



1) *I need*

4) Can I offer a higher/lower rate of pay?

No, rates of pay are set and cannot be altered.

For up-to-date pay rates, please refer to Appendix A – Wage Rates in the PSAC Academic Capacity Collective Agreement: <https://www.uwinnipeg.ca/hr/collective-agreements.html>

You must also factor in an additional 16% for vacation pay and mandatory employment related costs, i.e. CPP, EI, Payroll Tax.

5) How do I access my applications?

You will be provided with direct access to the electronic recruitment system to access to your applications as soon as the position is posted. Access to the system can be found on the " " page of our website: <https://www.uwinnipeg.ca/hr/employment.html>

Under " " click the red box that says " Career Opportunities" and you will be directed to the website.

You can also go directly to the electronic recruitment system by clicking the following link: <https://www.northstarats.com/University-of-Winnipeg>

Select " ". If this is your first time using the system, you will receive an email from HR with your login ID and password after the position has been posted.

Please note, after your competition closes, you will need to select " " from the status drop-down menu within the system to access your applications.

6) I have two candidates both of whom currently work at the University; do I need to consider them first?

The governing factors for making an appointment are qualifications and relevant experience.

Preference will be given to qualified applicants who hold a current appointment in the Bargaining Unit or who have held an appointment in the Bargaining Unit within the last 3 Academic Terms. If you have 2 internal candidates that are equally qualified in relation to the job requirements in the posting, seniority would be used as the determining factor.

The PSAC-AC seniority list can be found on the " " page of the Human Resources website: <https://www.uwinnipeg.ca/hr/collective-agreements.html>

7) What if no qualified applicants apply to my posting?

You may directly fill the position from applications kept on file from past competitions. If you do not have any applications on file, you may extend the closing date or repost your position by sending an email request to Elaina Stuart, HR Assistant at e.stuart@uwinnipeg.ca. If you know of any potential candidates, you may reach out to them to advise them of the opportunity.

Please note, once the minimum posting requirement is met, a position can be reposted for any length of

<https://www.uwinnipeg.ca/newhire>

If your new employee has previously worked for the University,