CAMOSUN COLLEGE

Information & FAQs for Successful Applicants

When you are the successful applicant and the workplace leader has reached out to you with the news, here is what you can expect in your Camosun College applicant (People Admin) account:

Contents

Step 1: Receiving the Electronic Employment Offer:

You will receive an email from careers@peopleadmin.ca which informs you that you are the successful applicant for the posting you have applied to. This email will include:

    a. A link to access your electronic offer letter to review the details of your employment.
    b. A Digital Signature box that will require your to confirm your acknowledgement and understanding of these details.
    c. A PDF link to download a copy of these details.
    d. Any questions about the contents of your employment offer will be directed to your workplace leader.

As the applicant, you will click the link in the email to access your electronic offer letter, you will be directed to log back into the PeopleAdmin portal: https://camosun.peopleadmin.ca/
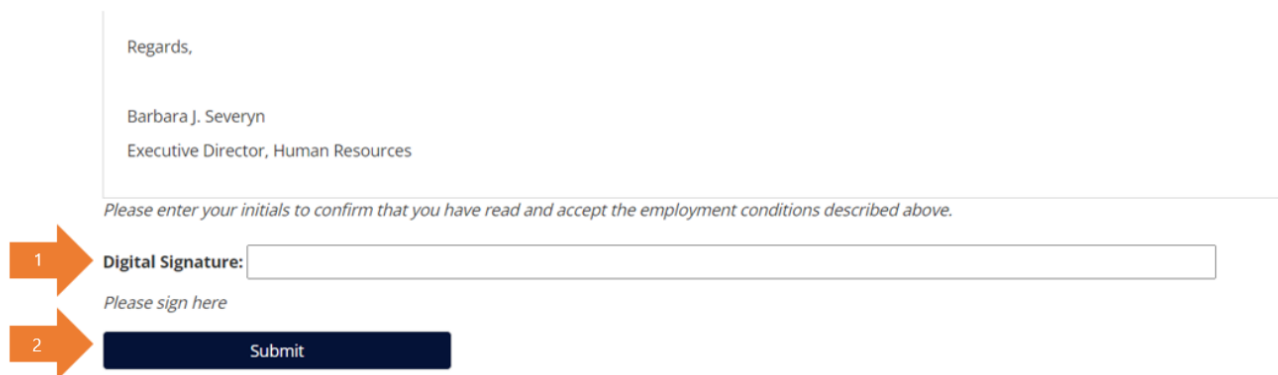
Click 'Your Applications' (1) then click 'Offer Letter' (2):

Review the offered employment details. If there are any questions, please direct them to the workplace leader listed in your offer letter. The workplace leader is the person who the applicant has been in contact with about their interview and who will have initially contacted the applicant about the employment offer.

When satisfied with the details, scroll to the bottom of the letter and enter your initials in the Digital Signature box (1) and click Submit (2):

Regards,

Barbara J. Severyn
Executive Director, Human Resources
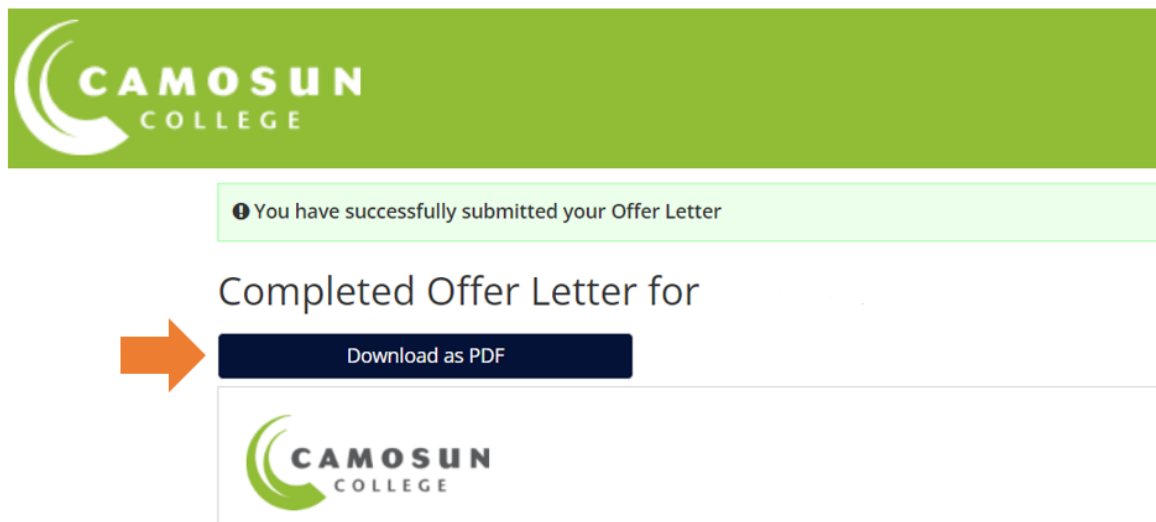
Please enter your initials to confirm that you have read and accept the employment conditions described above.

