

Upload, Attach, Display, or Delete a Seniority Report

Overview

For positions where the applicable collective agreement identifies seniority as a factor in hiring decisions, HR Shared Services will upload a seniority report and attach it to the requisition.

Org Chiefs can also run a seniority report, if desired. See [Run a Seniority Report](#) for full instructions on how to export and interpret the report. The report used to inform the hiring decision must be attached to the requisition and clearly noted.

See how to:

- [Upload and Attach a Seniority Report](#)
- [Display a Seniority Report Attachment](#)
- [Delete a Seniority Report Attachment](#)

Upload and Attach Seniority Report to Job Requisition

1. Click the **Home** menu and select **Recruiting** from the dropdown.



The *Job Requisitions* screen appears and displays a list of job requisitions.

- Click the **applicable job requisition** under the **Job Title** column.

Note: The job requisition ID number appears to the right of the requisition information.

Job Requisitions

0 Candidates Forwarded 5 New Candidates 2 Current External Requisitions 0 Current Internal Requisitions Average Days Open: 0

Items per page: 10 Page 1 of 1

Filter Job Requisitions: All job requisitions Filter Options Display Options Highlight Job Title: Highlight Job Title

Select All	Job Title	Requisition ID ↑	Org Chief	Currently With	Due	Candidates	Progress	Updated
<input type="checkbox"/>	Dietitian - 2744	2744	Eunice Armstrong	Misericordia Req Approval	11/06/2017	-		12/20/20
<input type="checkbox"/>	Administrative Assistant	2706			11/06/2017	1		11/07/20

In the **Job Posting Information** area (about halfway down the requisition),

- Click **Attach a document** beside **Seniority Report**.

