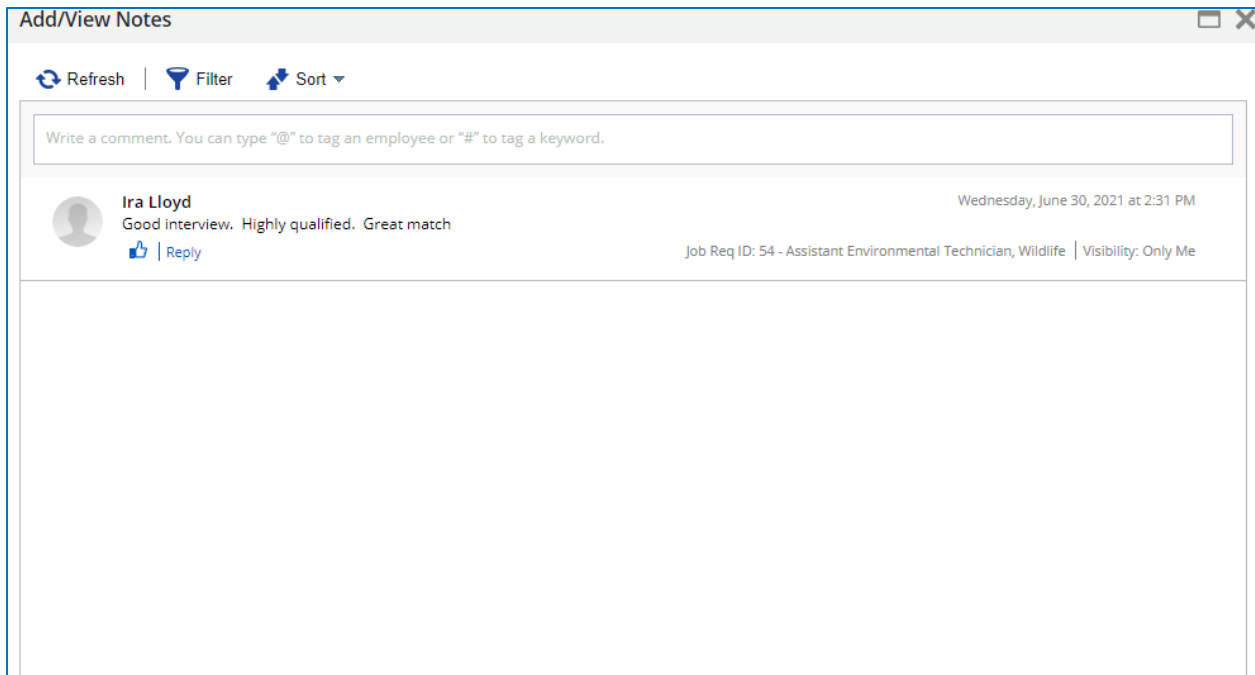
## Example 2

The user clicks on the  icon in the row for the candidate “Suzy Hayes”. The indicator (it is a full blue colour) means “Candidate record includes notes”.



Test Site (60.2) Recruiting									
Job Requisitions		Assistant Environmental Technician, Wildlife		ID	Status	Openings	Recruiter	Hiring Manager	
Coordination & Ecosystem Management (C&EM)				54	Open	1	Lorraine Lawrence	Ira Lloyd	
Candidates		Job Description	Details	Activity	Postings				
Refresh   Favorites   Filter   View   Profile   Notes   Status   Hire   Contact   Add to Talent Pool   ...									
All   New 6   Declined 1   Offer Accepted 1   Interview 1 1									
		Candidate Name	Indicators	Location	Status	Date Applied	Source	Score	
<input type="checkbox"/>		Lillie Holt		BRAMPTON, ON	Interview 1	2/22/21, 10:07 PM	Careers		
<input type="checkbox"/>		Robyn Wallaster		Toronto, ON	New	2/20/21, 4:37 PM	Client Careers Site		
<input type="checkbox"/>		Yady Markham		Toronto, ON	Declined	6/1/21, 10:24 AM	Client Careers Site		
<input checked="" type="checkbox"/>		Suzy Hayes		Toronto, ON	Offer Accept...	2/20/21, 4:50 PM	Client Careers Site		
<input type="checkbox"/>		Jeannie Westbrook		Toronto, ON	New	2/20/21, 4:16 PM	Client Careers Site		
<input type="checkbox"/>		Samantha Chilkowski		Bolton, ON	New	2/20/21, 4:13 PM	Client Careers Site		
<input type="checkbox"/>		Jennifer Billington		Windsor, ON	New	2/20/21, 4:52 PM	Client Careers Site		
<input type="checkbox"/>		Mona Lisa		Happyville, ON	New	2/20/21, 4:19 PM	Client Careers Site		
<input type="checkbox"/>		Eric Mendoza		Montreal	New	2/20/21, 4:18 PM	Client Careers Site		

As result, the **Add/View Notes** box pops up to display notes recorded for the candidate.



Write a comment. You can type "@" to tag an employee or "#" to tag a keyword.

**Ira Lloyd**

Good interview. Highly qualified. Great match


Reply


Wednesday, June 30, 2021 at 2:31 PM

Job Req ID: 54 - Assistant Environmental Technician, Wildlife | Visibility: Only Me

## Download List of Candidates under Job Requisition

You can download EXCEL list of the candidates under a job requisition – this is very useful.

First expand the toolbar to display all the buttons, click the button with the ellipsis and downward arrow  at the end. The bar expands to include another row of buttons, as show below.

The click the  button. An EXCEL file will result with content similarly structured as below.


Candidate Name	Location	Status	Date Applied	Source	Score
Lillie Holt	BRAMPTON, ON	Interview 1	2/22/21, 10:07 PM	Careers	
Robyn Wallaster	Toronto, ON	New	2/20/21, 4:37 PM	Client Careers Site	
Yady Markham	Toronto, ON	Declined	6/1/21, 10:24 AM	Client Careers Site	
Suzy Hayes	Toronto, ON	Offer Accepted	2/20/21, 4:50 PM	Client Careers Site	
Jeannie Westbrook	Toronto, ON	New	2/20/21, 4:16 PM	Client Careers Site	
Samantha Chilkowski	Bolton, ON	New	2/20/21, 4:13 PM	Client Careers Site	
Jennifer Billington	Windingtown	New	2/20/21, 4:52 PM	Client Careers Site	
Mona Lisa	Happyville, ON	New	2/20/21, 4:19 PM	Client Careers Site	
Eric Mendoza	Montreal	New	2/20/21, 4:18 PM	Client Careers Site	

## Notes

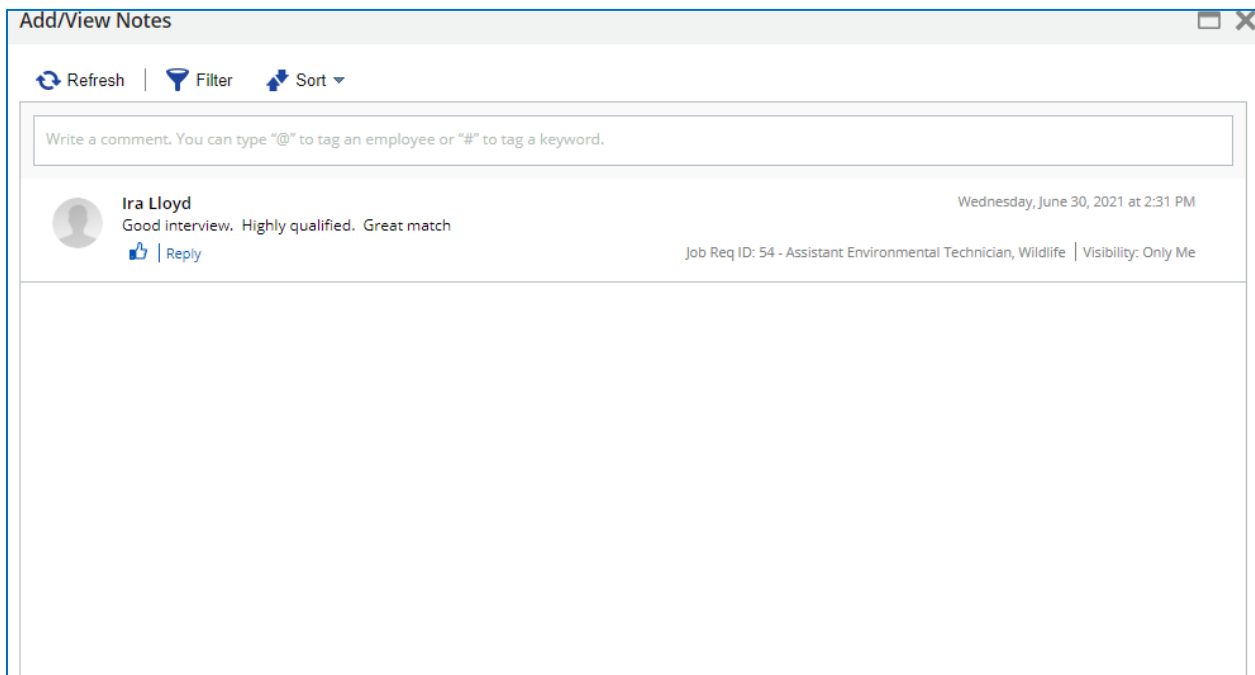
You can record notes for a candidate. Please ensure ***always*** that any note you record is:

- **Display to** = Me
- **Attach to** = Job Requisition

This is to ensure that any note recorded for a candidate is visible to only the person that recorded it.

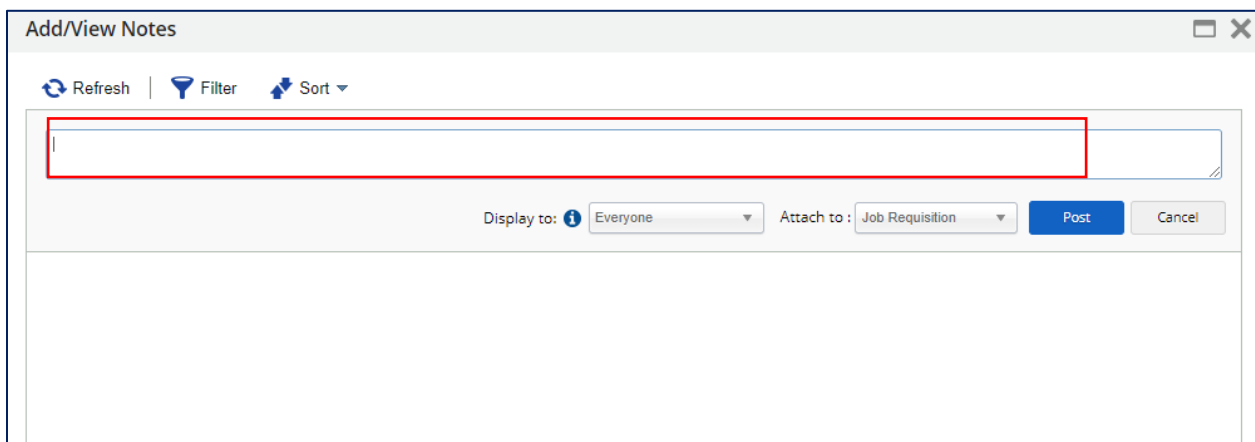
To record a note, first click on the row for the candidate, then click the  **Notes** button. The **Add/View Notes** box pops up.

In certain situations, the history might be blank even though there are notes recorded. Click **Refresh** in this situation.



The screenshot shows the 'Add/View Notes' window. At the top, there are buttons for 'Refresh', 'Filter', and 'Sort'. Below these is a text input field with the placeholder text 'Write a comment. You can type "@" to tag an employee or "#" to tag a keyword.' Below the input field is a note by 'Ira Lloyd' with the text 'Good interview. Highly qualified. Great match' and a 'Reply' button. The note is dated 'Wednesday, June 30, 2021 at 2:31 PM'. At the bottom right, it says 'Job Req ID: 54 - Assistant Environmental Technician, Wildlife | Visibility: Only Me'.

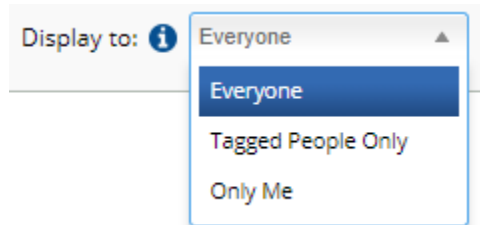
Click in the **Notes** filed.



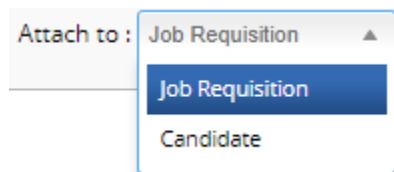
The screenshot shows the 'Add/View Notes' window. At the top, there are buttons for 'Refresh', 'Filter', and 'Sort'. Below these is a text input field. Below the input field are two dropdown menus: 'Display to:' with 'Everyone' selected, and 'Attach to:' with 'Job Requisition' selected. To the right of these dropdowns are 'Post' and 'Cancel' buttons.

The **Display to** contextual feature will appear.

- Next to the **Display to** label click the drop down to select the “Only Me” visibility for the note.
- The system does allow you to select “Everyone” and “Tagged People Only” – but TRCA process is to avoid these - they cannot be disabled. Do not select these values as we want to ensure that recorded comments are visible to only the person that recorded them.



- For **Attach to** select “Job Requisition”
- The system does allow you to select “Candidate” – but TRCA process is to avoid this - it cannot be disabled. Do not select this value as we want to ensure that recorded comments are visible only for the job requisition in question and that the comments do not follow the candidate into other possible job applications.



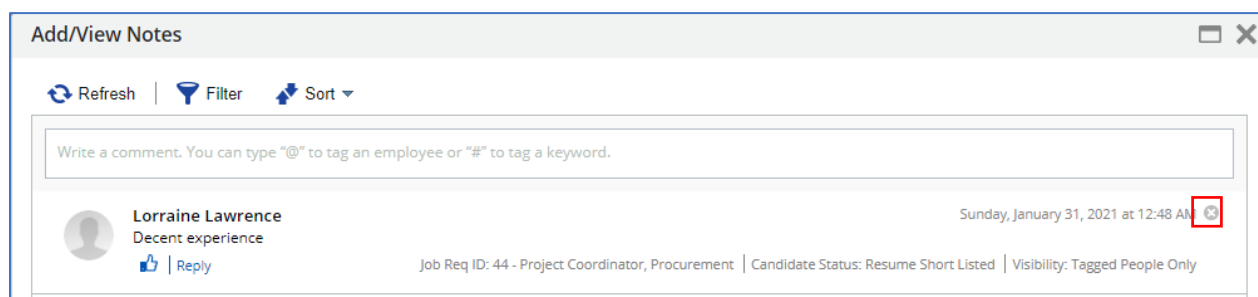
### Notes Made by Candidate

Any note a candidate records – for example, an optional comment for a Reject response to an offer, will also appear in the Add / View Notes pop-up box.

### Delete Note


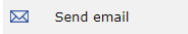
You can delete a note that you have recorded.

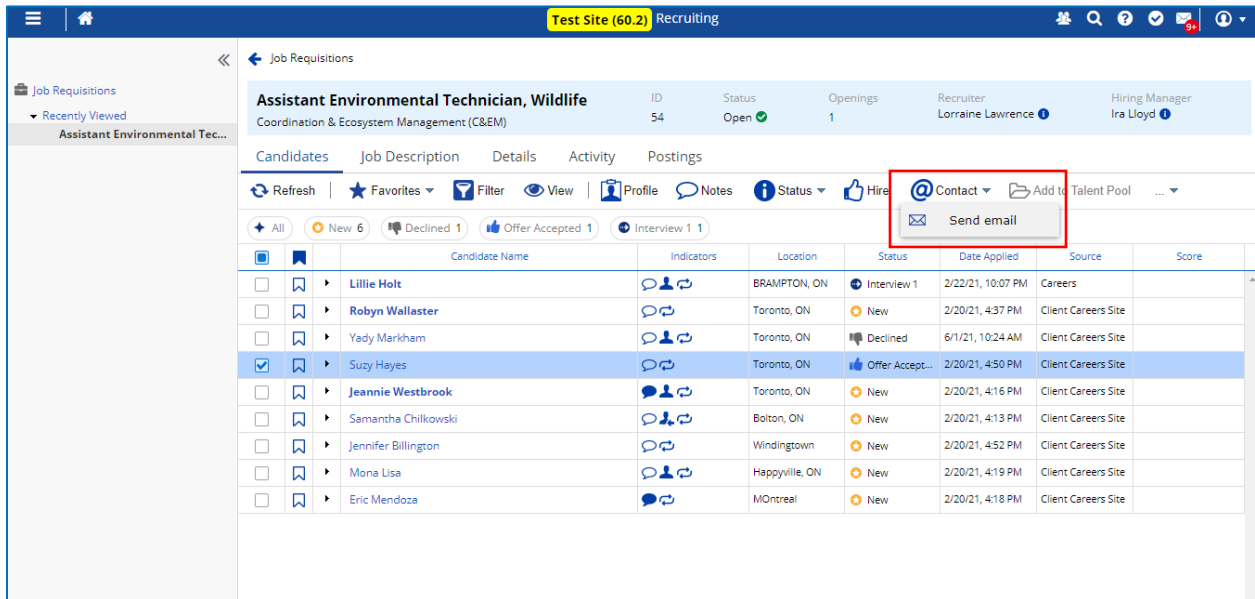
To do so, hover over the note you recorded. An “x” will appear at the top right-hand corner, next to the date timestamp. Click the “x” to delete.





