



pHoenix Rise

'A Shared Vision'

Human Resource Management Division

VOLUME 2 ISSUE 2
JANUARY 2006

ONLINE RECRUITMENT IS HERE !

e-Recruitment Goes Live!.....

Over the past two months, the Human Resource Management Division (HRMD) has conducted a series of Training Workshops targeted at sensitizing Deans, Heads of Departments, Managers and Administrative Personnel throughout the Mona Campus on the required procedures to be followed when creating and submitting on-line job requisitions once on-line Recruitment becomes effective in January 2006.

The objective of this exercise was to train at least one member of staff in each department to effectively use the on-line recruitment module by January 3, 2006.

External Applicants can now apply online; from the UWI website using the **Job Opportunities** link.

UWI Employees can apply for jobs online using the Self Service → Employee → Use → Apply for Job or View Job Postings



In this Issue

E-Recruitment Goes Live!	1
Training Workshops	1
Where does your requisition go??	1
Help Desk	2
Leave	2
Upcoming Projects	2

TRAINING WORKSHOPS

During the Training, manuals were provided to all participants. This exercise was considered effective as the Administrative Personnel involved in Training were enthused about the on-line recruitment Module. It was the general consensus from the Administrative Personnel involved, that the paper work would be less tedious and after a job requisition has been created and edited and work flowed to HR then applicants would be appointed in a timely manner.

Training will be on-going until all members of staff at the University of the West Indies, Mona involved in the recruitment of staff become proficient in the techniques required to process an on-line job requisition.

Where does your requisition go ?

Once a job requisition is approved the HR recruitment team is responsible for processing the job requisition.

Regular updates on your requisition will be sent via email or you can view the status online by using the following navigation.

Self Service → Manager → Task → Create/View Requisition

Self Service → Manager → View → Approved Requisition

Administrative and HR Recruitment Personnel in Training



HELP DESK

The Human Resource Management Division will provide services for both our internal and external clients via a Help Desk where queries will be answered and assistance would be available. The Help Desk will be used as a catalyst for communication and information. The Customer Service Representatives (support staff) in the Human Resource Management Division will be mandated to ensure:

- * Excellent customer care thus ensuring customer satisfaction
- * Step-by Step assistance for Deans, Heads of Departments and Administrative Personnel in the creating and editing of an on-line job requisition.
- * Step-by Step assistance for applicants on the procedural requirements for applying for a job on-line.

We invite you, the end-users in e-recruitment, to contact Miss Kaydian Thomas or Mr. Ian Gooden for assistance.

Telephone: (876) 927-2702/970-2071

E-mail : hr@uwimona.edu.jm

LEAVE

The 'soft launch' of UWI Leave Module on September 26, 2005 allowed employees to view their leave data online. The roll-out of the module on January 3, 2006 will provide employees with the capability of accessing leave information and applying for leave online. Heads of Departments will also be able to approve leave online.

During the period January 3 To March 31, 2006, employees are encouraged to view their data and bring to the attention of the Customer Service Representatives, Human Resource Management Division, any discrepancies that they may detect. Thereafter, the leave information available online will stand. Your feedback of the leave module is invited and you may submit your comments to hr@uwimona.edu.jm.

Upcoming Projects.....



HRMD, as it transforms itself, has introduced a number of initiatives, e.g. the development of a health and safety manual and the scanning and circulation of documents online in order to rationalize one of its processes.

The transformation process will be piloted through the Faculty of Social Sciences and will involve projects in specified areas such as:

- ◆ Records Management- Facilitate access to data for decision making.
- ◆ Performance Appraisal – Establish standard styles to present curricula vitae and establish a uniform appraisal process.
- ◆ Customer Service – Customer Service Charter
- ◆ Accountability – Disciplinary Procedures