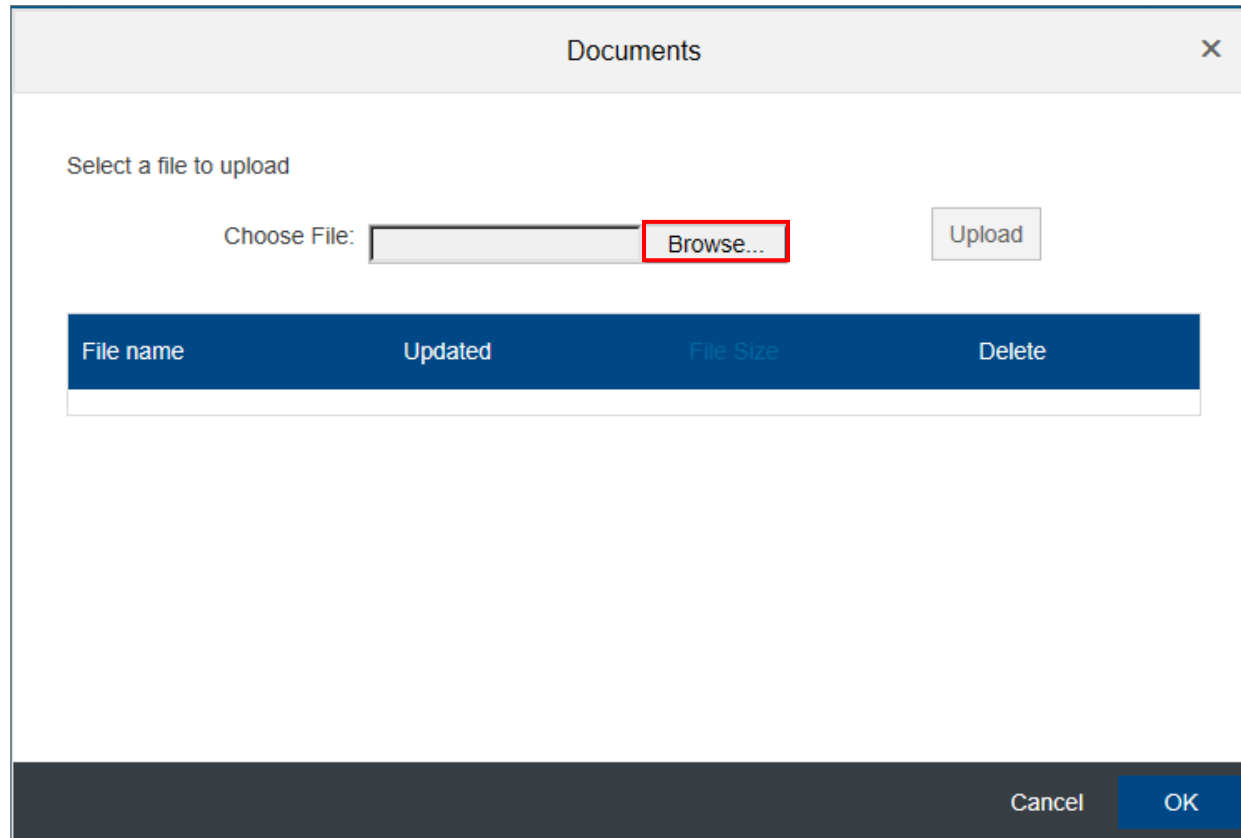
Job Posting Information

Seniority Report

Attach a document

Requisition Users

4. Click **Browse** in the **Documents** window that opens.

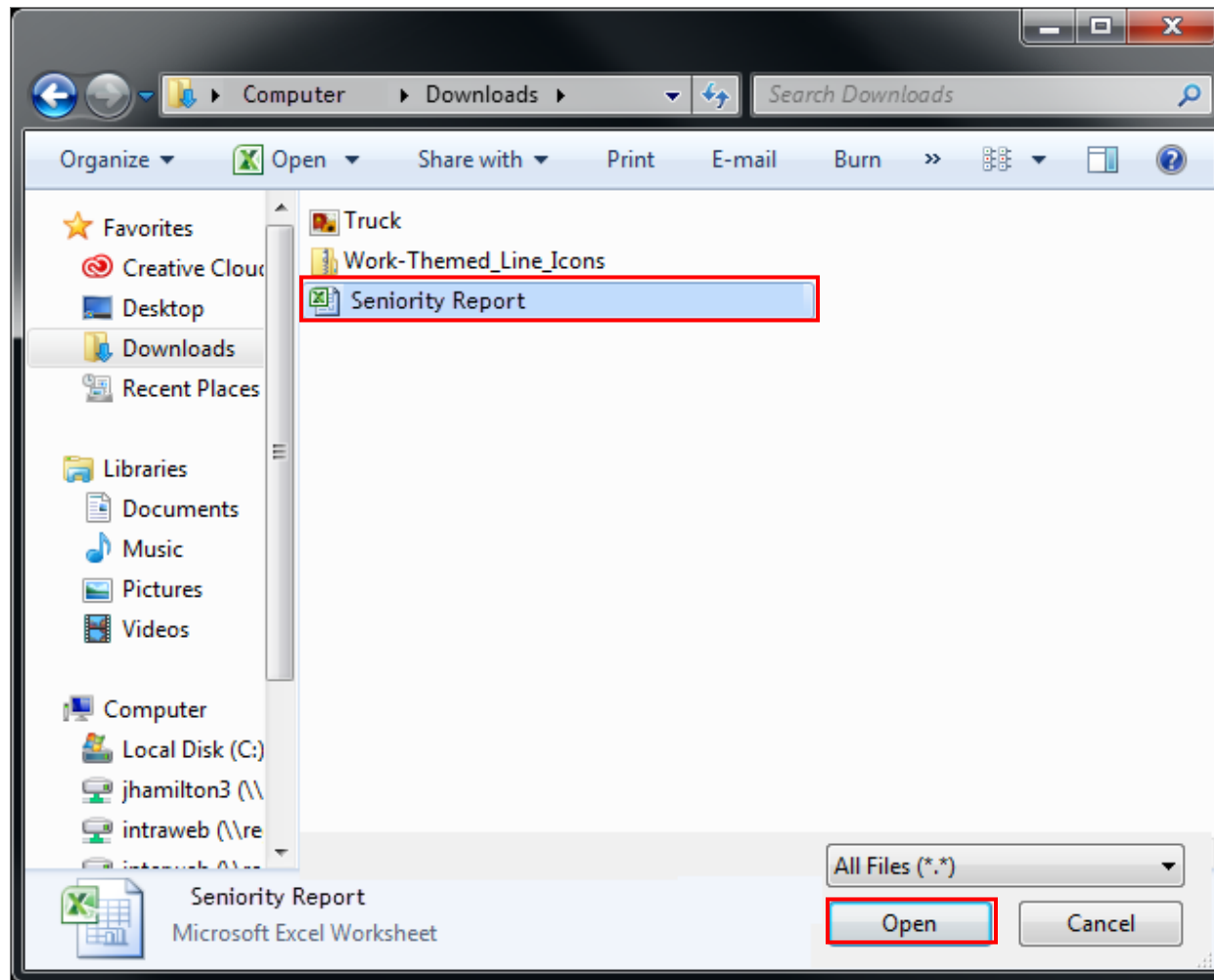


The screenshot shows a 'Documents' window with a title bar containing the text 'Documents' and a close button 'X'. Inside the window, the text 'Select a file to upload' is displayed. Below this, there is a 'Choose File:' label followed by a text input field. The 'Browse...' button next to the input field is highlighted with a red rectangle. To the right of the input field is an 'Upload' button. Below these elements is a table with a dark blue header and one empty row. The header has four columns: 'File name', 'Updated', 'File Size', and 'Delete'. At the bottom of the window is a dark grey bar containing 'Cancel' and 'OK' buttons.

File name	Updated	File Size	Delete

5. Locate the **applicable seniority report** on your **drive**, then click **Open**.

Note: It is a good idea to include the Requisition ID number in the seniority report file name when you first save the file. This will make it easier to select when you are uploading and attaching it to the applicable job requisition.