## Email Candidate

**Recruiting** links with your email client application to facilitate direct email communication with a candidate. Select the candidate, then click the  **Contact** ▾, then  Send email



The screenshot shows the TRCA Recruiting interface. The top navigation bar includes 'Test Site (60.2)' and 'Recruiting'. The main content area displays the 'Assistant Environmental Technician, Wildlife' job requisition. The 'Candidates' tab is selected, showing a list of candidates. The candidate 'Suzy Hayes' is highlighted. A red box highlights the '@ Contact' button and the 'Send email' button.

Candidate Name	Indicators	Location	Status	Date Applied	Source	Score
<input type="checkbox"/> Lillie Holt		BRAMPTON, ON	Interview 1	2/22/21, 10:07 PM	Careers	
<input type="checkbox"/> Robyn Wallaster		Toronto, ON	New	2/20/21, 4:37 PM	Client Careers Site	
<input type="checkbox"/> Yady Markham		Toronto, ON	Declined	6/1/21, 10:24 AM	Client Careers Site	
<input checked="" type="checkbox"/> Suzy Hayes		Toronto, ON	Offer Accept...	2/20/21, 4:50 PM	Client Careers Site	
<input type="checkbox"/> Jeannie Westbrook		Toronto, ON	New	2/20/21, 4:16 PM	Client Careers Site	
<input type="checkbox"/> Samantha Chilkowski		Bolton, ON	New	2/20/21, 4:13 PM	Client Careers Site	
<input type="checkbox"/> Jennifer Billington		Windingtown	New	2/20/21, 4:52 PM	Client Careers Site	
<input type="checkbox"/> Mona Lisa		Happyville, ON	New	2/20/21, 4:19 PM	Client Careers Site	
<input type="checkbox"/> Eric Mendoza		MOntreal	New	2/20/21, 4:18 PM	Client Careers Site	

Your default email editor will appear with the candidate's email address inputted.

Ensure you set your default Windows email application for the above feature to work.

To do so, in Windows Search, key in "Default" and open the Default Apps feature and then set the default email application.

## Candidate Status

Every candidate has a **Status** value recorded for their application at any time and it is updated depending on circumstances for the candidate.


You update **Status** values to organize and prioritize candidates.

In addition to manual updates you make to **Status**, Dayforce updates **Status** values when certain events take place. This is referred to as a **System Status** value. For example, if a candidate accepts an offer (through the automated Offer Letter process), then Dayforce changes the existing Status value (one that you might have manually recorded) to "Offer Accepted".

When a candidate applies, Dayforce sets their **Status** = "New". As well, their name in the Candidates screen is bolded.

For an external candidate who answers "No" to the question "Are you legally eligible to work in Canada?", Dayforce automatically sets their **Status** to "Declined". (This is an auto-trigger enabled update that is applied to the question.)

## Candidate is a Former Employee – Candidate Linking


If a candidate you intend to hire is a former employee, you must inform your HRBP before submitting the candidate hire form (explained in a following section). Dayforce's Recruiting module includes a  - **Link Candidate** feature that they will use to link a candidate to a previous Dayforce employee record.


After being linked and then being hired, the candidate's existing "Employment Status" record in Dayforce will be updated instead of a new account being created.


Failure to link a candidate to a previous record will prevent the candidate hire form submission from being completed successfully because Dayforce will detect a duplicate SIN and issue an alert when the HRBP records the SIN in the candidate hire form and then proceeds to approve it.


When a candidate **is** linked to their previous Dayforce record, their SIN will already be in Dayforce, and the related field can be left blank by the HRBP when they proceed to approve the candidate hire form.

## Linked Candidate

Once candidate is linked, the  icon is displayed next to their name in the Candidates list in Job Requisitions. The icon means "Candidate is a former employee".

If desired, before submitting the candidate hire form, you can view details such as last work assignment, last rate / salary, last termination reason, etc. by clicking the  icon.



**Valentina Ribero**



LSG General Office Or Tech Grad  
 LSGFC/E&T - E&T

**Former Employee Profile**

**Most Recent Work Assignment**

Employee Number	Eligible for Rehire
	Not Answered
Location	Termination Reason
LSGFC/E&T - E&T	N/A
Position Title	Original Hire Date
LSG General Office Or Tech Grad	7/3/2018
Primary Job	First Day Worked
General Office Or Tech Grad	7/3/2018
Department	Effective From
LSG	7/3/2018
Manager	Effective To
N/A	N/A
Annual Salary	Rehire Date
\$32,591.52	N/A
Status	Termination Date
Terminated	8/17/2018

## Update Candidate Status

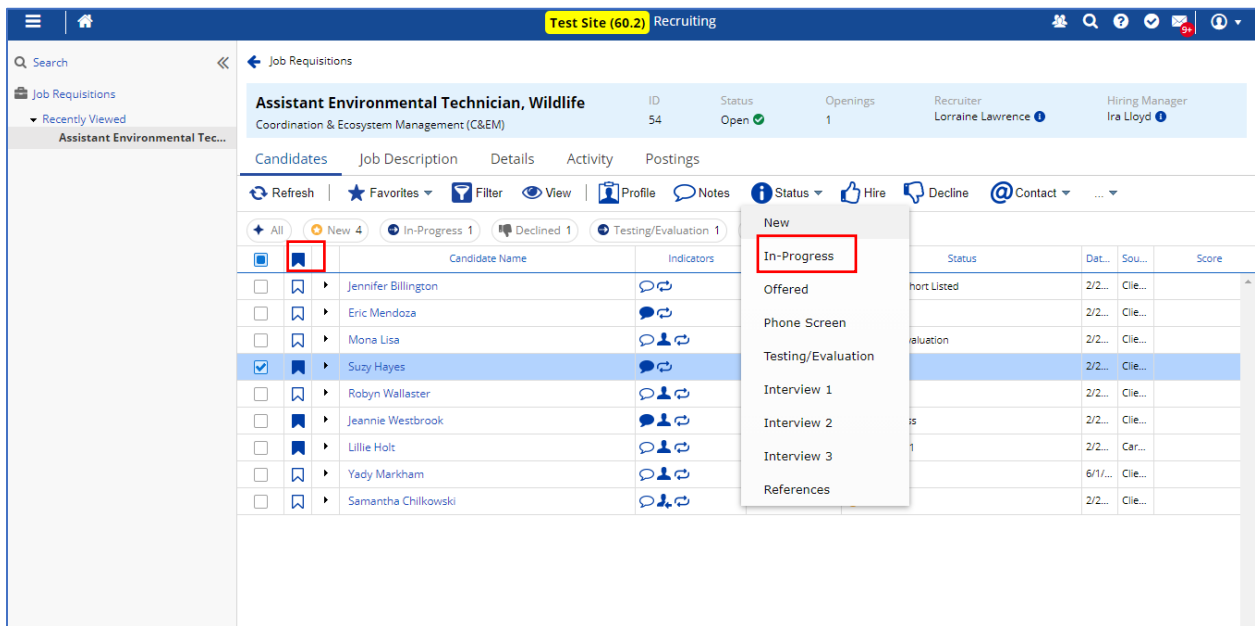
To update a candidate's status manually, select the candidate. click the  Status ▾ button, then select a value.

The following values are available:

- In – Progress
- Offered
- Phone Screen
- Testing/Evaluation
- Interview 1
- Interview 2
- Interview 3
- References

Please note – the Candidates list includes a dedicated “Shortlisted” check-box – this can also be used as a status value.

Below the candidate's status is updated to “In Progress”.



The screenshot shows the TRCA Recruiting interface for the job requisition "Assistant Environmental Technician, Wildlife". The "Candidates" tab is selected, and a list of candidates is displayed. The "Status" dropdown menu is open, showing the following options: In-Progress, Offered, Phone Screen, Testing/Evaluation, Interview 1, Interview 2, Interview 3, and References. The "In-Progress" option is highlighted with a red box.

Candidate Name	Indicators	Status	Dat...	Sou...	Score
Jennifer Billington					
Eric Mendoza					
Mona Lisa					
Suzy Hayes					
Robyn Wallaster					
Jeannie Westbrook					
Lillie Holt					
Yady Markham					
Samantha Chilkowski					

When you update a candidate's status, you are given the option of adding a note to the candidate record:

If you do not want to record a note, simply click the 'X' at the top right-hand corner to exit the wizard.


Click the label **Click to view notes in history** to view any existing notes.

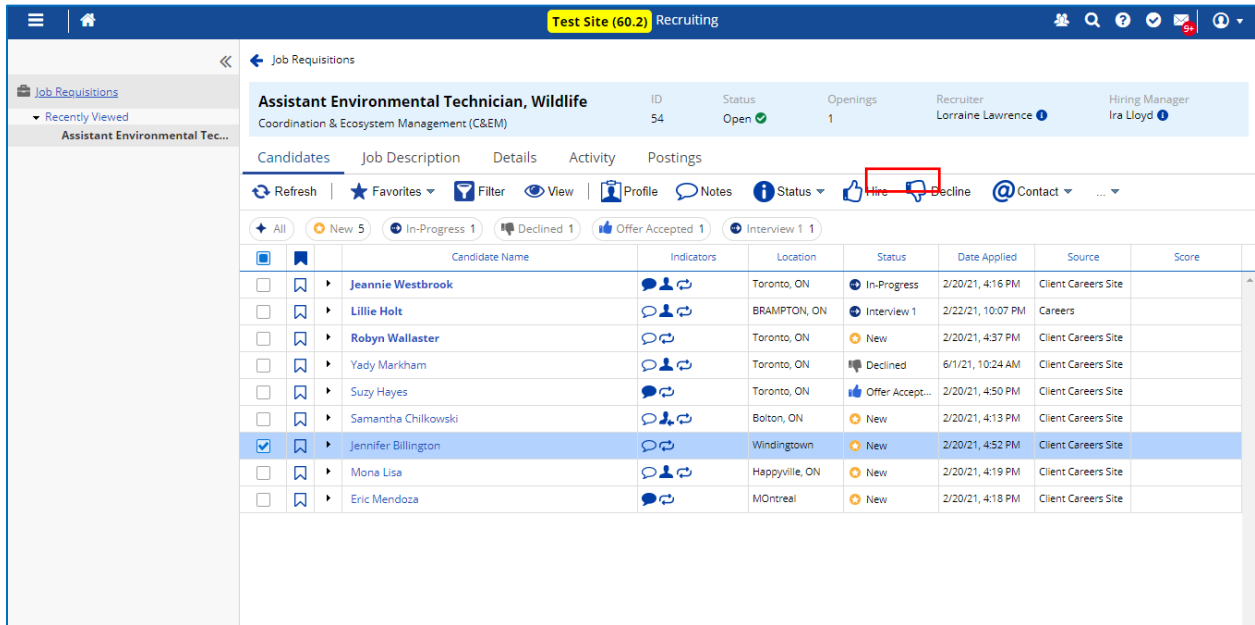
As explained in an earlier section, any recorded comments for a candidate should always have:

- **Display to = Me**
- **Attach to = Job Requisition**

This is to ensure that any note recorded for a candidate is visible to only the person that recorded it and that it does not follow the candidate into any possible other job applications.

## Decline

You can **Decline** a candidate in any situation. To **Decline** the candidate, select the candidate, then click  button.



**Assistant Environmental Technician, Wildlife**  
Coordination & Ecosystem Management (C&EM)

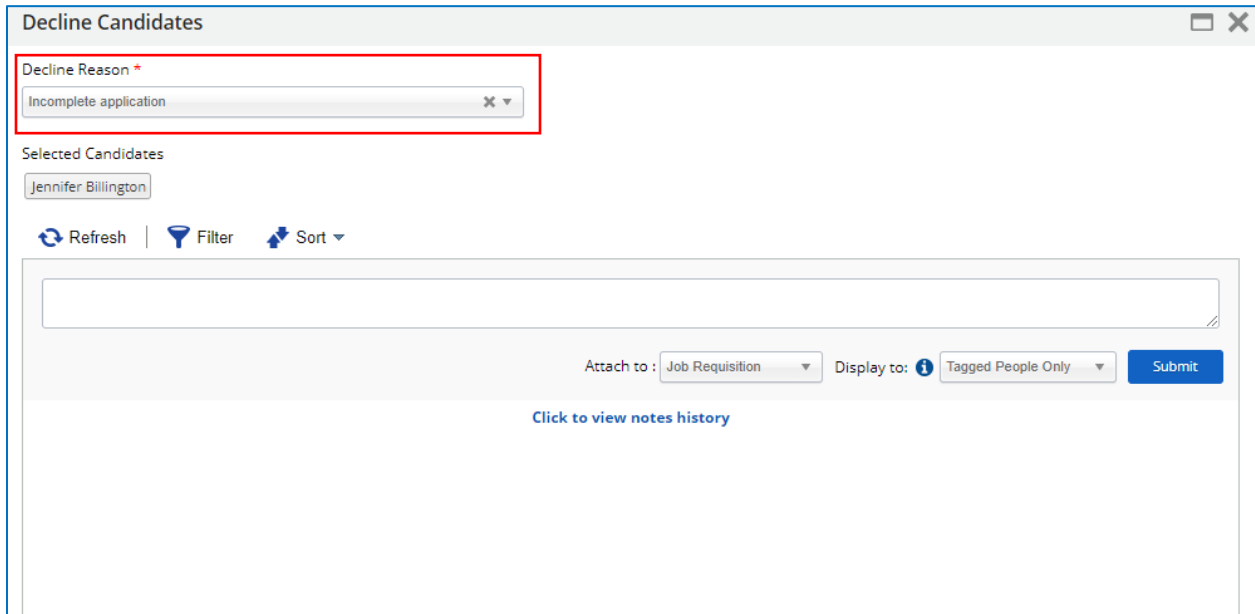
ID: 54 | Status: Open | Openings: 1 | Recruiter: Lorraine Lawrence | Hiring Manager: Ira Lloyd

Buttons: Refresh, Favorites, Filter, View, Profile, Notes, Status, Hire, **Decline**, Contact

	Candidate Name	Indicators	Location	Status	Date Applied	Source	Score
<input type="checkbox"/>	Jeannie Westbrook		Toronto, ON	In-Progress	2/20/21, 4:16 PM	Client Careers Site	
<input type="checkbox"/>	Lillie Holt		BRAMPTON, ON	Interview 1	2/22/21, 10:07 PM	Careers	
<input type="checkbox"/>	Robyn Wallaster		Toronto, ON	New	2/20/21, 4:37 PM	Client Careers Site	
<input type="checkbox"/>	Yady Markham		Toronto, ON	Declined	6/1/21, 10:24 AM	Client Careers Site	
<input type="checkbox"/>	Suzy Hayes		Toronto, ON	Offer Accept...	2/20/21, 4:50 PM	Client Careers Site	
<input type="checkbox"/>	Samantha Chilkowski		Boiton, ON	New	2/20/21, 4:13 PM	Client Careers Site	
<input checked="" type="checkbox"/>	Jennifer Billington		Windingtown	New	2/20/21, 4:52 PM	Client Careers Site	
<input type="checkbox"/>	Mona Lisa		Happyville, ON	New	2/20/21, 4:19 PM	Client Careers Site	
<input type="checkbox"/>	Eric Mendoza		MOntreal	New	2/20/21, 4:18 PM	Client Careers Site	

Every time you **Decline** a candidate, you must record a **Decline Reason**.

You record the **Decline Reason** in the resulting **Decline Candidates** box that pops up after you click  button.



**Decline Candidates**

Decline Reason \*  
Incomplete application

Selected Candidates  
Jennifer Billington

Refresh | Filter | Sort

Attach to: Job Requisition | Display to: Tagged People Only | Submit

[Click to view notes history](#)

You can optionally record a note.

You can optionally click the caption **Click to view notes in history**.

Click  to complete the **Decline** update.

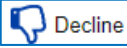
Please note that performing a **Decline** action generates a corresponding **Status** value update.

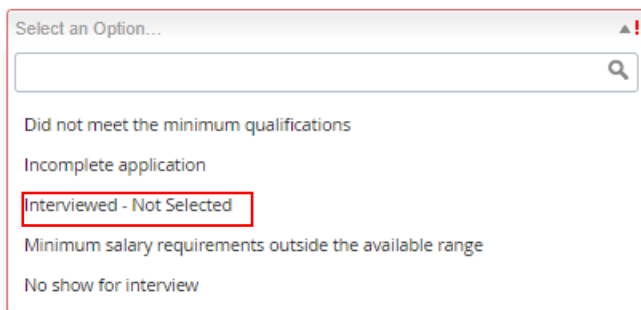
### Decline - Automated Job Application Status Message – Regret Message

If you want Dayforce to send out an automated message (i.e., “Regret”) to an unsuccessful candidate about the status of their application, you need to select the “Interview – Not Selected” Decline Reason.

