

Sending the Commencement

Taleo Version 15

Last revised: July 2017
Last reviewed: July 2017
Next review: July 2018



Government
— of —
Saskatchewan

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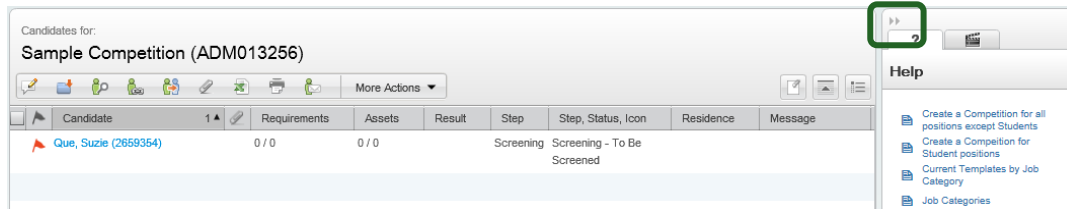
Before You Begin

Before you do a Commencement, you will need the following (some of the required information will be on the letter of offer as well):

- “CRC Free to Proceed” email from CRC Coordinator’s Office, saved as a .msg file
- (If current employee, a previous employee being rehired, or student) approved salary from Human Resource Service Centre
- The following pieces of information:
 - Is candidate brand new to government, a previous employee being re-hired, or a current employee?
 - Is candidate male or female?
 - Supervisor’s name
 - Supervisor’s email address
 - Employee’s new work address
 - Employee’s new work phone number, if applicable
 - Appointment effective date
 - Appointment expiry date, if applicable
 - Length of probation
 - Applicable probation article from:
 - SGEU: Collective Bargaining Agreement (starts at Article 7); or
 - CUPE: Collective Bargaining Agreement (starts at Article 29); or
 - Out-of-Scope: Public Service Regulations 25(5)
 - % of hours employee will be working, if less than full-time
 - Date of first EDO if in-scope
 - If this is a term assignment, is this a permanent GOS employee, who is going on a leave from their current assignment, in order to accept this new term assignment?
 - Are statutory holidays taken on the date they actually occur, or the date they are observed?
 - Is the employee eligible for special northern leave?
 - Is the employee eligible for northern district allowance? If so, which district?
 - Are there other earnings or deductions such as parking, car allowance, CVA, housing, etc.?
 - Approved salary, quoted as hourly for in-scope, monthly for out-of-scope
 - Is this appointment up-in-range? If so, what is the name of the Human Resources Professional who authorized the salary?
 - If this is a permanent labour service assignment, did the employee elect vacation to be taken as paid days, or % on each cheque?
 - Any additional comments

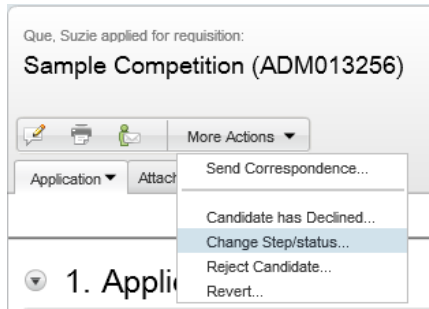
If you need assistance with any of the fields listed above, contact the individual whose name is in the Recruiter field of the competition.

Commencement

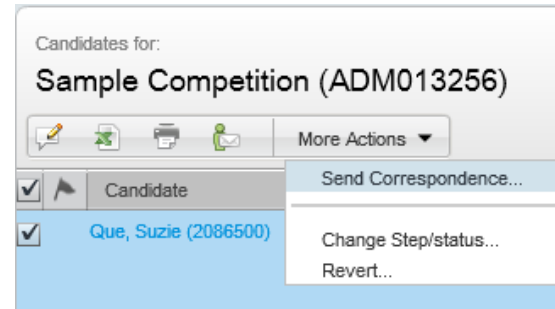


NOTE: If you are hiring a candidate into the last vacancy of the requisition, the competition will Fill automatically. Candidates will be able to see the competition's Filled status on the Career Centre, so if you are planning to deliver regrets to unsuccessful candidates, you should do so as soon as possible.

Start by expanding the Help panel on the right side of the screen, if it isn't already open. Instructions for all Taleo tasks can be found here.