1 **Digital Signature:**

Please sign here

2 Submit

Once submitted, now is the time to download a copy of the offer letter. **Please note**: we recommend that you download your offer letter *immediately* upon signing as the option to download or view your offer letter will disappear once you've exit from the following screen:

CAMOSUN
COLLEGE

ⓘ You have successfully submitted your Offer Letter

Completed Offer Letter for

Download as PDF

CAMOSUN
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Step 2. Verifying your Date of Birth and Social Insurance Number

The successful applicant will receive a **second** email from careers@peopleadmin.ca that will prompt them to submit their date of birth (DOB) and social insurance number (SIN). This information is necessary to ensure the employment profile is set up in our pay system as quickly and efficiently as possible, and so that other preparations can be made in anticipation of the applicants first day at work.

The body of the email will contain the following directions:

> In order to complete this request, please follow these simple steps:
>
> 1. Visit Camosun's employment opportunities site;
> 2. Select 'Log In' from the menu options;
> 3. Use your username and password to log into your personal applicant account;
> 4. Select the **Your Applications** tab and find locate your application for this position;
> 5. Click on Update. This should direct you to a screen where you enter your SIN and DOB;
> 6. Select Update Application
> 7. You will be requested to recertify and resubmit your application. Once this has been done, you have successfully submitted your information.
>
> If you have any questions about this process, please send an email to XXXXX@camosun.ca.

When you click the link in the email to enter your DOB and SIN, you will be directed to log back into our PeopleAdmin portal: https://camosun.peopleadmin.ca/

Click 'Your Applications' then click '**Update'** on the application you have accepted the offer on:

Completed Applications (7)

	Confirmation Number	Posting Number	Status	Application Date	Application Materials
Instructor Archive	CN000006775	F00152P	In Progress Withdraw Application	March 22, 2022	Application Cover Letter Resume
Supervisor - Dental Clinic Archive	CN000006821	ES335P	Under Review by HR Assistant Withdraw Application	May 05, 2022	Application Cover Letter
Supervisor - Dental Clinic Archive	CN000006827	ES336P	Position Filled Withdraw Application	May 05, 2022	Application
Supervisor - Nursing Lab Archive	CN000006821	ES300P	Under Review by HR Assistant Withdraw Application	May 05, 2022	Application Cover Letter
Academic Advising Assistant Archive	CN000007367	ES359P	Position Filled Withdraw Application	June 22, 2023	Application Cover Letter Resume
Human Resources Office Assistant Update Archive Offer Letter	CN000007388	ES361P	Request Applicant to Submit DoB/SIN Withdraw Application	September 12, 2023	Application Cover Letter Resume

The following page will ask you whether you would like to make change, select 'Yes, update this Application":

Would you like to make changes to your application? Updates will be saved after you certify your application and select submit.

➡ Yes, update this Application or Cancel

Next, you will enter your Date of Birth (1) and SIN (2). Then select, "Save & Continue" (3):

Note: You must enter the Date of Birth in the format MM/DD/YYYY

ℹ Some elements of this application have changed. Please review your form to ensure that your information is still accurate.

Application for Human Resources Office Assistant: Personal Information

| Save changes | Save & Continue | Check Information |

Personal Information ▾

Go

For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. Please click either the **Next** button or you application by selecting the page from the dropdown menu and clicking **GO** button every 60 minutes in order to avoid losing your data.