When you do this, the message is sent to the unsuccessful candidate.

No message is sent out under any other Decline Reason.

-  the candidate.
- Select “Interview – Not Selected” from the **Decline Reason** list.

A screenshot of a dropdown menu titled "Select an Option...". The menu is open, showing a list of decline reasons. The option "Interviewed - Not Selected" is highlighted with a red rectangular box. Other options visible include "Did not meet the minimum qualifications", "Incomplete application", "Minimum salary requirements outside the available range", and "No show for interview".

- This is the message that is sent to external candidates.

We would like to thank you for your time during the recent recruitment for the position of Job Posting Title.

After careful consideration, we have decided to go with a candidate that more closely matched the qualifications of the position. We encourage you to consider applying for open jobs at TRCA that match your experience and qualifications in the future.

All the best in your future endeavors.  
Hiring Manager

- This is the message that is sent to internal candidates.

We would like to thank you for your time during the recent recruitment for the position of Job Posting Title.

After careful consideration, we have decided to go with a candidate that more closely matched the qualifications of the position. We encourage you to consider applying for open jobs at TRCA that match your experience and qualifications in the future.

If you would like to receive feedback, please do not hesitate to contact me.

All the best in your future endeavors,  
Hiring Manager

## Candidate Profile

When you click directly on a **Candidate Name**, the candidate's **Candidate Profile** will load.

(In **Recruiting** and related reference material, the term **Candidate Record** is used interchangeably with **Candidate Profile**.)

The screenshot shows the 'Job Requisitions' page for 'Project Coordinator, Procurement (PROC)'. The top bar indicates 'Test Site (59.4)' and 'Recruiting'. The left sidebar shows navigation options like 'Talent Community', 'Overview', 'Job Requisitions', and 'Candidate Management'. The main area displays a table of candidates with columns for Candidate Name, Indicators, Location, Status, Date Applied, Source, and Score. The table lists several candidates, with Jennifer Billington highlighted at the bottom.

	Candidate Name	Indicators	Location	Status	Date Applied	Source	Score
<input type="checkbox"/>	Valentina Ribero		Toronto, ON	New	1/30/21, 9:4...	Client Careers Site	
<input type="checkbox"/>	Lauren J Fulmer		SCHOMBERG, ON	Declined - Did not meet t...	10/22/20, 10...	Careers	
<input type="checkbox"/>	Suzy Hayes		Toronto	In-Progress	10/22/20, 10...	Client Careers Site	
<input type="checkbox"/>	LINDA WATSON		Mississauga, ON	Declined - interviewed - N...	10/22/20, 10...	Client Careers Site	
<input type="checkbox"/>	Marty Willardson		Smalltown, ON	Declined	10/22/20, 10...	Client Careers Site	
<input type="checkbox"/>	Kate Giulio		Whatever City, ON	Offer Expired	10/22/20, 10...	Client Careers Site	
<input checked="" type="checkbox"/>	Jennifer Billington		Windingtown	Declined - interviewed - N...	10/22/20, 11...	Client Careers Site	

The **Candidate Profile** screen displays, as per below.

It is important to note that that job requisition from which you started continues to be referenced in the **Candidate Profile**. This gives context to potential actions you can take through the **Actions** panel.

The screenshot shows the 'Candidate Profile' for Jennifer Billington. The top bar indicates 'Test Site (60.2)' and 'Recruiting'. The left sidebar shows navigation options like 'Job Requisition: Assistant Environmental Technician, Wildlife', 'Jennifer Billington', and '7 of 9'. The main area displays the candidate's profile, including contact information, job title, and a list of actions. The 'Job Requisition Assistant Environmental Technician, Wildlife 54' is highlighted in a red box.

**Job Requisition Assistant Environmental Technician, Wildlife 54**

Status: Open | Openings: 1 | Recruiter: Lorraine Lawrence | Hiring Manager: Ira Lloyd

**Jennifer Billington**  
 1189 Winding Road  
 Windingtown, L4K6Z3  
 CAN  
 +1 (416)-444-6655  
 b1486362@gmail.com  
 Most Recent Job Title: Engineering Manager  
 Most Recent Employer: Company 2

**Actions**

- Update Candidate Status
- Contact
- Mark as Unviewed
- Add to Talent Pool
- Hire Candidate
- Decline Candidate
- Add to Shortlist

**Application** | Applied Jobs

Resume | Candidate Info | Questionnaires | Additional Documents

**Download**

**Jennifer Billington**  
 a 1189 Winding Road, Windingtown, ON L4k6Z3  
 p: (416) 444-6655 - email: b1486362@gmail.com

**Profile**

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor.


**Experience**

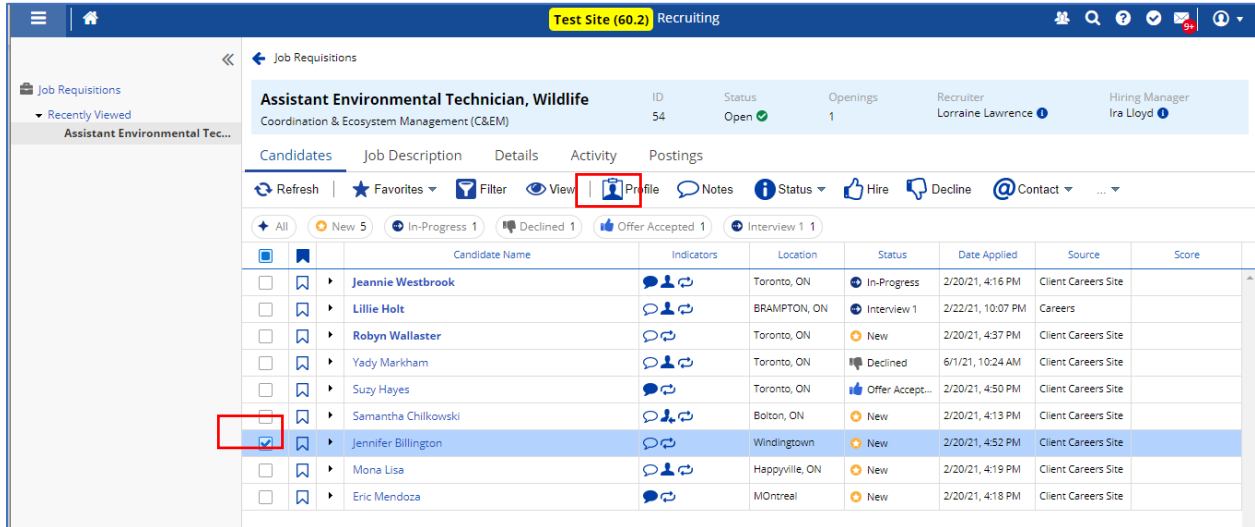
Company 3 - Senior Engineering Manager (2009 > )

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor.

Company 2 – Engineering Manager (2007 > 2009)

## Candidate Profile(s)

Another way to access the **Candidate Profile** is to check the box next to a candidate's name and then click the  button.




**Assistant Environmental Technician, Wildlife**  
Coordination & Ecosystem Management (C&EM)

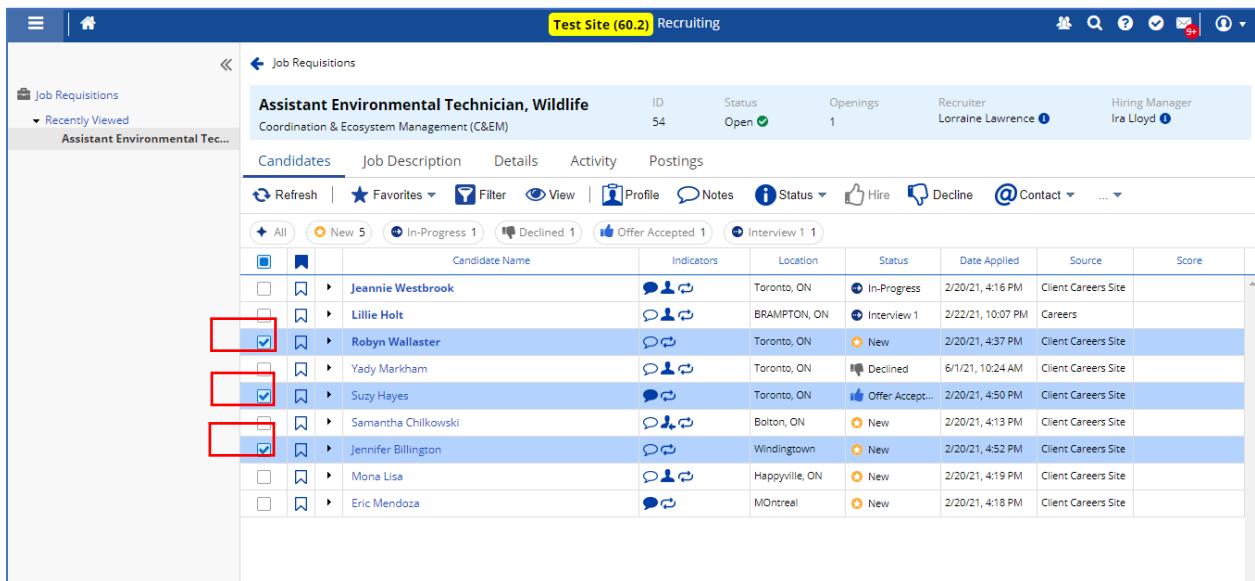
ID: 54 | Status: Open | Openings: 1 | Recruiter: Lorraine Lawrence | Hiring Manager: Ira Lloyd

Buttons: Refresh, Favorites, Filter, View, **Profile**, Notes, Status, Hire, Decline, Contact

Filters: All, New 5, In-Progress 1, Declined 1, Offer Accepted 1, Interview 1

	Candidate Name	Indicators	Location	Status	Date Applied	Source	Score
<input type="checkbox"/>	Jeannie Westbrook		Toronto, ON	In-Progress	2/20/21, 4:16 PM	Client Careers Site	
<input type="checkbox"/>	Lillie Holt		BRAMPTON, ON	Interview 1	2/22/21, 10:07 PM	Careers	
<input type="checkbox"/>	Robyn Wallaster		Toronto, ON	New	2/20/21, 4:37 PM	Client Careers Site	
<input type="checkbox"/>	Yady Markham		Toronto, ON	Declined	6/1/21, 10:24 AM	Client Careers Site	
<input type="checkbox"/>	Suzy Hayes		Toronto, ON	Offer Accept...	2/20/21, 4:50 PM	Client Careers Site	
<input type="checkbox"/>	Samantha Chilkowski		Bolton, ON	New	2/20/21, 4:13 PM	Client Careers Site	
<input checked="" type="checkbox"/>	Jennifer Billington		Windingtown	New	2/20/21, 4:52 PM	Client Careers Site	
<input type="checkbox"/>	Mona Lisa		Happyville, ON	New	2/20/21, 4:19 PM	Client Careers Site	
<input type="checkbox"/>	Eric Mendoza		Montreal	New	2/20/21, 4:18 PM	Client Careers Site	

If you select multiple candidates and click the  button, the **Candidate Profile** screen loads with all the selected candidates, and you can flip between candidates one at a time.



**Assistant Environmental Technician, Wildlife**  
Coordination & Ecosystem Management (C&EM)

ID: 54 | Status: Open | Openings: 1 | Recruiter: Lorraine Lawrence | Hiring Manager: Ira Lloyd

Buttons: Refresh, Favorites, Filter, View, **Profile**, Notes, Status, Hire, Decline, Contact

Filters: All, New 5, In-Progress 1, Declined 1, Offer Accepted 1, Interview 1

	Candidate Name	Indicators	Location	Status	Date Applied	Source	Score
<input type="checkbox"/>	Jeannie Westbrook		Toronto, ON	In-Progress	2/20/21, 4:16 PM	Client Careers Site	
<input type="checkbox"/>	Lillie Holt		BRAMPTON, ON	Interview 1	2/22/21, 10:07 PM	Careers	
<input checked="" type="checkbox"/>	Robyn Wallaster		Toronto, ON	New	2/20/21, 4:37 PM	Client Careers Site	
<input type="checkbox"/>	Yady Markham		Toronto, ON	Declined	6/1/21, 10:24 AM	Client Careers Site	
<input checked="" type="checkbox"/>	Suzy Hayes		Toronto, ON	Offer Accept...	2/20/21, 4:50 PM	Client Careers Site	
<input checked="" type="checkbox"/>	Samantha Chilkowski		Bolton, ON	New	2/20/21, 4:13 PM	Client Careers Site	
<input checked="" type="checkbox"/>	Jennifer Billington		Windingtown	New	2/20/21, 4:52 PM	Client Careers Site	
<input type="checkbox"/>	Mona Lisa		Happyville, ON	New	2/20/21, 4:19 PM	Client Careers Site	
<input type="checkbox"/>	Eric Mendoza		Montreal	New	2/20/21, 4:18 PM	Client Careers Site	



Click the scroll selector to flip between candidates.

The screenshot displays the TRCA Recruiting system interface. At the top, a blue navigation bar contains a menu icon, a home icon, and a yellow badge indicating 'Test Site (60.2) Recruiting'. Below the navigation bar, a breadcrumb trail shows 'Job Requisition: Assistant Environmental Technician, Wildlife • 54'. A red box highlights a scroll selector with 'Jennifer Billington' and '1 of 3'.

The main content area is divided into two columns. The left column contains a sidebar with the candidate's name 'Jennifer Billington', contact information (1189 Winding Road, Windingtown, L4K6Z3 CAN, +1 (416)-444-6655, b1486362@gmail.com), and a list of actions: Update Candidate Status, Contact, Mark as Unviewed, Add to Talent Pool, Hire Candidate, Decline Candidate, and Add to Shortlist. The right column displays the candidate's profile, including their job title 'Assistant Environmental Technician, Wildlife • 54', status 'Open', and openings '1'. It also lists the recruiter 'Lorraine Lawrence' and hiring manager 'Ira Lloyd'. The profile section includes tabs for 'Application' and 'Applied Jobs', and a 'Download' button. The profile content shows the candidate's name, address, phone number, email, and sections for 'Profile' and 'Experience'.

**Jennifer Billington**  
a 1189 Winding Road, Windingtown, ON L4k6Z3  
p: (416) 444-6655 - email: b1486362@gmail.com

**Profile**  
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor.


**Experience**  
Company 3 - Senior Engineering Manager (2009 > )  
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor.  
Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure.


Company 2 – Engineering Manager (2007 > 2009)

## Candidate Information and Actions Panels

On the left are the **Candidate Information** panel and the **Actions** panel.

The screenshot shows a vertical panel divided into two main sections. The top section, titled 'Candidate Information', has a light blue background and contains the following details: a speech bubble icon in the top left, a back arrow icon in the top right, the name 'Jennifer Billington' in large text, a circular refresh icon, the address '1189 Winding Road, Windingtown, L4K6Z3, CAN', a phone icon with the number '+1 (416)-444-6655', an email icon with the address 'b1486362@gmail.com', the text 'Most Recent Job Title: Engineering Manager', and 'Most Recent Employer: Company 2'. The bottom section, titled 'Actions', has a white background and contains a list of buttons: 'Update Candidate Status' (with an information icon), 'Contact' (with an @ icon), 'Send Resume' (with a resume icon), 'Mark as Unviewed' (with a document and X icon), 'Add to Talent Pool' (with a folder icon), and 'More Action' (with a three-dot icon). At the very bottom of the panel is a tag icon and a text input field labeled 'Add tags'.

The  icon indicates that there are notes recorded for the candidate. You can click it to display them.

The  icon indicates that the candidate has applied for other positions / job requisitions.

Contact information is visible. Click the email address to instantly email the candidate.

You can take actions by clicking these buttons.

## Application Tab

The candidate profile includes the **Application** tab.

The screenshot shows the TRCA Recruiting interface for a candidate profile. The top navigation bar includes a menu icon, a home icon, a search bar with "Test Site (60.3)" and "Recruiting", and user icons. The main header displays the job requisition: "Assistant Environmental Technician, Wildlife" and the candidate name "Jennifer Billington". Below this, the status is "Open", there is 1 opening, and the recruiter is "Lorraine Lawrence". The hiring manager is "Ira Lloyd".


The left sidebar shows the candidate's contact information: "Jennifer Billington", "1189 Winding Road, Windingtown, L4K6Z3 CAN", and phone number "+1 (416)-444-6655". It also lists her most recent job title as "Engineering Manager" and her most recent employer as "Company 2".

The main content area has a tabbed interface with "Application" selected. Below the tabs are buttons for "Resume", "Candidate Info", "Questionnaires", and "Additional Documents". The "Application" tab content shows a download button and a profile section for Jennifer Billington, including her address, phone number, and email. Below the profile are sections for "Experience" with details for "Company 3 - Senior Engineering Manager (2009 >)" and "Company 2 - Engineering Manager (2007 > 2009)".

Under this tab heading are buttons you click to display associated information and features.

This close-up shows the "Application" tab heading and the four buttons below it: "Resume", "Candidate Info", "Questionnaires", and "Additional Documents". Each button is highlighted with a red border.