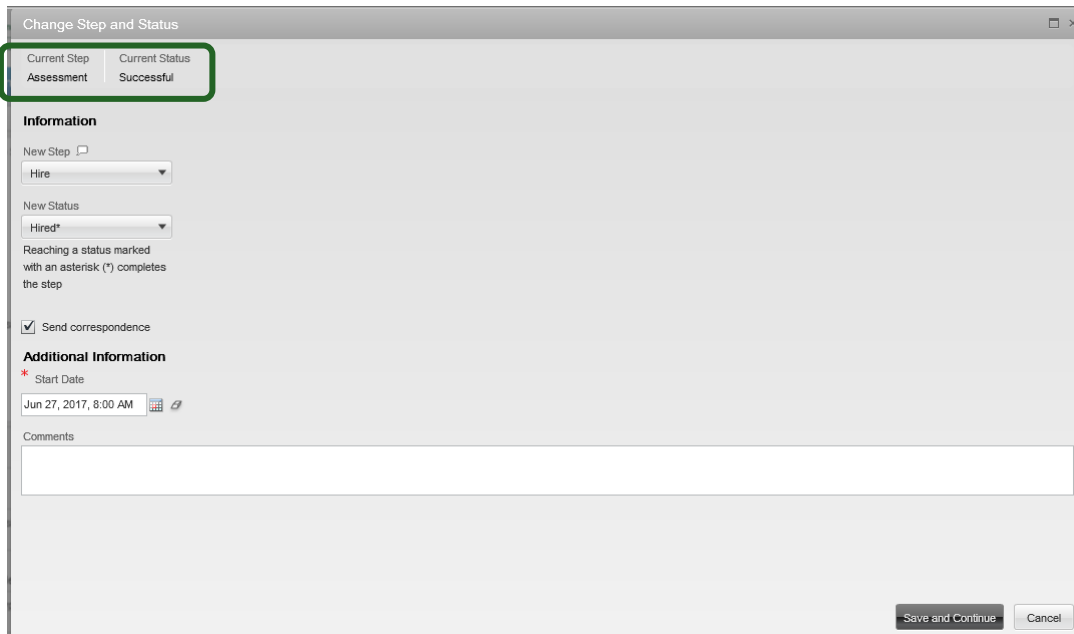
OR



If you are viewing the candidate list, put a check-mark to the left of the candidate's name, then select Change Step/Status from the More Actions drop-down.

OR

If you are viewing the candidate's application, then from the More Actions drop-down, select Change Step/Status.



Make note of the candidate's current Step/Status.

The candidate must be in the Step/Status of Hire/Hired in order to send the Commencement document to the Human Resource Service Centre

If the candidate is still in the Screening step, you will need to change it to Assessment/Successful before proceeding to the Hire step.

Change their Step to Hire and their Status to Hired.

Check the Send Correspondence box.

Select the candidate's start date in the position. If you don't know the exact start date, indicate your best estimate.

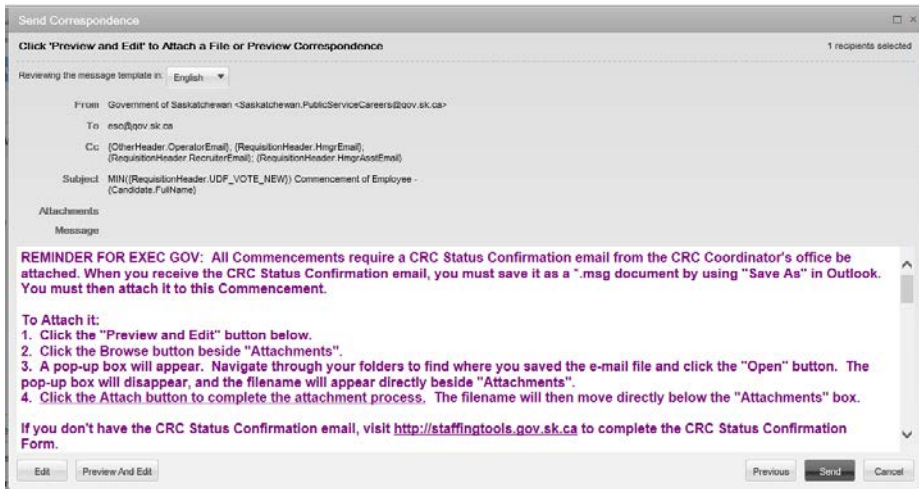
Click **Save and Continue**

Start typing “commencement” in the box and let auto-suggest provide a pick-list to choose from.