Required fields are indicated with an asterisk (*).

Additional Information

* Date Of Birth

MM/DD/YYYY

* SIN

| Save changes | Save & Continue | Check Information |

Navigation menu:
- 🏠 Home
- 🔍 Search Jobs
- 🔖 Your Bookmarked Postings
- 📄 Your Applications
- 📂 Your Documents
- ⚙ Account Settings
- ⏻ Logout Goofy
- ❓ Help
- Frequently Asked Questions
- Current Employee Login
- NEW HIRE TAX FORM

The next page will ask you to Certify & Submit your application:

Application for Human Resources Office Assistant Edit this Application | Print Version

Certify and Submit

Update

Note: There have been changes to this posting or application. While you are not required to revisit this application and resubmit it, you have the option to do so. None of your updates will be visible to anyone else until you repeat the certification process. Use the edit link above to begin revisiting the application.

✔ **Personal Information**

For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. Please click either the **Next** button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking **GO** button every 60 minutes in order to avoid losing your data.

Additional Information

| Date Of Birth | 01/01/1997 |
| SIN | 123-45-6789 |

➡ Certify and Submit

Once you have saved, updated and certified your application, you will be brought to a verification page where you will check the certification box (1) and enter your initials in the text box (2) below.

Certify and submit your Application for Human Resources Office Assistant

Certification

Please be advised that once your application has been submitted, you are no longer able to make modifications or attach new documents. If you wish to make changes to your application or attach new documents before certifying and submitting, please select the 'Return to Application' option.

Applicant Certification

I certify that statements made by me in my profile, in my resume and attachments are true, complete and correct to the best of my knowledge and belief. I understand that any false statements, misrepresentations or omissions made by me during the application process may be grounds for rejection or if hired, dismissal.

I understand that Camosun College may verify the information I have provided. I authorize Camosun College to make inquiries regarding my education, work experience, references and criminal history, as applicable to the position requirements. I understand that any job offer or subsequent employment may be conditional on Camosun College's receipt of a satisfactory background inquiry where applicable.

Collection Notice

Your personal information is collected by Camosun College pursuant to 26(c) and 26(e) of the Freedom of Information and Protection of Privacy Act for the purpose of establishing an employment relationship, and managing and administering employee payroll, benefits, and human resource data.

1 ☐

By clicking this check box, I confirm I have read and agree to the terms of certification outlined above.

Please enter your initials to verify your identity.

2 [ ] Submit this Application or Return to Application

The next screen will let you know that you have successfully updated your application to include your date of birth and SIN:

❶ Your Application has been submitted.

You have successfully submitted your Application.

Your confirmation code is

CN000007388

Thank you for your interest in an employment opportunity at Camosun College. The applicant review a of your application materials results in advancing you to the next stage of the selection process, you w

Thank You,

Human Resources

[View Your Completed Application]

[Continue Your Posting Search]

Step 3. Receiving your Tax Forms and Benefit Enrolment Forms

Once the successful applicant has received their Camosun College issued email address they will receive the following email from hr@camosun.ca which will include the links to and attachments for:

   a. applicable Collective Agreement
   b. Tax forms and direct deposit form
   c. Personal Information and Benefit Form (PIBF)
   d. Manulife enrolment forms
   e. Employment Equity questionnaire

Frequently Asked Questions (FAQs)

Q: I have questions about my employment offer, who do I contact before I send my acknowledgement?
Please reach out to your workplace leader listed in the letter. This person will have previously reached out to you to set up your interview and to initially offer you the position.

Q: Can I print my employment offer and then sign it?
Camosun College will only receive accepted offers through the Camosun College Career Site. The allows us to complete our HR processes in our Applicant Tracking System. Paper copies of employment offers will not be accepted.

Q: How do I access additional information/forms if I am not an employee yet or have not received my Camosun employee # (C#)?
We are working to add additional information to the Camosun.ca website. In the interim, you will need to wait until your C# and Camosun email address have been issued before you can access the internal links saved to our Camosun Intranet.

Q: What if I forget my Username or Password for my applicant account?
Click on the "Login" link, and then the link "forgot your username or password."