## Resume

- The resume that the candidate uploaded for their application to the job requisition is displayed.
- Click  [Download](#) to download the file.

## Candidate Info

- Information that was recorded during the application process is displayed here.

Candidate Details

Personal Information

Edit

Name

Jennifer Billington

Contact Info

+1 (416)-444-6655

b1486362@gmail.com

Mailing Address

1189 Winding Road

Windingtown, L4K6Z3

CAN

TeamRelate

There is no available data for this section.

Candidate Source

Edit

Source

Client Careers Site

Site Name

Client Careers Site

Work Experience

Add

Jan 2007 - Jan 2009

Engineering Manager

Company 2

Delete

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim

## Questionnaires

- Candidates' answers to questions that were part of the application are displayed here.

Application
Applied Jobs

Resume
Candidate Info
Questionnaires
Additional Documents

Print

Assistant Environmental Technician, Wildlife · 54

External Position - Questions 06 - with Driver License + Travel

1 Are you legally entitled to work in Canada? \*

☐ Yes
☐ No

2 As per TRCA's Nepotism Policy, do you have a relative or close personal relationship with someone that works at TRCA? If yes, please provide the employee's name. \*

☐ Yes
☒ No

3 Do you have the required certification / designation for this position? If you answer Yes, please identify what certification / designation you hold. \*

☐ Not applicable, No specific certification / designation required for this position.
☐ No
☒ Yes

Designation

4 Do you hold a valid driver's license that would allow you to legally operate a vehicle in Ontario? If you answer Yes, please identify what type of license you hold (G, G2, DZ, etc.).

## Additional Documents

- All supporting documents / files that the candidate uploaded during the application process are displayed here.
- Examples include “[Resume](#)”, “[Cover Letter](#)” and “[Additional Documents](#)”.

Application

Resume
Candidate Info
Questionnaires
Additional Documents

+ Add
Delete
Download

☐ [Jennifer Billington- cover.docx](#) (docx, 20.0 KB)
Uploaded By Candidate
Date 2/20/2021

## Edit Candidate Details

If necessary, you can click “Add”, “Edit” or “Delete” and update candidate details.

**Test Site (59.4)** Recruiting

Job Requisition: Project Coordinator, Procurement

Jennifer Billington

Status: Open

Openings: 1

Recruiter: Lorraine Lawrence

Hiring Manager: Linda Martin

4 of 8

**Jennifer Billington**

1189 Winding Road  
Windingtown, L4K6Z3  
CAN

+1 (416)-444-6655  
b1486362@gmail.com

Most Recent Job Title  
Engineering Manager

Most Recent Employer  
Company 2

**Actions**

- Update Candidate Status
- Contact
- Send Resume
- Mark as Unviewed
- Add to Talent Pool
- Assign to Requisition
- Send Offer Letter
- More Action
- Add tags

**Application** **Applied Jobs**

Resume **Candidate Info** Questionnaires Additional Documents

Print

**Candidate Details**

**Personal Information** **Edit**

Name: Jennifer Billington

Contact Info: +1 (416)-444-6655  
b1486362@gmail.com

Mailing Address: 1189 Winding Road  
Windingtown, L4K6Z3  
CAN

**TeamRelate**

There is no available data for this section.

**Candidate Source** **Edit**

Source: Client Careers Site

Site Name: Client Careers Site

**Work Experience** **+ Add** **Delete**

Jan 2007 - Jan 2009 **Engineering Manager**  
Company 2

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea

## Offer Letters

Dayforce Recruiting includes the **Letter Management** feature that automates the **Offer Letter** process. Offer letters are based on pre-configured templates stored in Dayforce that are updated with TRCA standard offer letter content

Offer letters for a candidate will be prepared by the Human Resources Business Partner.

Before an offer letter is sent to a candidate it is first sent you and you must approve it.

Once approved, Offer letters are forwarded to candidates through:

- Email for external candidates.
- Dayforce Message Centre and TRCA Business email for internal candidates.

Candidates accept or reject their offer letters electronically by clicking a related button that is included in the offer letter that they receive.


An expiry date is applied to offer letters, after which they cannot be accepted by the candidate.

### Hiring Manager: Offer Letter Approval

You receive the offer letter for approval to your Dayforce Message Centre.

A related notification of the offer letter is sent to your business email.

A message has been sent to you in Dayforce



notify@dayforce.com

To ○ Nick Grossi

A decision request is pending your approval. Please log into Dayforce to view and process the request.

A Job Offer will be forwarded to Tika Khaotum.

This offer is for the position of Job Req. # 79 / Coordinator, Ontario Climate Consortium.

Please review and provide your approval or rejection as soon as possible.

You can also access it through a **Pending Actions** notification on the Home screen.

At the bottom of the letter are the standard **Accept** and **Reject** buttons included in Dayforce approvals

## Pending Actions Notification

The screenshot shows a navigation bar with four icons: Actions (highlighted), Events, Balances, and Bookmarks. Below the bar, the 'Pending Actions' section displays a notification for Lorraine Lawrence regarding an 'Offer Letter Approval Request' for Suzy Hayes, Analyst, Water Resources Engineering. The notification includes a timestamp of 2/11/2021 2:08 PM and 'Accept' and 'Reject' buttons. A red box highlights the notification row.

When you click on the notification on the Home screen, the **Offer Letter** pop-up box appears, as per below. This view of the offer letter is constricted. The only way to view more of the letter is to drag the splitter bar downwards and scroll, but it is still constricted.

The screenshot shows the 'Offer Letter' pop-up box. It contains a header 'Offer Letter' and a text editor area. The text editor area is constricted, showing only the top portion of the letter, which includes the 'Toronto and Region Conservation' logo. A red box highlights the text editor area. Below the text editor, there is a 'Comment' section with a text input field, a 'Response' section with a text input field, and buttons for 'Accept', 'Reject', and 'Print Form'. At the bottom, there is a 'History (1)' section with a table showing the response history.

Response Time	User Name	Response	Response Comment
2/11/21, 2:08 PM	Lorraine Lawrence	Submission	

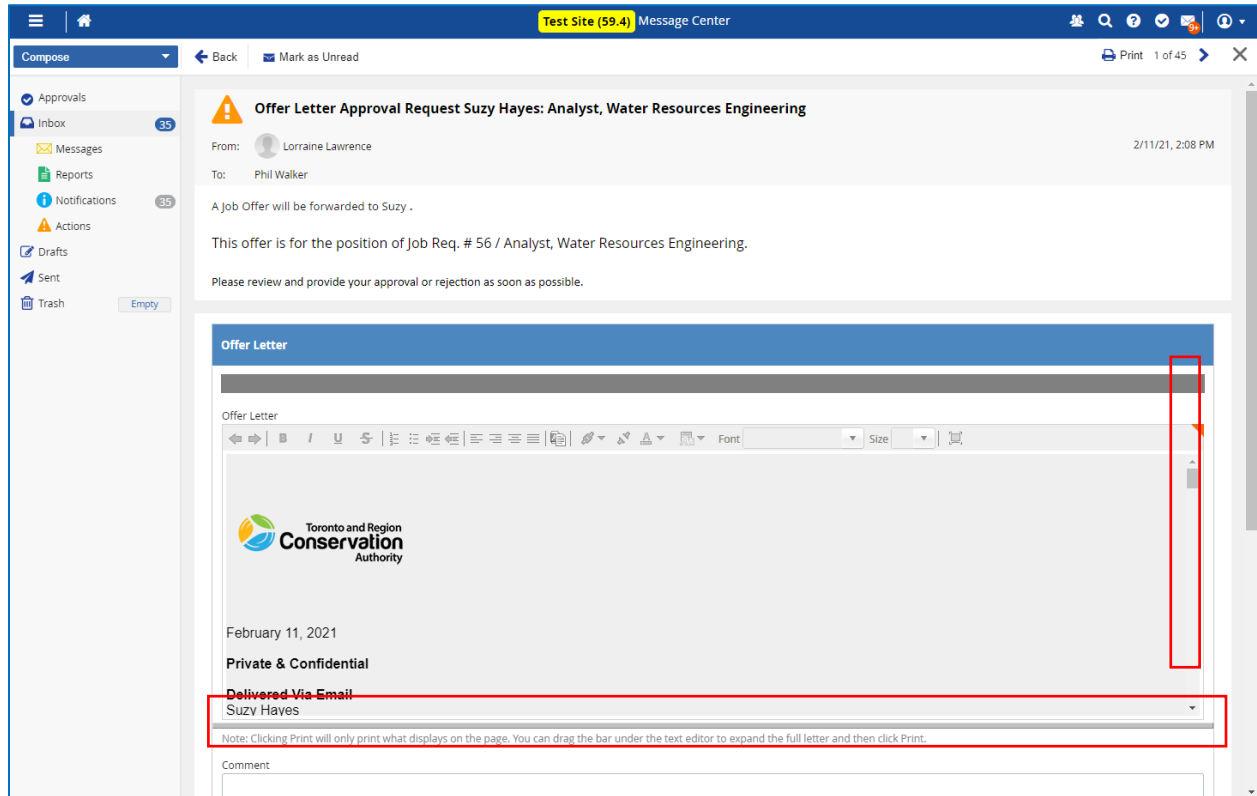
You are better off accessing the letter through **Message Centre**, as explained next.



## Message Centre

The offer letter is not as constricted here.

You still need to drag the splitter bar below the content window and scroll to see more.



## TRCA Recruiting

For a better viewing experience, you can scroll down to the bottom of the offer letter message and click **Print Form** - the standard **Print** window appears.

The screenshot displays the TRCA Message Center interface. The top navigation bar includes a 'Test Site (60.2)' label and a 'Message Center' title. The left sidebar contains a 'Compose' dropdown and a list of navigation items: Approvals, Inbox, Messages, Reports, Notifications, Actions, Drafts, Sent, and Trash. The main content area is titled 'Offer Letter' and contains the following text:

Offer Letter

Robyn Wallaster  
10 Doritos St  
Toronto, Ontario  
M4H 8G4

Dear Robyn:

**Re: Offer of Employment with Toronto and Region Conservation Authority ("TRCA")**

Congratulations, TRCA is pleased to offer you employment for the full-time position of Senior Manager, Water Resources Engineering reporting to Dan Houghton, Senior Engineer, Water Resources. The terms and conditions of your employment are set out below. When you counter-sign this letter it will form a binding employment agreement (the "Agreement") between you and TRCA.

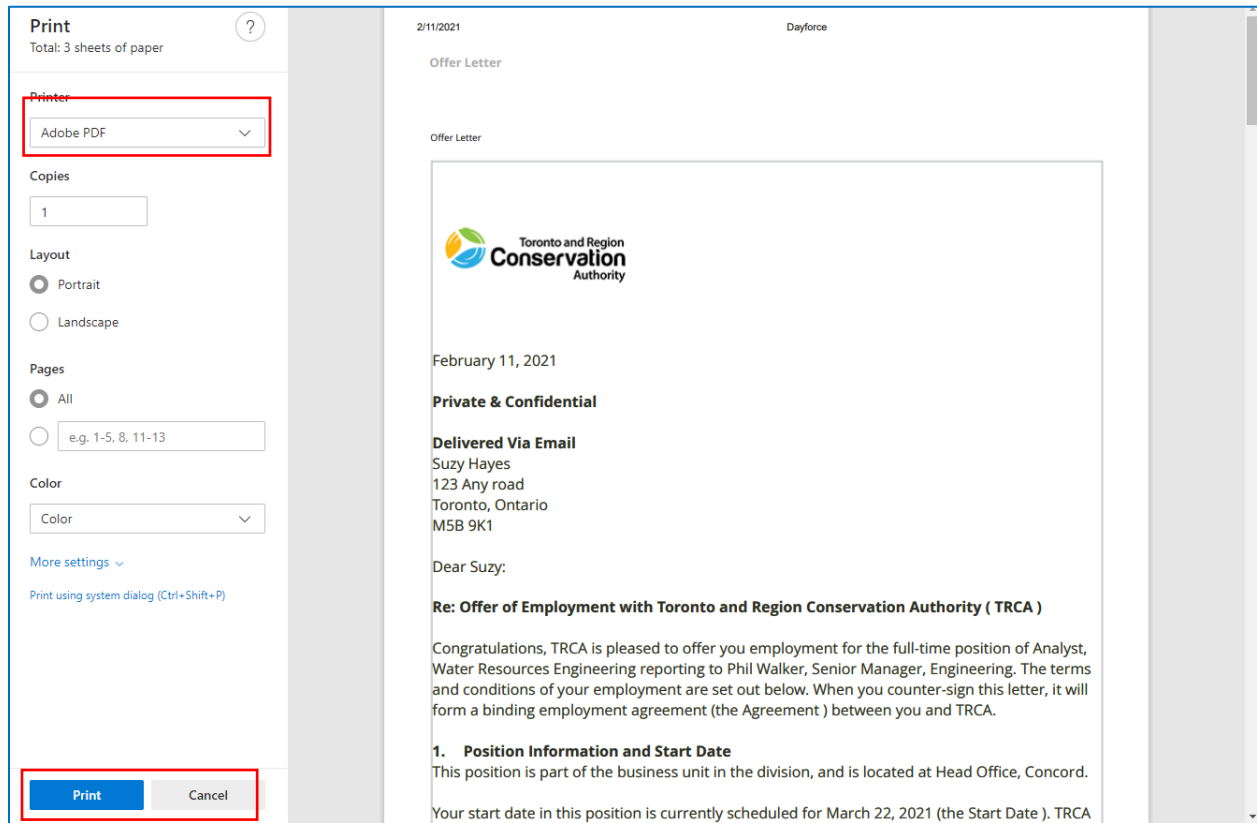
Note: Clicking Print will only print what displays on the page. You can drag the bar under the text editor to expand the full letter and then click Print.

Comment

Response

At the bottom right of the interface, there are three buttons: 'Accept', 'Reject', and 'Print Form'. The 'Print Form' button is highlighted with a red rectangle.

The letter can be printed manually or alternatively saved as a PDF file.



To exit the **Print** window, you need to click **Cancel**.

To view the **Accept** and **Reject** buttons, you need to scroll down using the outer bar.

Once decided, click either **Accept** or **Reject**.

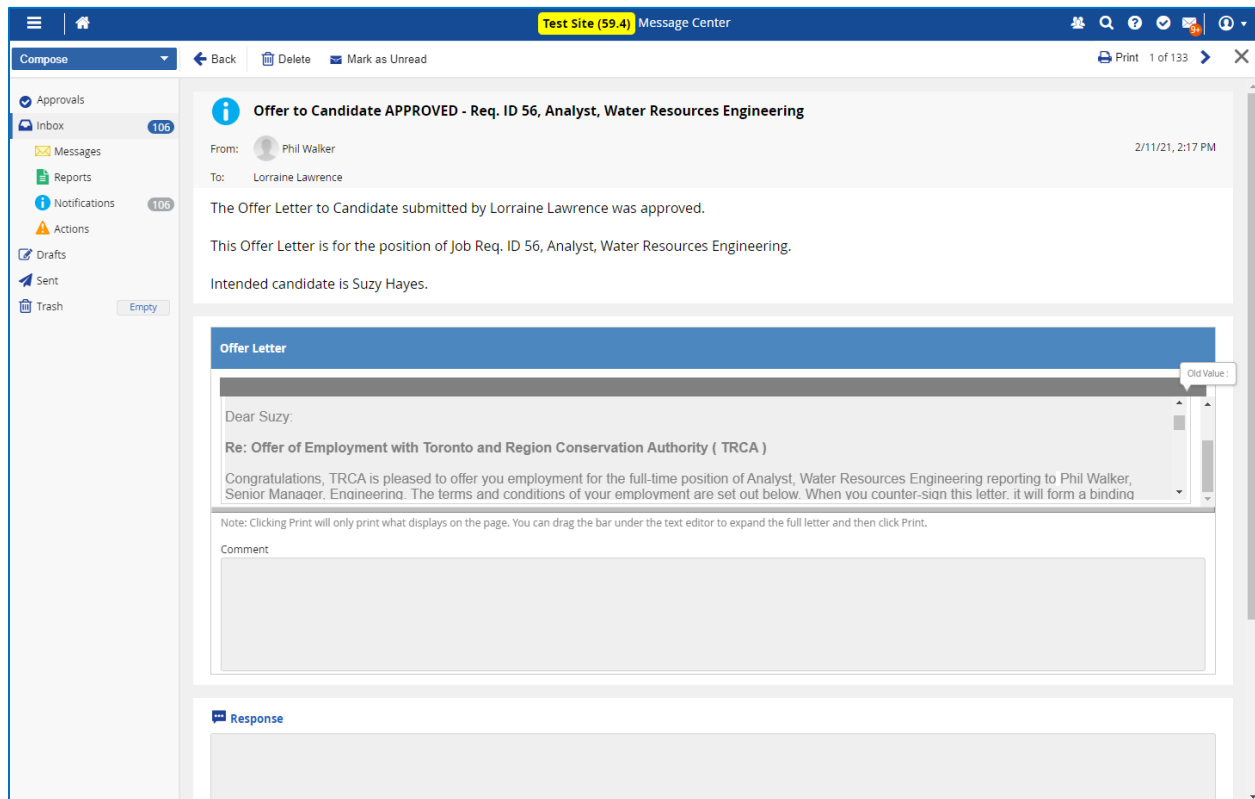
If **Accept** is chosen, the offer letter is then automatically sent to candidate using the email address in their profile for external candidates. For internal, the offer letter goes to Message Centre for the employee with a related notification to business email.