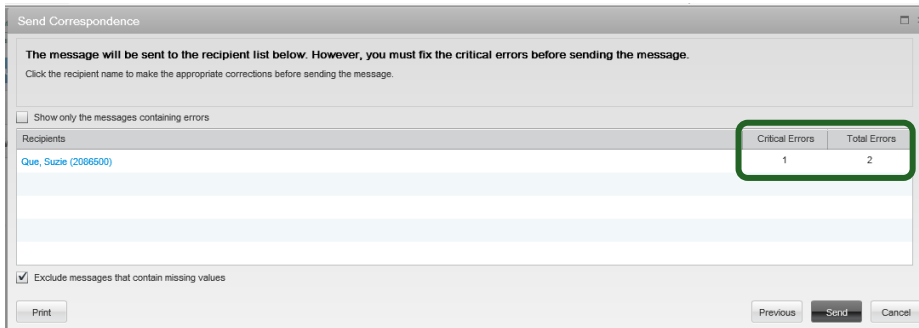
Select “Commencement”

Each correspondence consists of several paragraphs. Each paragraph is listed on the right-hand side. Select those paragraphs which you wish to include in your commencement (select only one of the two Signature Lines, depending on whether you are the hiring manager for the competition, or you are doing the commencement on behalf of the manager) then click **Next**.

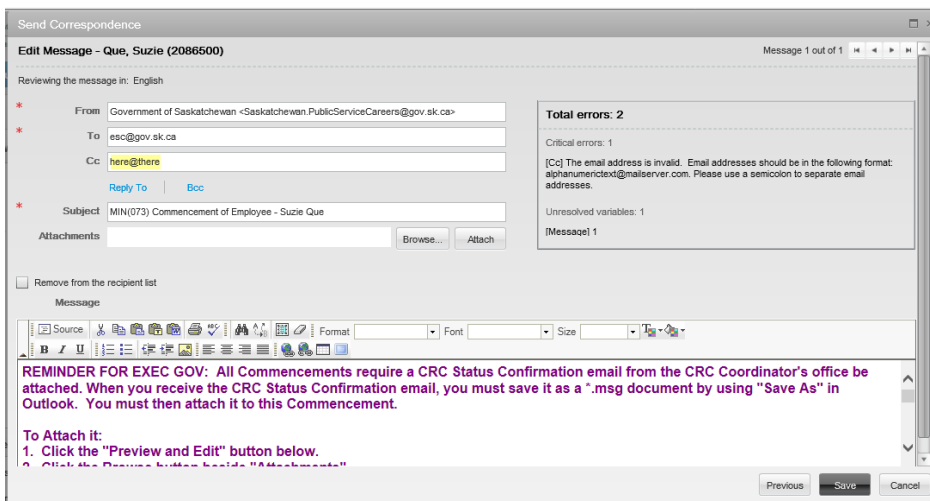
Fill in all the prompts. There are quite a few, so make sure you scroll all the way to the bottom to complete them all. When done, click **Next**.



In this screen, fields which populate from the candidate's application or from the competition will NOT be auto-filled. Click **Preview and Edit**.



Make note of any errors listed on the right. These indicate fields which have been left blank, and must be filled in on the next screen. Click the candidate's name to view the correspondence and correct the errors.



Scroll through the correspondence to ensure the content is accurate, and to correct the errors. Errors will be highlighted in yellow.

If you wish to change the "From" email address, replace the content in that field with the desired email address.

If you are making changes to the "To", "CC" or "BCC" lines, use a semi-colon between email addresses. Ensure the line does not end in a semi-colon.

When the correspondence is ready to send, click **Save**.

NOTE: The "Save" button does not save the correspondence as draft so that you can come back later to finish it. It simply saves the edits you just did. You must complete the entire correspondence in one sitting or you will lose all information you have input.

Send Correspondence

The message will be sent to the recipient list below.
Click the recipient name to make the appropriate corrections before sending the message.

Show only the messages containing errors

Recipients	Critical Errors	Total Errors
Que, Suzie (2086600)	0	0

Exclude messages that contain missing values

You will be taken back to the previous screen.

If you want to double-check the correspondence, click the candidate's name.

If the correspondence is ready to send to the Human Resource Service Centre, click **Send**.