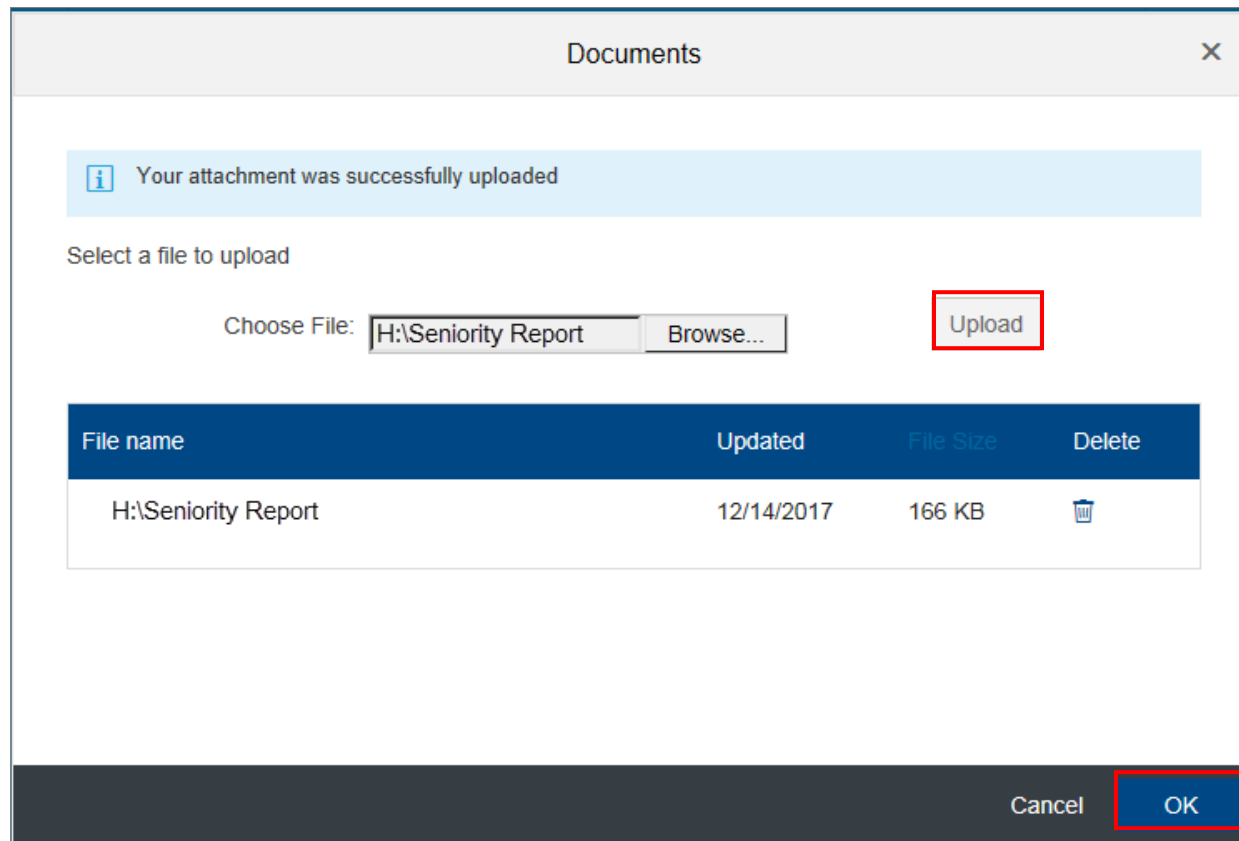


You return to the *Documents* window.


6. Click **Upload**.

The message “*Your attachment was successfully uploaded*” displays.

7. Click **OK**.

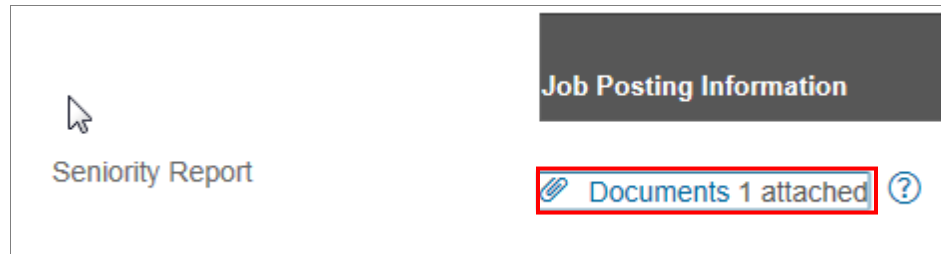


The screenshot shows a window titled "Documents" with a close button (X) in the top right corner. A light blue message bar at the top contains an information icon and the text "Your attachment was successfully uploaded". Below this, the text "Select a file to upload" is displayed. Underneath, there is a "Choose File:" label, a text input field containing "H:\Seniority Report", a "Browse..." button, and an "Upload" button which is highlighted with a red rectangle. Below the input field is a table with the following data:

File name	Updated	File Size	Delete
H:\Seniority Report	12/14/2017	166 KB	

At the bottom of the window, there is a dark grey bar containing a "Cancel" button and an "OK" button, which is highlighted with a red rectangle.

The “*Documents 1 attached*” displays beside Seniority Report.



The seniority report is attached to the job requisition.

Display a Seniority Report Attachment

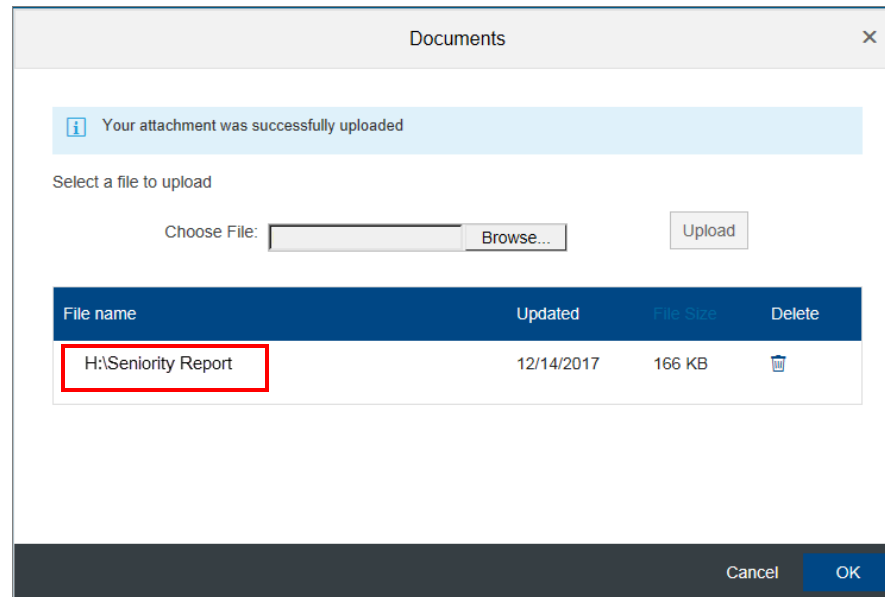
When an attachment was uploaded to a requisition, it can be viewed in the Job Posting Information section.