The screenshot displays the TRCA Message Center interface. On the left is a sidebar with navigation links: Approvals, Inbox (35), Messages, Reports, Notifications (55), Actions, Drafts, Sent, and Trash (Empty). The main content area shows an offer letter with sections: 3. Hours of Work, 4. Benefits, and 5. OMERS Pension Plan. Below the letter is a 'Comment' text box. Further down is a 'Response' section with a text box and three buttons: 'Accept', 'Reject', and 'Print Form'. At the bottom is a 'History (1)' table.

Response Time	User Name	Response	Response Comment
2/11/21, 2:08 PM	Lorraine Lawrence	Submission	

## Offer Letter Approval: Notification

When you approve the offer letter a related notification is also sent to the HRBP's **Message Centre** in Dayforce, as well as to their business email.



**From:** [notify@dayforce.com](mailto:notify@dayforce.com) <[notify@dayforce.com](mailto:notify@dayforce.com)>

**Sent:** Thursday, February 11, 2021 2:18 PM

**To:** Lorraine Lawrence <[Lorraine.Lawrence@trca.ca](mailto:Lorraine.Lawrence@trca.ca)>

**Subject:** A message has been sent to you in Dayforce

The Offer Letter to Candidate submitted by Lorraine Lawrence was approved.

This Offer Letter is for the position of Job Req. ID 56, Analyst, Water Resources Engineering.

Intended candidate is Suzy Hayes.

As well, the **Status** for the candidate automatically updates to "Offer Sent".

## TRCA Recruiting

Test Site (59.4) Recruiting

Search

Talent Community

Overview

Job Requisitions

Recently Viewed

Analyst, Water Resources En...

Project Coordinator, Procurem...

Coordinator, Procurement Car...

Project Manager, Corporate Su...

Analyst, Property Assets

Candidate Management

Pinned

Talent Pools

Pinned

← Job Requisitions

Analyst, Water Resources Engineering

Water Resources Engineering (WRE)

ID 56   Status Open   Openings 1   Recruiter Lorraine Lawrence   Hiring Manager Phil Walker

Candidates

Job Description

Details

Activity

Postings

Refresh

Favorites

Filter

View

Profile

Notes

Status

Hire

Decline

Assign

Link

Contact

All

New 6

Declined 1

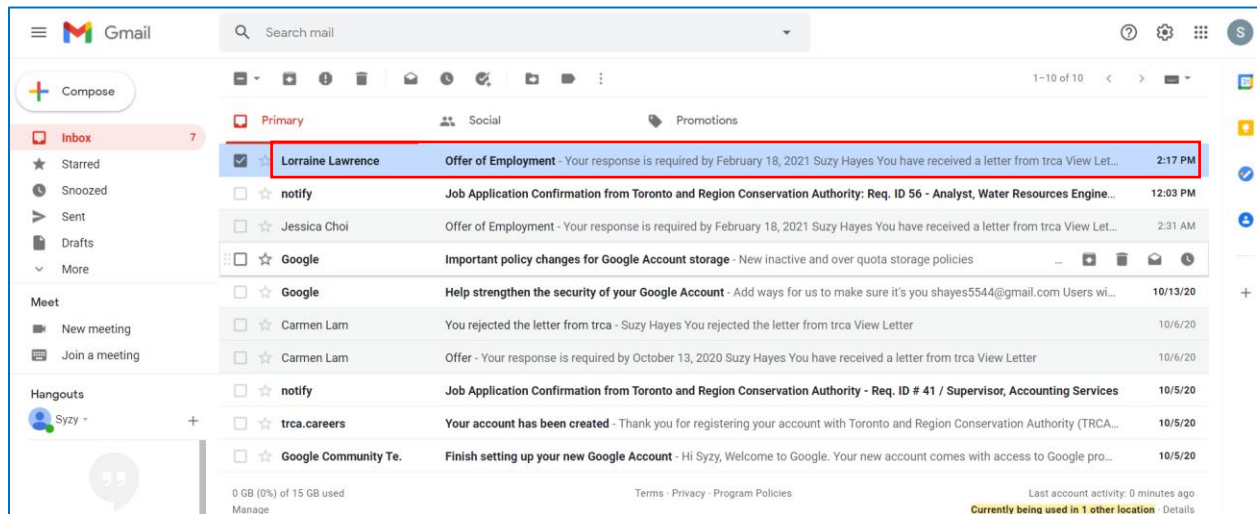
Offer Sent 1

<input type="checkbox"/>		Candidate Name	Indicators	Location	Status	Date Applied	Source	Score	
<input type="checkbox"/>		Suzu Hayes		Toronto, ON	Offer Sent	2/11/21, 12:...	Client Careers Site		
<input type="checkbox"/>		Lillie Holt		BRAMPTON, ON	Declined - Did not meet t...	2/11/21, 12:...	Careers		
<input type="checkbox"/>		Samantha Chilkowski		Bolton, ON	New	2/11/21, 1:0...	Client Careers Site		
<input type="checkbox"/>		Jay LENCHAK		Vaughan	New	2/11/21, 12:...	Client Careers Site		
<input type="checkbox"/>		LINDA WATSON		Mississauga, ON	New	2/11/21, 12:...	Client Careers Site		
<input type="checkbox"/>		Eric Mendoza		Montreal	New	2/11/21, 12:...	Client Careers Site		
<input type="checkbox"/>		Jennifer Billington		Windingtown	New	2/11/21, 11:...	Client Careers Site		
<input type="checkbox"/>		Valentina Ribero		Toronto, ON	New	1/31/21, 7:5...	Client Careers Site		

## Candidate - Offer Letter

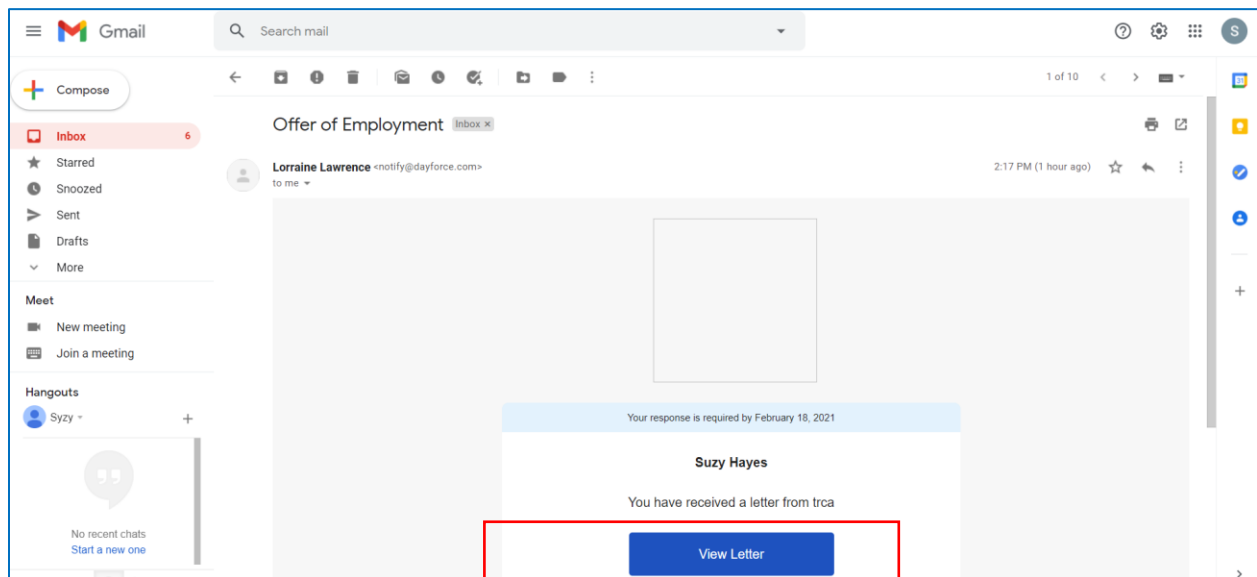
### External

External candidates receive the offer letter to the email address they used to apply for the job.




In the example, the sender's name is that of the HRBP. This is based on the selection made when the offer process was initiated, where the choice was either the HRBP or hiring manager's name.

The candidate opens the email and clicks the [View Letter](#) button to view the offer letter.



At the top of the letter is the response due date, consistent with the “Expiration in Days” specified when the offer was initiated in the related wizard.


Careers





CAREERS

ABOUT TRCA

Job Offer for: Req #56 Analyst, Water Resources Engineering

 Your response is required by February 18, 2021





February 11, 2021

**Private & Confidential**

**Delivered Via Email**  
Suzy Hayes  
123 Any road  
Toronto, Ontario  
M5B 9K1

Dear Suzy:

**Re: Offer of Employment with Toronto and Region Conservation Authority ( TRCA )**

Congratulations, TRCA is pleased to offer you employment for the full-time position of Analyst, Water Resources Engineering reporting to Phil Walker, Senior Manager, Engineering. The terms and conditions of your employment are set out below. When you counter-sign this

The candidate has the option to download the letter.



At the bottom of the letter the candidate clicks the **Accept** or **Reject** buttons to electronically respond to the offer.

**(d) Deductions**

TRCA may withhold from any amounts payable under this Agreement such federal, provincial or other taxes and/or deductions as are required to be withheld pursuant to any applicable law or regulation, including any customary contributions to the costs of insured and/or pension benefits.

**Conclusion**

Please review the contents of this Agreement carefully. If the terms of employment as set out in this Agreement are acceptable to you, please sign below to indicate that you accept this offer of employment and return this document to Phil Walker by February 18, 2021.

Welcome to TRCA .If you have any questions regarding this offer, you may contact your <Supervisor/Manager/Director name> Phil Walker at <Phone Number, ext. X>

Yours truly,

Phil walker

Toronto and Region Conservation Authority

cc: Human Resources File

**I, the undersigned, have read, understood and accepted the terms and conditions of employment as outlined above. I acknowledge that I have had the opportunity to obtain independent legal advice with respect to the terms and conditions of employment.**

\_\_\_\_\_  
Suzy Hayes

\_\_\_\_\_  
Date

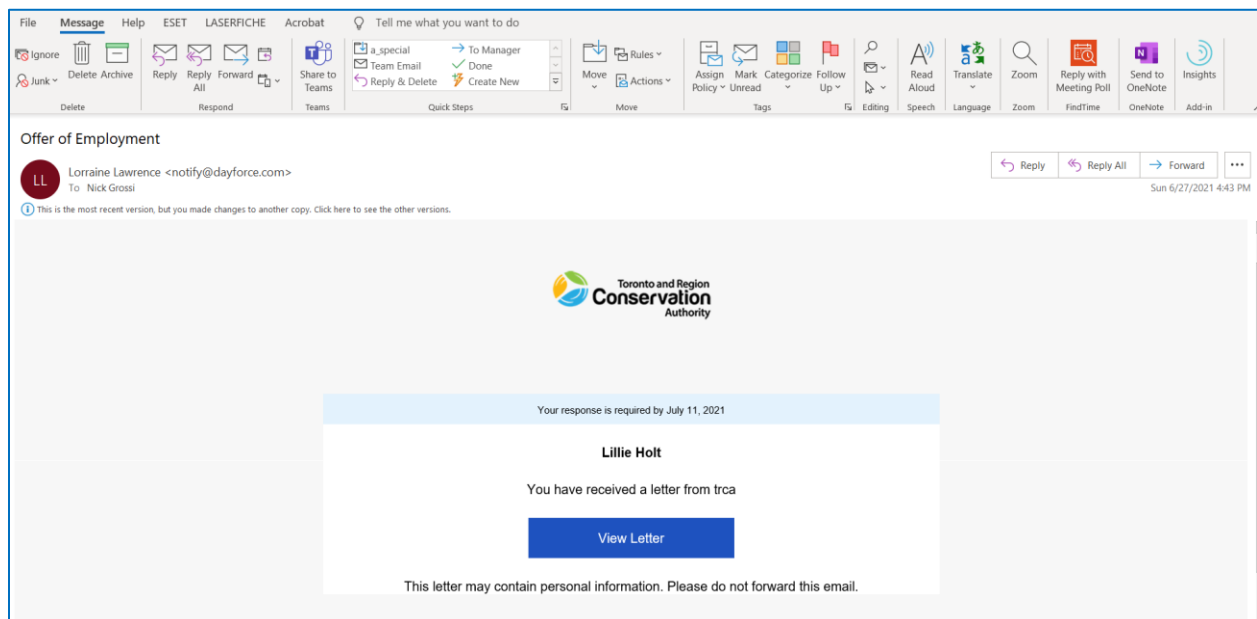
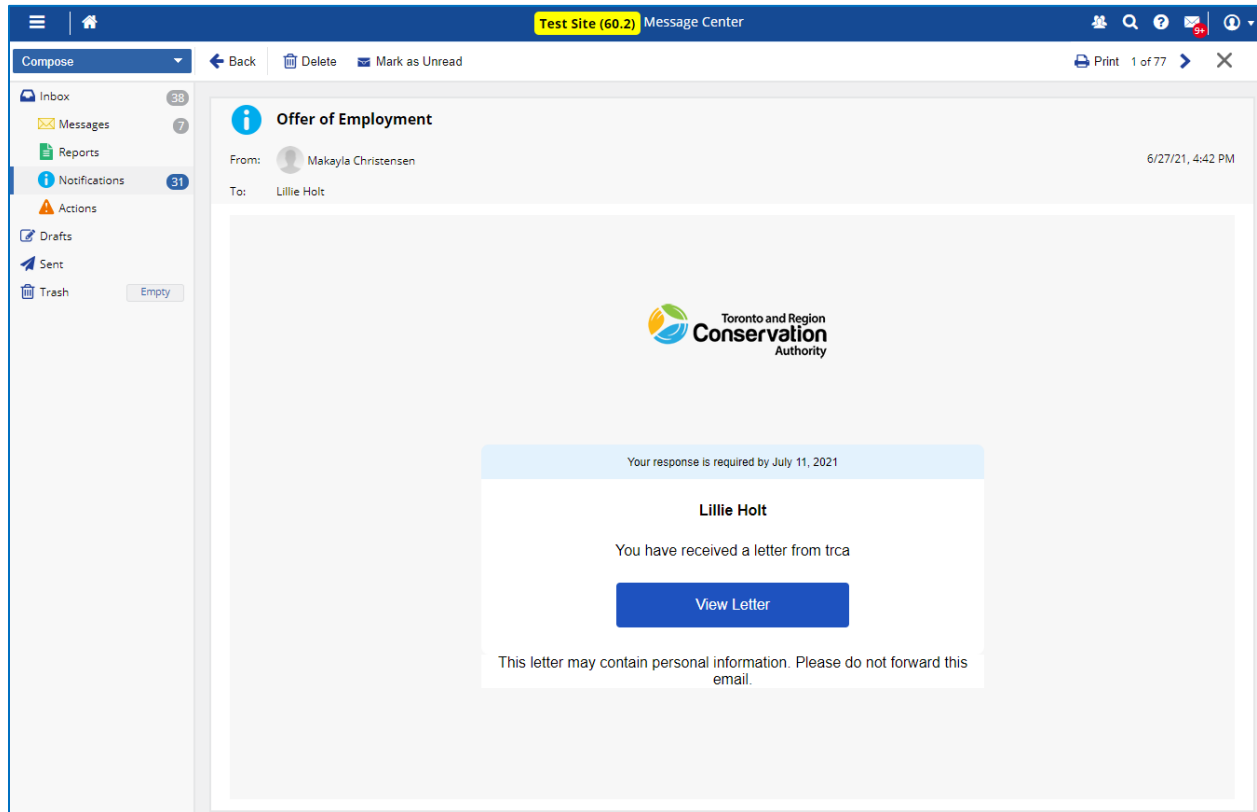
☐ acknowledge that I have read and understand the terms of the letter

Accept

Reject

## Internal

Internal candidates receive the notification of offer letter to both their **Message Center** in Dayforce and their business email. They can download the letter as well.



Just like the external candidate, at the bottom of the letter the internal candidate clicks the **Accept** or **Reject** buttons (see previous section) to electronically respond to the offer.

**(d) Deductions**  
TRCA may withhold from any amounts payable under this Agreement such federal, provincial or other taxes and/or deductions as are required to be withheld pursuant to any applicable law or regulation, including any customary contributions to the costs of insured and/or pension benefits.

**Conclusion**  
Please review the contents of this Agreement carefully. If the terms of employment as set out in this Agreement are acceptable to you, please sign below to indicate that you accept this offer of employment and return this document to <Supervisor/Director/Manager name> by <Date>.

Welcome to TRCA **(Remove this if it's a promotion for an internal staff)**. If you have any questions regarding this offer, you may contact your <Supervisor/Manager/Director name> Makayla Christensen at <Phone Number, ext. X>

Yours truly,

<Insert Signature>

<Hiring Manager or HR Business Partner>  
<Job Title of Hiring Manager or HR Business Partner>  
Toronto and Region Conservation Authority

cc: Human Resources File

**I, the undersigned, have read, understood and accepted the terms and conditions of employment as outlined above. I acknowledge that I have had the opportunity to obtain independent legal advice with respect to the terms and conditions of employment.**

\_\_\_\_\_  
<Name of New Hire>  
Lillie Holt

\_\_\_\_\_  
Date

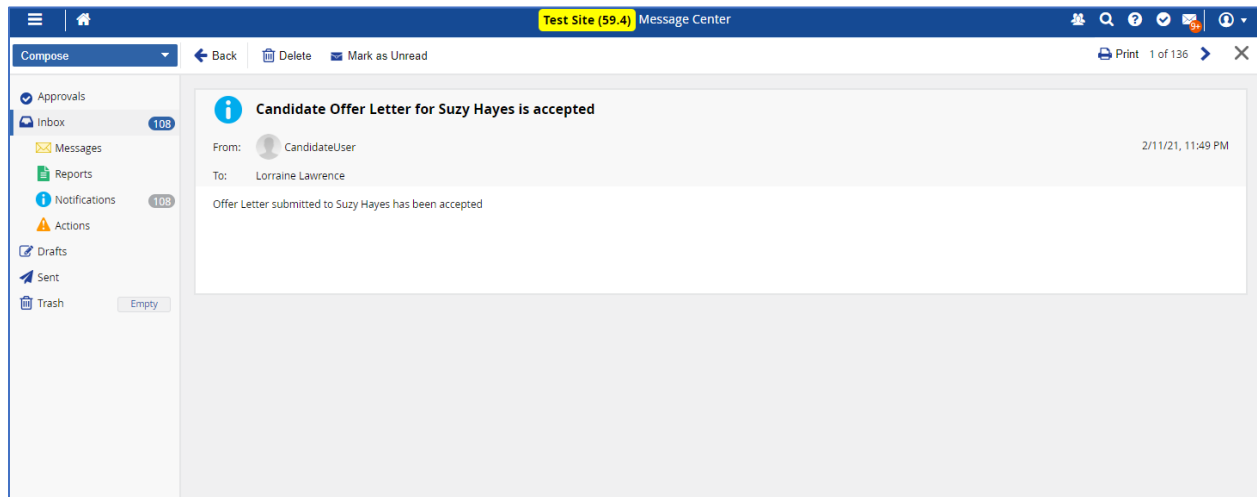
☒ I acknowledge that I have read and understand the terms of the letter

Accept

Reject

## Confirmation: Accept

Both you and the HRBP receive a related notification in **Message Centre**.



(As of September 2021, the related message to business email is **NOT** generated for an Offer **Accept** decision by the candidate. This has been identified by Ceridian Dayforce as a system bug and is marked for development as Bug Fix.)

Correspondingly in the **Candidates** tab, the **Status** for the candidate updates automatically to **“Offer Accepted”**.

The screenshot shows the 'Recruiting' interface for the job requisition 'Analyst, Water Resources Engineering' (ID 56). The status is 'Open' with 1 opening. The recruiter is 'Lorraine Lawrence' and the hiring manager is 'Phil Walker'. The 'Candidates' tab is active, showing a list of candidates with their status, date applied, and source.

	Candidate Name	Indicators	Location	Status	Date Applied	Source	Score
<input type="checkbox"/>	Suzy Hayes		Toronto, ON	Offer Accepted	2/11/21, 12:...	Client Careers Site	
<input type="checkbox"/>	Lillie Holt		BRAMPTON, ON	Declined - Did not meet the minimu...	2/11/21, 12:...	Careers	
<input type="checkbox"/>	Samantha Chilkowski		Bolton, ON	New	2/11/21, 1:0...	Client Careers Site	
<input type="checkbox"/>	Jay LENCHAK		Vaughan	New	2/11/21, 12:...	Client Careers Site	
<input type="checkbox"/>	LINDA WATSON		Mississauga, ON	New	2/11/21, 12:...	Client Careers Site	
<input type="checkbox"/>	Eric Mendoza		Montreal	New	2/11/21, 12:...	Client Careers Site	
<input type="checkbox"/>	Jennifer Billington		Windingtown	New	2/11/21, 11:...	Client Careers Site	
<input type="checkbox"/>	Valentina Ribero		Toronto, ON	New	1/31/21, 7:5...	Client Careers Site	

## Hiring

The hiring manager submits the hire form for the candidate.

There are two forms that are used to hire a candidate, depending on the situation:

Hire Type	Form Name
External Candidate	External Candidate Hire / New Hire
External Candidate (former employee)	
Internal Candidate	Internal Candidate Hire

You can hire a candidate on any status, except for a “Decline” or “Do Not Hire” status.

An offer letter is not a predetermining factor – you can hire a candidate without them having received or without them having accepted an offer letter.

## Hire Approval Workflow

When you submit a Hire form, it is routed to two approvers.

### Approvers

- **Human Resources.** The form is routed to the Human Resources Business Partner because they need to update it with confidential information and related items.
- **Payroll.** The form is routed to Payroll as they need to confirm various Employment Status fields, as well as Onboarding and User roles. (As hiring manager submitting the of the form, you will not be able to assign these User roles.)

## Resubmit or Withdraw




The approvers have the option to **Accept** or **Reject** the form. They can also record a comment.

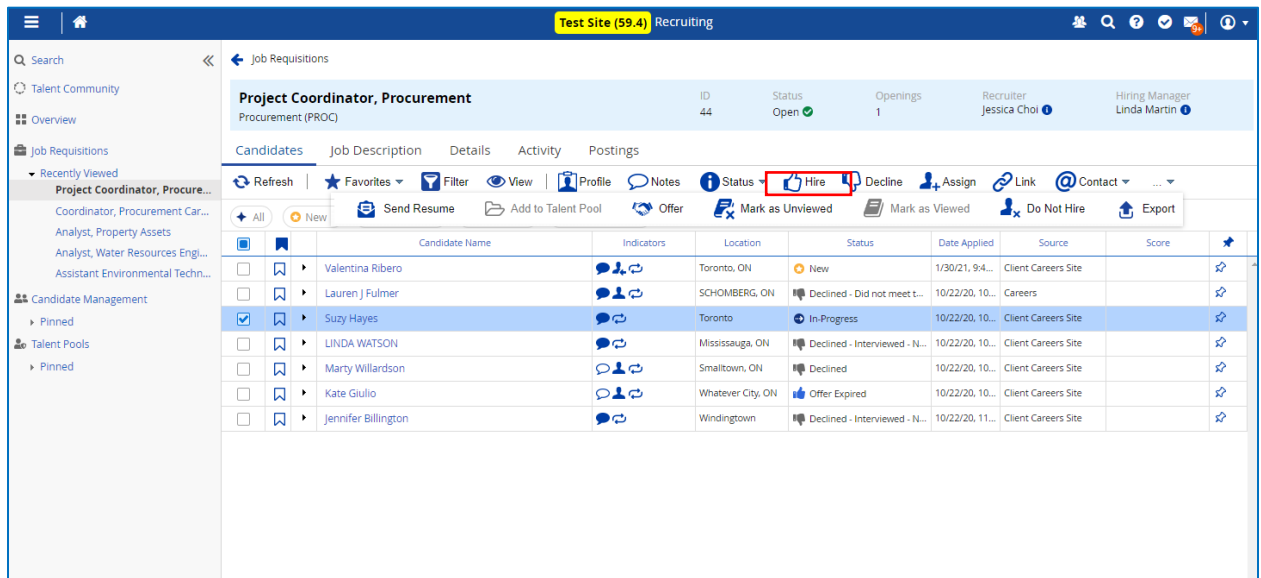
If they **Reject** the form, it does not cancel the workflow. Instead, the form is routed back to the hiring manager with the option to:

- Update the form and **Resubmit**. In this case, the form is routed through the starting approver and the process repeats, still with the **Reject** button available.
- Withdraw** the form, in which case the workflow automatically cancels.

## Initiate a Candidate Hire

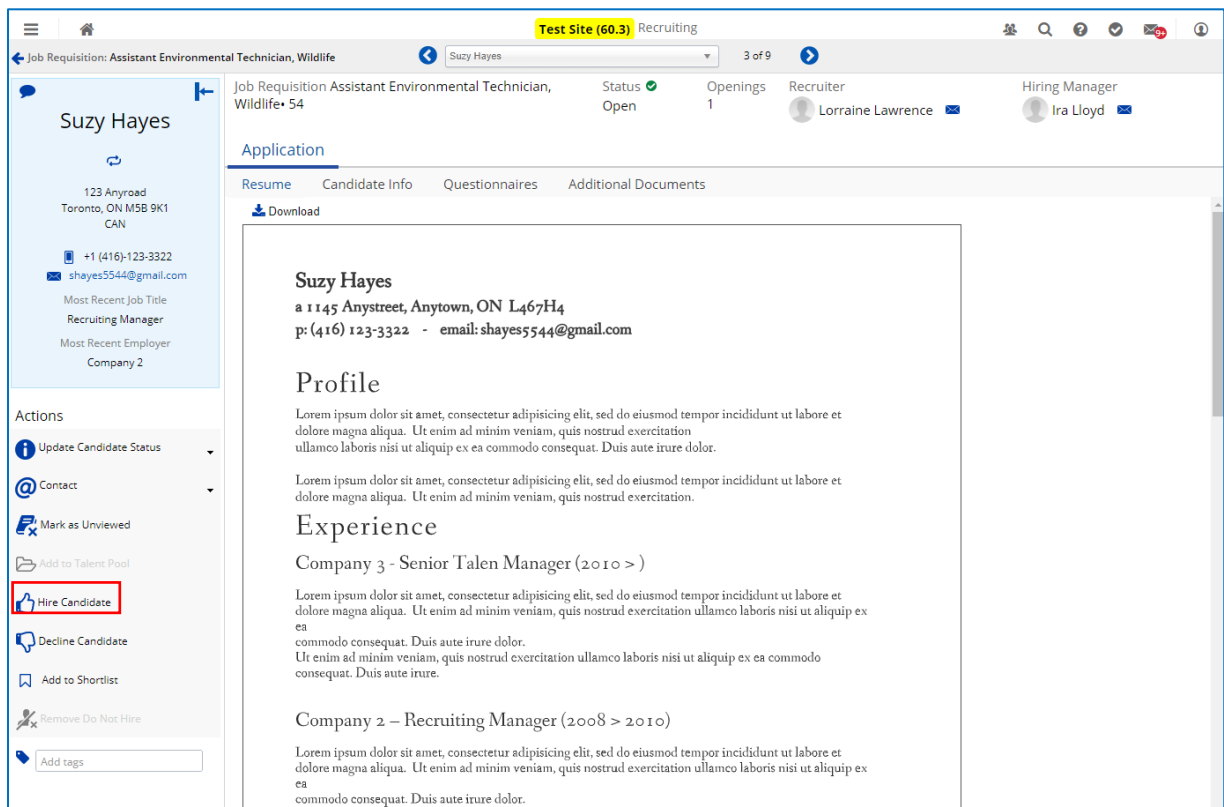
From the **Candidates** tab in Job Requisitions, you initiate a hire in one of three ways:

1. Select a candidate and click the  button. (If you do not see the  button, click the ellipsis with downward pointing triangle  to expand the toolbar first.)



The screenshot shows the 'Job Requisitions' page for 'Project Coordinator, Procurement'. The 'Candidates' tab is active, displaying a list of candidates. The toolbar at the top of the candidate list includes buttons for 'Refresh', 'Favorites', 'Filter', 'View', 'Profile', 'Notes', 'Status', 'Hire' (highlighted), 'Decline', 'Assign', 'Link', 'Contact', 'Do Not Hire', and 'Export'. The candidate list includes columns for 'Candidate Name', 'Indicators', 'Location', 'Status', 'Date Applied', 'Source', and 'Score'. The candidate 'Suzy Hayes' is selected.

2. Click the  button in the **Actions Panel** when the **Candidate Profile** is loaded for the candidate.



The screenshot shows the 'Candidate Profile' for 'Suzy Hayes'. The 'Actions' panel on the left includes buttons for 'Update Candidate Status', 'Contact', 'Mark as Unviewed', 'Add to Talent Pool', 'Hire Candidate' (highlighted), 'Decline Candidate', 'Add to Shortlist', 'Remove Do Not Hire', and 'Add tags'. The main content area displays the candidate's contact information, profile, and experience.

**Suzy Hayes**  
 123 Anyroad  
 Toronto, ON M5B 9K1  
 CAN  
 +1 (416)-123-3322  
 shayes5544@gmail.com  
 Most Recent Job Title  
 Recruiting Manager  
 Most Recent Employer  
 Company 2

**Application**  
 Resume Candidate Info Questionnaires Additional Documents  
 Download


**Suzy Hayes**  
 a 1145 Anystreet, Anytown, ON L467H4  
 p: (416) 123-3322 - email: shayes5544@gmail.com

**Profile**  
 Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor.

**Experience**  
 Company 3 - Senior Talen Manager (2010 > )  
 Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor.  
 Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure.

Company 2 – Recruiting Manager (2008 > 2010)  
 Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor.

## TRCA Recruiting

- Click the  button in the fly-out menu that is enabled when a candidate is selected and then you right-click.

**Test Site (59.4) Recruiting**

**Project Coordinator, Procurement**  
Procurement (PROC) ID 44 Status Open Openings 1 Recruiter Jessica Choi Hiring Manager Linda Martin

**Candidates** Job Description Details Activity Postings

Refresh Favorites Filter View Profile Notes Status Hire Decline Assign Link Contact ...

All New 1 In-Progress 1 Declined 4 Offer Expired 1

		Candidate Name	Indicators	Location	Status	Date Applied	Source	Score	
<input type="checkbox"/>		Valentina Ribero		Toronto, ON	New	1/30/21, 9:4...	Client Careers Site		
<input type="checkbox"/>		Lauren J Fulmer		SCHOMBERG, ON	Declined - Did not meet t...	10/22/20, 10...	Careers		
<input checked="" type="checkbox"/>		Suzy Hayes		Toronto	In-Progress	10/22/20, 10...	Client Careers Site		
<input type="checkbox"/>		LINDA WATSON		Mississauga, ON	Declined - Interviewed - N...	10/22/20, 10...	Client Careers Site		
<input type="checkbox"/>		Marty Willardson		Smalltown, ON	Declined	10/22/20, 10...	Client Careers Site		
<input type="checkbox"/>		Kate Giulio		Whatever City, ON	Offer Expired	10/22/20, 10...	Client Careers Site		
<input type="checkbox"/>		Jennifer Billington		Windingtown	Declined - Interviewed - N...	10/22/20, 11...	Client Careers Site		

Profile  
Notes  
Status  
Contact  
Send Resume  
Add to Talent Pool  
Mark as Unviewed  
Mark as Viewed  
**Hire**  
Decline  
Assign  
Link  
Offer  
Do Not Hire  
Pin Candidate  
Export

## Candidate Hire – External Candidate Hire Form

The name of the form that is displayed is: **External Candidate Hire Form**.

The form is displayed below. It is split across five pages.

When the form loads many of the fields are automatically populated with information that originates from the candidate's profile and related application.

External Candidate Hire Form

New Hire

Personal Details

Provide personal details for the new employee. Fields marked with an asterisk are required values.

First Name\*

Suzy

Middle Name

Last Name\*

Hayes

Preferred First Name

Gender

Select an...

Marital Status

Select an...

SIN

SIN Expiry Date

Birth Date

Citizenship

Select an...

Language\*

English (...)

Hire Date\*

6/26/2021

Onboarding Policy

Select an Option...

Onboarding Date

6/26/2021

Address

Provide address information for the new employee. Fields marked with an asterisk are required values.

Country\*

Canada

State / Province\*

Ontario

Address Line 1\*

123 Anyroad

Address Line 2

Address Line 3

City\*

Toronto

County

Postal Code\*

M5B 9K1

Phone Number Type\*

Mobile

Phone Number\*

4161233322

Business Email

Personal Email

shayes5544@gmail.com

LinkedIn URL

Location and Position

Indicate the employee's location and position. Fields marked with an asterisk are required values.

Location\*

Coordination & Ecosyste...

Position Title\*

C&EM - Assistant Environ...



## Manager

The employee will have the below derived managers, to add a direct manager select one from the list below.

Manager	Assignment Method
Ira Lloyd	Direct

## Direct Manager

Select a manager to add to the employee.

Ira Lloyd X ▼

## Status and Compensation

Indicate the employee's status and assign various policies that affect the employee's scheduling and pay. Fields marked with an asterisk are required values.

## Status\*

Active X ▼

## Time Off Policy

Default X ▼

## Schedule Rule Policy

Default X ▼

## Weekly Hours

35

## Base Rate\*

27.4752

## Pay Grade

N/A

## Compa Ratio

N/A

## Pay Type\*

Hourly X ▼

## Punch Policy

Select an... ▼

## Shift Trading Policy

Default X ▼

## Semi Monthly Hours (Top)

35

## Annual Salary\*

50,004.864

## Min

N/A

## Control

N/A

## Pay Class\*

FT X ▼

## Pay Policy

Select an... ▼

## Overtime Group

Select an... ▼

## Semi Monthly Hours (Bottom)

Numbers only

## Pay Group\*

TRCA Bi... X ▼

## Holiday Group

Canada ... X ▼

## Payroll Policy

Select an... ▼

## Max

N/A

Emergency Contacts

Provide the primary emergency contact for the employee.