1. Click **Documents** beside **Seniority Report**.



The *Documents* window opens, displaying the attached report link.

2. Click **the report** to view it.



Next Steps

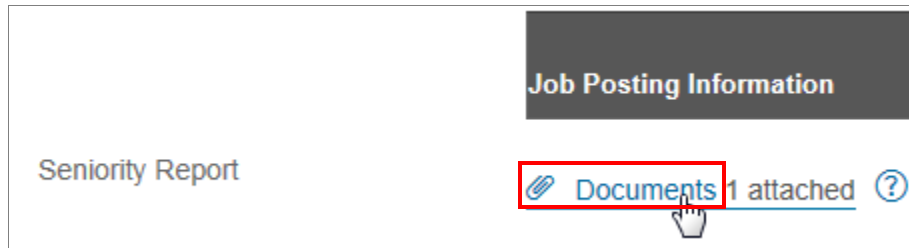
Applicants for the position can be managed using the Talent Pipeline. For example, if the successful candidate has been identified, the candidate can be moved to the next applicable segment within the Talent Pipeline.


See how to [Manage Applicants Using the Talent Pipeline](#) for more information.

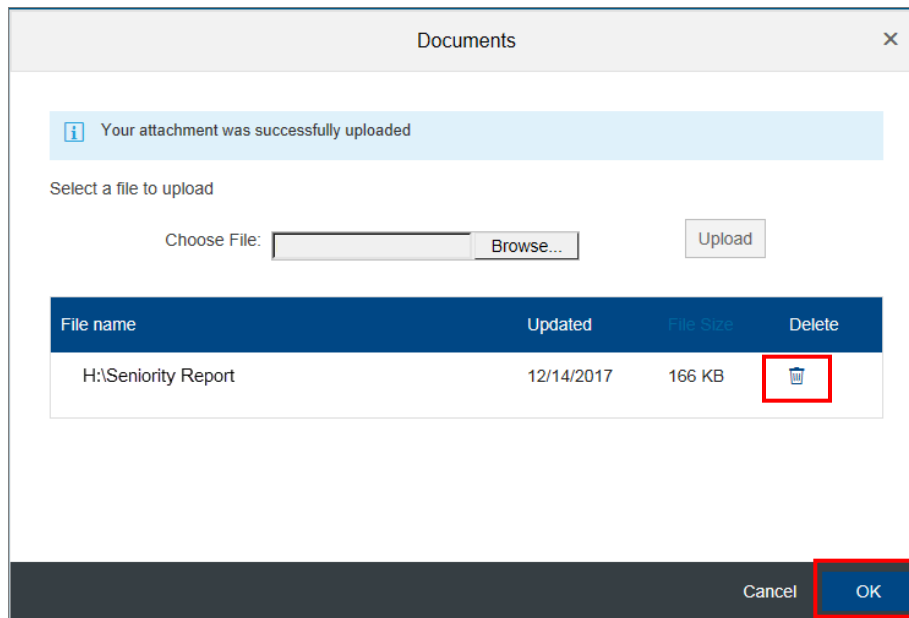
Delete a Seniority Report Attachment

If an attachment was uploaded to a requisition in error (e.g. the wrong file was selected) follow these steps to remove it:

3. Click **Documents** beside **Seniority Report**.



4. Click  under the **Delete** column beside the file name.
5. Click **OK**.



Note: The document has been deleted and *Attach a Document* displays beside Seniority Report. Follow the steps in the Upload Seniority Report to Job Requisition section to attach the correct file.