Primary Contact

Phone Number

Email

Relationship

Send First Time Access Email (email required)

☐

First Time Access Email Template

Select an Option...

Comment

☐ Add comment to the employee's file.

Compensation Grid

Employee Band or Range

Employee Step or Level

Default Labour - Account Code

Provide the default account code where 100% of the employee's wages and benefits will be charged to. If wages to be charged to multiple projects, that must be done on timesheets.

Sub Project Number (Business World)

### Surcharge Account

If this employee works on capital projects, record in the box what surcharge account is to be assigned to the employee. Otherwise leave blank.

**Capital Surcharge (if applicable)**

- Cap. Staff - 901-97-777
- Plan Greensp Cons Division - 902-04-77
- Development and Engineering Services - 902-06-777
- Major contracts and Construction Staff - 902-07-777
- Corporate Sustainability and Community Transformation - 902-08-777

### Shift Schedule

For prepopulated timesheets, record in the box what timesheet schedule is to be assigned to the employee.

With a blank timesheet, all shifts manually created or prepopulated when employee clocks in and out.

Day Shift, From, To

Monday to Friday - 7 Hours per Day

- 75on/2off 1 / 7:00 / 15:00
- 75on/2off 2 / 7:30 / 15:30
- 75on/2off 3 / 8:00 / 16:00
- 75on/2off 4 / 8:30 / 16:30
- 75on/2off 5 / 9:00 / 17:00
- 75on/2off 6 / 9:30 / 17:30
- 75on/2off 7 / 10:00 / 18:00

**Shift Schedule (if applicable)**

Monday to Friday - 8 Hours per Day

- 85on/2off 1 / 7:00 / 16:00
- 85on/2off 2 / 7:30 / 16:30
- 85on/2off 3 / 8:00 / 17:00
- 85on/2off 4 / 8:30 / 17:30
- 85on/2off 5 / 9:00 / 18:00
- 85on/2off 6 / 9:30 / 18:30
- 85on/2off 7 / 10:00 / 19:00

• Blank Timesheet

#### Additional Management Assignments

List the name(s) of additional manager(s) / supervisor(s) that need to be assigned to the employee.

Please record a line for each manager: | Name | Title | User Role |


Name	Title	User Role


#### Additional Dayforce User Roles

Please indicate any additional roles that are required (e.g., Manager, Supervisor, Admin = Time Sheet Reviewer, etc.).

#### Employee Expenses User Roles Required

Indicate any user expense role that is required - i) Manager (Final approval - Bands 10+), or ii) Supervisor (Preliminary approval - Bands 1 to 9)

 Save Draft


 Submit

Cancel

 Print

## External Candidate Hire Form – Save Draft

Click  and exit the form if you need to return to it later with the details saved.

When you click  for the candidate again, it will populate with the same information you saved previously.

## External Candidate Hire Form – Print

Click  to generate a print preview.

The standard **Print** window displays, and the letter can be printed manually.

Alternatively, the form can be saved as a PDF file.

The PDF file can be useful if the form needs to be forwarded to someone else for reference, support, or confirmation purposes.

### Print

Total: 1 sheet of paper

Printer

Adobe PDF

Copies

1

Layout

☒ Portrait

☐ Landscape

Pages

☒ All

☐ e.g. 1-5, 8, 11-13

Color

Color

More settings

Print using system dialog (Ctrl+Shift+P)

Print

Cancel

2/15/2021 Dayforce

New Hire

Personal Details

Provide personal details for the new employee. Fields marked with an asterisk are required values.

<b>First Name*</b>	<b>Middle Name</b>	<b>Last Name*</b>	<b>Preferred First Name</b>
Suzy		Hayes	
<b>Gender*</b>	<b>Marital Status</b>	<b>SIN</b>	<b>SIN Expiry Date</b>
<b>Birth Date*</b>	<b>Citizenship</b>	<b>Language*</b>	<b>Hire Date*</b>
		English (US)	2/12/2021
<b>Onboarding Policy</b>			<b>Onboarding Date</b>
Onboarding Policy - Full Time Employee			2/12/2021

Address

Provide address information for the new employee. Fields marked with an asterisk are required values.

<b>Country*</b>	<b>State / Province*</b>	<b>Address Line 1*</b>	<b>Address Line 2</b>
Canada	Ontario	123 Anyroad	
<b>Address Line 3</b>	<b>City*</b>	<b>County</b>	<b>Postal Code*</b>
	Toronto		MSB 9K1
<b>Phone Number Type*</b>	<b>Phone Number*</b>	<b>Business Email</b>	<b>Personal Email</b>
Mobile	(416)123-3322		shayes5544@gmail.com
<b>LinkedIn URL</b>			

Location and Position

Indicate the employee's location and position. Fields marked with an asterisk are required values.

<b>Location*</b>	<b>Position Title*</b>
Water Resources Engineering (WRE)	WRE - Analyst, Water Resources Engineering, Engineering Services

Manager

The employee will have the below derived managers, to add a direct manager select one from the list below.

<b>Manager</b>	<b>Assignment Method</b>
Phil Walker	Direct

Direct Manager

## Fields Required to Completed by Hiring Manager

These fields need to be updated before the form is submitted.

**1. Hire Date**

- This field defaults to the Offer Date in the offer letter. Update as required.

**2. Pay Type**

- Record “Hourly”.

**3. Pay Class**

- Select the value consistent with the approved Job Requisition.
- FT = “Full Time”, OCC = “Occasional”, PTN/PTY = “Part Time”, SL = “Seasonal”, TERM = “Contract”

**4. Payroll Policy**

- Record “EI Reduce Rate RP001” for Full – Time, Permanent hires.
- For all other hires, record “EI Full Rate RP002”

**5. Weekly Hours**

- Record either “35” or “40”, as required.

**6. Base Rate**

- Record the hourly rate.
- Caution – The \$ Annual Salary amount recorded in the Offer letter is sometimes erroneously loaded into the Base Rate field, depending on Pay Type recorded in job requisition.
- You can determine the Hourly Rate by reviewing the offer letter that was sent to the new hire, as it was recorded by the HRBP when they drafted the letter.
- To view the offer letter, you need to access Message Centre and open the related message that contains the offer letter for the new hire. The subject line for the message will include “Candidate Name” + “Position”

**7. Employee Band or Range**

- You can determine the Band or Range by reviewing the offer letter that was sent to the new hire, as it was recorded by the HRBP when they drafted the letter.
- To view the offer letter, you need to access Message Centre and open the related message that contains the offer letter for the new hire. The subject line for the message will include “Candidate Name” + “Position”

**8. Employee Step or Level**

- You can determine the Step or Level by reviewing the offer letter that was sent to the new hire, as it was recorded by the HRBP when they drafted the letter.
- To view the offer letter, you need to access Message Centre and open the related message that contains the offer letter for the new hire. The subject line for the message will include “Candidate Name” + “Position”

**9. Sub Project Number (Business World)**

- Provide the Lotus Notes and Business World (Project + Sub Project) account codes.

**10. Capital Surcharge Account**

- Record in text box a value listed to the right.

**11. Shift Schedule**

- Record in text box a value listed to the right.

**12. Additional Management Assignments**

- Record names of any additional managers that need to be assigned to new hire.

**13. Additional Dayforce User Roles**

- Record any additional roles that are required for the new hire (e.g., Manager).

**14. Employee Expense User Roles**


- Record any additional expense roles that are required for the new hire (e.g., Manager).

### External Candidate Hire Form – Rehire Former Employee

If you initiate a candidate hire for a candidate who is a former employee and whose candidate profile is linked to an existing Dayforce account, the External Candidate Hire described in the preceding section displays.

The name of the form that is displayed is still the same: **External Candidate Hire** form.

Required information is entered following the same instructions in the preceding section.

Once you click , alert warnings will be displayed. This is normal behavior. Do not think that there is a problem.

Click .

0 Errors

2 Warnings

0 Information

A terminated employee already exists in the system with that social security number. Proceed to rehire the employee.

A terminated employee already exists in the system with that Social Insurance Number. Click OK to rehire the employee.

### New Hire

#### Personal Details

Provide personal details for the new employee. Fields marked with an asterisk are required values.

<b>First Name*</b>	<b>Middle Name</b>	<b>Last Name*</b>	<b>Preferred First Name</b>
Samantha		Chilkowski	
<b>Gender*</b>			
Female			
<b>Birth Date*</b>			
5/14/1957			
<b>Onboarding Policy</b>			
Select an Option...			

Please Confirm

Warnings were found during form rule validation  
To continue with the warnings please click okay or to correct the warnings please click cancel below.

OKCancel

#### Address

Provide address information for the new employee. Fields marked with an asterisk are required values.

<b>Country*</b>	<b>State / Province*</b>	<b>Address Line 1*</b>	<b>Address Line 2</b>
Canada	Ontario	777 Monday Crescent	
<b>Address Line 3</b>	<b>City*</b>	<b>County</b>	<b>Postal Code*</b>
	Bolton		L6K 4D7
<b>Phone Number Type*</b>	<b>Phone Number*</b>	<b>Business Email</b>	<b>Personal Email</b>
Mobile	+(416)661-6600		sam9834chilkowski@gmail.ca
<b>LinkedIn URL</b>			

#### Location and Position

Save Draft

Submit

Cancel

Print



## Candidate Hire Approval Notification

Once approved, notifications are sent to your Dayforce Message Centre, with a related notification to your business mail.

The screenshot shows the Dayforce Message Center interface. The top navigation bar includes 'Test Site (60.2)' and 'Message Center'. The left sidebar contains navigation links: Approvals, Inbox (27), Messages (2), Reports, Notifications (25), Actions, Drafts, Sent, and Trash (Empty). The main content area displays a notification titled 'TRANSACTION APPROVED: The External Candidate Hire Form transaction for Yady Markham was approved.' The notification is from Caris Massey to Vijay Mdduranj, dated 6/9/21, 9:13 AM. Below the notification, there is a 'New Hire' form with the following sections:

- Personal Details**: Provide personal details for the new employee. Fields marked with an asterisk are required values.
  - First Name\*: Yady
  - Middle Name: [Empty]
  - Last Name\*: Markham
  - Preferred First Name: [Empty]
  - Gender: Female
  - Marital Status: Select an...
  - SIN: 482441573
  - SIN Expiry Date: [Calendar icon]
  - Birth Date: 10/7/1974
  - Citizenship: Select an...
  - Language\*: English (...)
  - Hire Date\*: 7/12/2021
  - Onboarding Policy: Permanent Employees - ...
  - Onboarding Date: 6/9/2021
- Address**: Provide address information for the new employee. Fields marked with an asterisk are required values.
  - Country\*: Canada
  - State / Province\*: Ontario
  - Address Line 1\*: 20 Flower Street St
  - Address Line 2: [Empty]
  - Address Line 3: [Empty]
  - City\*: Toronto
  - County: [Empty]
  - Postal Code\*: M6C 8U7
  - Phone Number Type\*: Home
  - Phone Number\*: 4169552288
  - Business Email: [Empty]
  - Personal Email: markhamyady445@gmail.com
  - LinkedIn URL: [Empty]

TRANSACTION APPROVED: The External Candidate Hire Form transaction for Yady Markham was approved.



notify@dayforce.com  
To Nick Grossi

The External Candidate Hire Form transaction for Yady Markham submitted by Vijay Mdduranj on 6/9/2021 9:12:20 AM was approved.

## Internal Candidate Hire

If you initiate a candidate hire for a candidate who is a current employee, a different form displays. The name of the form that is displayed is: **Internal Candidate Hire**.

The form is displayed below and is continued on the next page.

Please note – if the position will be the employee's Secondary position, do **NOT** use this hire form. Instead, please submit a PTF – Secondary Position form.

Internal Candidate Hire

Employee Details

Hire Date\*

<M/d/yyyy>

Employee

Lillie Holt

Number

000006

Onboarding Policy

Select an Option...

Location and Position

Indicate the employee's location and position. Fields marked with an asterisk are required values.

Location\*

Coordination & Ecosystem Management (C&... X

Position\*

C&EM - Assistant Environmental Technician, ... X

Reason

Select an Option...

Managers

The employee will have the below derived managers, to add a direct manager select one from the list below.

Manager	Assignment Method
Ira Lloyd	Direct

Direct Manager Select a manager to add to the employee. Ira Lloyd X

Status and Compensation

Indicate the employee's status and assign various policies that affect the employee's scheduling and pay. Fields marked with an asterisk are required values.

Status\*

Select an Option...

Pay Type\*

Hourly

Pay Class\*

FT

Pay Group\*

Select an Option...

Time Off Policy

Select an Option...

Punch Policy

Select an Option...

Pay Policy

Select an Option...

Holiday Group

Select an Option...

Schedule Rule Policy

Select an Option...

Shift Trading Policy

Select an Option...

Overtime Group

Select an Option...

Payroll Policy

Select an Option...

Weekly Hours\*

40

Average Daily Hours

Semi Monthly Hours (Top)

Semi Monthly Hours (Bottom)

Base Rate\*

Annual Salary\*

Compa-Ratio N/A	Pay Grade Control N/A	Pay Grade N/A	Pay Grade Minimum N/A
Pay Grade Maximum N/A			

▼ **Additional Rates**

If the employee is entitled to additional rates, enter additional rate information.

Vacation Rate	Alternate Rate	Overtime Rate

▼ **Compensation History**

View a historical summary of the employee's position and compensation changes.

Effective Start	Base Amount	Vacation Rate	Alternate Rate	Overtime Rate	Pay Class	Pay Group
4/1/2019	34.59				Full Time	TRCA BiWeekly Pay S...
6/3/1991	34.24				Full Time	TRCA BiWeekly Pay S...

▼ **Comment**

☐ Add comment to the employee's file.

Save Draft
Submit
Cancel
Print


This form does not include all the TRCA unique specific fields (e.g., Employee Band or Range, Sub Project Number, etc.), but they are still required to complete to update to the employee's profile.

The **TRCA Internal Candidate Hire Payroll Form** has been developed and includes the required fields that are missing from the Internal Candidate Hire form above. This form is attached in [Appendix 2 - TRCA Internal Candidate Hire Payroll Form](#). Complete this form and forward to TRCA Payroll (<mailto:payroll@trca.ca>) after submitting the form. In the Subject line of the email, please include:

Internal Candidate Hire Payroll Form, First Name + Last Name, Position

## Internal Candidate Hire Form – Save Draft

Click  and exit the form if you need to return to it later with the details saved.

When you click  for the candidate again, it will populate with the same information you saved previously.

## Internal Candidate Hire Form – Print

Click  to generate a print preview.

The standard **Print** window displays, and the letter can be printed manually.

Alternatively, the form can be saved as a PDF file.

The PDF file can be useful if the form needs to be forwarded to someone else for reference, support, or confirmation purposes.

### Print

Total: 1 sheet of paper

Printer

Adobe PDF

Copies

1

Layout

☒ Portrait

☐ Landscape

Pages

☒ All

☐ e.g. 1-5, 8, 11-13

Color

Color

More settings

Print using system dialog (Ctrl+Shift+P)

Troubleshoot printer issues

Print

Cancel

### Employee Details

Hire Date\* 7/26/2021

Employee Nathan Fields

Number 005515

Onboarding Policy

### Location and Position

Indicate the employee's location and position. Fields marked with an asterisk are required values.

Location\* Accounting Services (AS)

Position\* AS - Supervisor, Accounting Services

Reason

### Managers

The employee will have the below derived managers, to add a direct manager select one from the list below.

Manager	Assignment Method
Kira Mason	Direct

Direct Manager Select a manager to add to the employee. Kira Mason

### Status and Compensation

Indicate the employee's status and assign various policies that affect the employee's scheduling and pay. Fields marked with an asterisk are required values.

Status* Active	Pay Type* Hourly	Pay Class* FT	Pay Group* TRCA BiWeekly Pay Schedule
Time Off Policy	Punch Policy	Pay Policy	Holiday Group
Schedule Rule Policy	Shift Trading Policy	Overtime Group	Payroll Policy
Weekly Hours* 35	Average Daily Hours	Semi Monthly Hours (Top)	Semi Monthly Hours (Bottom)
Base Rate* 50,000.00	Annual Salary* 91,000,000.00		
Compa-Ratio N/A	Pay Grade Control N/A	Pay Grade N/A	Pay Grade Minimum N/A
Pay Grade Maximum N/A			

### Additional Rates

If the employee is entitled to additional rates, enter additional rate information.

Vacation Rate	Alternate Rate	Overtime Rate
---------------	----------------	---------------

### Compensation History

View a historical summary of the employee's position and compensation changes.

Effective Start	Base Amount	Vacation Rate	Alternate Rate	Overtime Rate	Pay Class	Pay Group
4/1/2019	46.8				Full Time	TRCA BiWeekly Pay Sched...
4/23/2018	44.51				Full Time	TRCA BiWeekly Pay Sched...

### Comment

☐ Add comment to the employee's file.

## Fields Requiring Update by Hiring Manager

These fields need to be updated before the form is submitted.

**1. Hire Date**

- This field defaults to the Offer Date in the offer letter. Update as required.

**2. Status**

- Set the value equal to "Active".

**3. Pay Type**

- Record "Hourly".

**4. Pay Class**

- Select the value consistent with the approved Job Requisition.
- FT = "Full Time", OCC = "Occasional", PTN/PTY = "Part Time", SL = "Seasonal", TERM = "Contract"

**5. Time Off Policy**

- Select "Default"

**6. Holiday Group**

- Select "Canada - Ontario"

**7. Schedule Rule Policy**

- Select "Default"

**8. Shift Trading Policy**

- Select "Default"

**9. Payroll Policy**

- Record "EI Reduce Rate RP001" for Full – Time, Permanent hires.
- For all other hires, record "EI Full Rate RP002"

**10. Weekly Hours**

- Record either "35" or "40", as needed.

**11. Base Rate**

- Ensure the hourly rate is entered correctly.

- Caution – The \$ Annual Salary amount recorded in the Offer letter is erroneously loaded into the Base Rate field (it Pay Type = “Hourly” in the requisition.)
- You can determine the Hourly Rate by reviewing the offer letter that was sent to the new hire, as it was recorded by the HRBP when they drafted the letter.
- To view the offer letter, you need to access Message Centre and open the related message that contains the offer letter for the new hire. The subject line for the message will include “Candidate Name” + “Position”.

These fields are not in the form, but they are business process required - they are required by downstream by Payroll to ensure the employee’s profile is complete. See next section for instructions.

**12. Employee Band or Range**

- You can determine the Band or Range by reviewing the offer letter that was sent to the new hire, as it was recorded by the HRBP when they drafted the letter.
- To view the offer letter, you need to access Message Centre and open the related message that contains the offer letter for the new hire. The subject line for the message will include “Candidate Name” + “Position”

**13. Employee Step or Level**

- You can determine the Step or Level by reviewing the offer letter that was sent to the new hire, as it was recorded by the HRBP when they drafted the letter.
- To view the offer letter, you need to access Message Centre and open the related message that contains the offer letter for the new hire. The subject line for the message will include “Candidate Name” + “Position”

**14. Sub Project Number (Business World)**

- Provide the Lotus Notes and Business World (Project + Sub Project) account codes.

**15. Capital Surcharge Account**

- Record in text box a value listed to the right.

**16. Shift Schedule**

- Record in text box a value listed to the right.

**17. Additional Management Assignments**

- Record names of any additional managers that need to be assigned to new hire.

**18. Additional Dayfoce User Roles**

- Record any additional roles that are required for the new hire (e.g., Manager).

**19. Employee Expense User Roles**

- Record any additional expense roles that are required for the new hire (e.g., Manager).

Click .

## Additional Required Details Not Included in Hire Form

As mentioned earlier, complete the **TRCA Internal Candidate Hire Payroll Form** ([Appendix 2 - TRCA Internal Candidate Hire Payroll Form](#)) and forward to TRCA Payroll (<mailto:payroll@trca.ca>) after submitting the system **Internal Candidate Hire** form. In the Subject line of the email, please include:

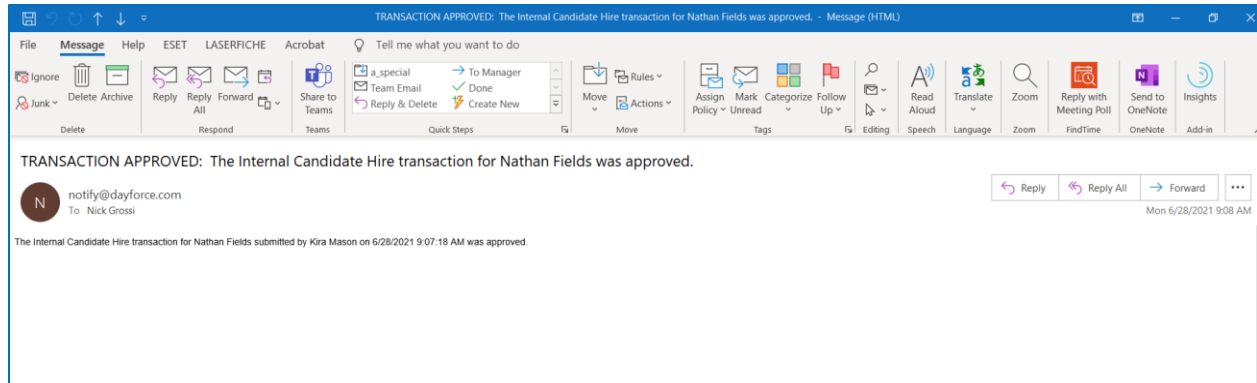
Internal Candidate Hire Payroll Form, First Name + Last Name, Position

## Internal Candidate Hire Approval Notification

Once approved, notifications are sent to your Dayforce Message Centre, with a related notification to your business mail.

The screenshot displays the Dayforce Message Center interface. At the top, a blue header bar contains navigation icons and the text "Test Site (60.2) Message Center". Below the header, a left sidebar lists navigation options: Approvals, Inbox (19), Messages (3), Reports, Notifications (16), Actions, Drafts, Sent, and Trash (Empty). The main content area shows an email notification titled "TRANSACTION APPROVED: The Internal Candidate Hire transaction for Nathan Fields was approved." The email is from Caris Massey to Kira Mason, dated 6/28/21, 9:07 AM. The body of the email states: "The Internal Candidate Hire transaction for Nathan Fields submitted by Kira Mason on 6/28/2021 9:07:18 AM was approved." Below the email, a form titled "Employee Details" is visible. This form includes sections for "Employee Details" (Hire Date: 7/26/2021, Employee: Nathan Fields, Number: 005515, Onboarding Policy: Onboarding Policy - Seasonal), "Location and Position" (Location: Accounting Services (AS), Position: AS - Supervisor, Accounting Services, Reason: Select an Option...), "Managers" (Manager: Kira Mason, Assignment Method: Direct), and "Status and Compensation" (Status: Active, Pay Type: Hourly, Pay Class: FT, Pay Group: TRCA Bi/Weekly Pay Schedule, Time Off Policy, Punch Policy, Pay Policy, Holiday Group).





### Job Requisition Status: Filled

When the hire event is complete, the job requisition status updates to “Filled” if the number of openings equals the number of hires completed under the requisition.

## Job Requisition – Additional Hire to Replace a Previous Hire That Terminates

In cases when a hire terminates soon after being hired and an additional hire is required under the same job requisition, you can use the same job requisition. Section 5.50 of the Recruitment, Selection & Onboarding policy allows a hiring manager to go back to a previous job competition to fill a role of the same job title within 6 months of finalizing that job competition.

If the **Status** of the job requisition is “Filled” and the **Number of Openings** in the Details screen equals “0”, your HRBP can reopen the job requisition and allow you to complete an additional hire from the existing pool of candidates.

You HRBP will update the **Job Requisition Status** to “Open” and will increase the **Number of Openings** by 1 (or by the number of hires that need to be replaced.). They will also record a related note in the **Additional Notes** field of the Job Requisition.

The screenshot displays the 'Job Requisitions' interface in the TRCA Recruiting system. The main header shows 'Test Site (60.3) Recruiting'. The left sidebar contains navigation options like 'Talent Community', 'Overview', 'Job Requisitions', 'Candidate Management', and 'Talent Pools'. The main content area shows the details for a job requisition titled 'Lead Hand, Construction Services' (ID: 92). The status is 'Open' and the number of openings is 1. The requisition is managed by Lorraine Lawrence (Recruiter) and Montell Shah (Hiring Manager). The 'Details' tab is active, showing fields for Pay Group, Employment Indicator, Weekly Hours, Semi Monthly Hours (Top/Bottom), Average Daily Hours, Job Details (Job, FLSA Status, Pay Grade), Pay Grade Control, Pay Grade Minimum/Maximum, Hiring Range Minimum/Maximum, and an 'Additional Notes' field. The 'Additional Notes' field contains the text: 'August 9, 2021 - re-opened Job Requisition and set Number of Openings to 1. New hire required to replace previous hire under requisition that terminated.'

## TRCA Recruiting

With the update to the “Status” and ‘Number of Openings” fields, the **Offer** and **Hire** button will be enabled thereby allowing you to complete the replacement hire.

The screenshot displays the TRCA Recruiting interface. At the top, the job requisition is titled "Lead Hand, Construction Services" with ID 92, Status "Open", and 1 opening. The recruiter is Lorraine Lawrence and the hiring manager is Montell Shah. Below the job details, there are tabs for "Candidates", "Job Description", "Details", "Activity", and "Postings". The "Candidates" tab is active, showing a list of candidates. The "Hire" and "Offer" buttons are highlighted with red boxes. The candidate list includes:

Candidate Name	Indicators	Location	Status	Date	Job Board
Edna Olivarez		Bluejaytown ON, ...	New		
Stella Dumont		North Pole, ON, ON	Hired	8/12/21, 9:53 PM	TRCA Job Board
Bruno Neffren		Bluejaytown ON, ...	Hired	8/12/21, 9:56 PM	TRCA Job Board
Hannah Totten		Bluejaytown, ON	Hired	8/12/21, 9:54 PM	TRCA Job Board

For the replacement hire, record a note to Candidate Record explaining that the hire is a replacement for a previous hire who terminated.

The screenshot shows the "Add/View Notes" window. A note is entered in the text area: "August 9, 2021 - replacement hire for previous candidate Hire Bruno Neffren that terminated soon after being hired." The "Post" button is highlighted with a red box. The window also includes a "Refresh" button, a "Filter" dropdown, and a "Sort" dropdown. The "Display to:" dropdown is set to "Only Me" and the "Attach to:" dropdown is set to "Job Requisition".

As well, when you submit the External Candidate Hire form, please record a clarifying comment.

External Candidate Hire Form

Status and Compensation

Indicate the employee's status and assign various policies that affect the employee's scheduling and pay. Fields marked with an asterisk are required values.

Status\*

Active

Pay Type\*

Hourly

Pay Class\*

FT

Pay Group\*

TRCA Bi...

Time Off Policy

Default

Punch Policy

Select an...

Pay Policy

Select an...

Holiday Group

Canada -...

Schedule Rule Policy

Default

Shift Trading Policy

Default

Overtime Group

Select an...

Payroll Policy

Select an...

Weekly Hours

Numbers only

Semi Monthly Hours (Top)

Numbers only

Semi Monthly Hours (Bottom)

Numbers only

Base Rate\*

Annual Salary\*

Pay Grade

N/A

Min

N/A

Max

N/A

Compa Ratio

N/A

Control

N/A

Emergency Contacts

Provide the primary emergency contact for the employee.

Primary Contact

Phone Number

Email

Relationship

Select an...

Send First Time Access Email (email required)

First Time Access Email Template

Select an Option...

Comment

☒ Add comment to the employee's file.
 

August 9, 2021 - replacement hire for previous candidate Hire Bruno Neffren that terminated soon after being hired.

Save Draft

Submit

Cancel

Print

## Appendix 1 - Job Posting Template

### About TRCA:

With more than 60 years of experience, Toronto and Region Conservation Authority (TRCA) is one of 36 Conservation Authorities in Ontario, created to safeguard and enhance the health and well-being of watershed communities through the protection and restoration of the natural environment and the ecological services the environment provides.

TRCA works to protect the integrity and health of the rivers and creeks in the jurisdiction, develop a system of green and natural spaces that sustains local ecosystems, and advance sustainable practices that improve people's lives within our growing region.

### How you will contribute as part of the TRCA team:

Insert paragraph describing the specific work environment and purpose of the position (no more than 4 sentences - concise and simple language)

Major Responsibilities:

- Identify major responsibilities (concise and simple language and bullet point form - no more than 5-10 bullet points)
- Point 1
- Point 2
- Point 3
- Point 4
- Point 5
- Etc.

### What will you need to succeed:

- Insert list of position qualifications, designations, certifications, critical knowledge, education, experience, skill and ability requirements (concise and simple language and bullet point form)
- Successful completion of a Vulnerable Sector Screening is required for this position (only include if this is a confirmed requirement by the hiring manager and is [a position listed in the VSS Policy](#))
- Point 1
- Point 2
- Point 3
- Point 4
- Point 5
- Etc.

### What TRCA has to offer you:

As part of a progressive team, you will have the opportunity to make a positive impact to preserving and protecting nature, while maintaining a balance between the natural environment and built environment. Working with experts within our field, you will join a team of colleagues that are committed to TRCA's core values of **integrity, collaboration, accountability, respect, and excellence (icare)**.

You will be part of a diverse and inclusive organization that:

- Makes a positive difference in the communities we serve.
- Fosters high performance and collaborative teams.
- Provides continuous learning and development opportunities.
- Offers a comprehensive compensation and benefits program (including Defined Benefit Pension Plan – OMERS/OTPP).

- Provides unique TRCA Perks.
- Provides flexible work arrangements.
- Offers potential for career growth and advancement.

**Position Details:**

Employment type: xx (Temporary or Full -Time/Permanent)

Duration of employment: xx (years, months or weeks - only include if "temporary" position)

Hours of work: xx (40hrs/week or 35hrs/week or Variable dependent on operational need)

Work Location: xx

Division: xx

Business Unit: xx

To apply to this posting, click on the “Apply” icon. Please submit your resume and cover letter quoting job posting **TRCA-xxx-20** prior to midnight on **xx, 2020**.

**While the Toronto and Region Conservation Authority (TRCA) thanks all applicants for their interest, only those under consideration will be contacted for interviews. Please be advised that successful incumbent(s) may be required to undergo a vulnerable sector screening and/or driver’s abstract check as a part of the final step in the hiring process.**

TRCA is an equal opportunity employer. We embrace diversity and are committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and TRCA Policies, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to the TRCA. We welcome applications from all qualified persons.

Personal information you provide through the TRCA recruitment, selection and onboarding process is collected under the authority of the Conservation Authorities Act, R.S.O. 1990, c. C.27. Collection of this personal information is necessary for the proper administration of this recruitment process for employment and volunteer positions with TRCA. Personal information is protected from disclosure pursuant to the Municipal Freedom of Information and Protection of Privacy Act. Any questions regarding this collection activity should be directed to the Supervisor of Records, 101 Exchange Avenue, Vaughan, Ontario, L4K 5R6, (416) 661-6600 extension 5216.

## Appendix 2 - TRCA Internal Candidate Hire Payroll Form

### Employee

Enter Employee Name here

Enter the new Position name here

Enter the Hire Date.

Submitter: Enter Your Name and Title

### Compensation Grid

Employee Band or Range

Employee Step or Level

Enter Band or Range

Enter Step or Level

### Default Labour - Account Code

Provide the default account code where 100% of the employee's wages and benefits will be charged to. If wages will be charged to multiple projects, that must be done on timesheets.

Sub Project Number (Business World)

### Surcharge Account

If this employee works on capital projects, record what surcharge account is to be assigned to the employee. Otherwise leave blank.

Capital Surcharge (if applicable)

- Cap. Staff – 901-97-777
- Plan Greensp Cons Division – 902-04-77
- Development and Engineering Services – 902-06-777
- Major contracts and Construction Staff – 902-07-777
- Corporate Sustainability and Community Transformation - 902-08-777

### Shift Schedule

For prepopulated timesheets, record what timesheet schedule is to be assigned to the employee.

With a blank timesheet, all shifts must be manually created or prepopulated when employee clocks in and out.

Shift Schedule (if applicable)

- Day Shift, From, To  
Monday to Friday – 7 Hours per Day
- 75on/2off 1 / 7:00 / 15:00
  - 75on/2off 2 / 7:30 / 15:30
  - 75on/2off 3 / 8:00 / 16:00
  - 75on/2off 4 / 8:30 / 16:30
  - 75on/2off 5 / 9:00 / 17:00
  - 75on/2off 6 / 9:30 / 17:30
  - 75on/2off 7 / 10:00 / 18:00

Monday to Friday – 8 Hours per Day

- 85on/2off 1 / 7:00 / 16:00
- 85on/2off 2 / 7:30 / 16:30
- 85on/2off 3 / 8:00 / 17:00
- 85on/2off 4 / 8:30 / 17:30
- 85on/2off 5 / 9:00 / 18:00
- 85on/2off 6 / 9:30 / 18:30
- 85on/2off 7 / 10:00 / 19:00

- Blank Timesheet

#### Additional Management Assignments

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List the name(s) of additional manager(s) / supervisor(s) that need to be assigned to the employee.

Please record a line for each manager/supervisor: | Name | Title | User Role |

Enter Names of additional management assignments here.

#### Additional Dayforce User Roles

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Please indicate any additional roles that are required (e.g., Manager, Supervisor, Admin. etc.).

Enter additional Dayforce user roles here.

#### Employee Expenses User Roles Required

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Indicate any user expense role that is required - i) Manager (Final approval – Bands 10+), or ii) Supervisor (Preliminary approval – Bands 1 to 9)

Enter additional user expense roles here.

#### Additional Comments

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Comments