POSTING EXCEPTION

Term Adjuncts

JUNE 25, 2024







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GENERAL DESCRIPTION

The Human Rights and Equity Office (HREO) is mandated to collect, track and report on employment equity hiring data as it pertains to faculty and staff applicants.



Starting a Posting Exception Submission

- 1. Below is a screen shot of the home page of the QEAP application. Once you log in with your netid and password, this screen appears.
- 2. On the bottom left corner of the page click 'Posting Exception'. This will open up the Posting Exception QEAP Competition Creator' screen.

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3. In the Posting Exception QEAP Competition Creator screen enter the Committee members and Appointee(s):



COMMITTEE MEMBERS

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1. On the 'Committee' tab, enter the Committee members.

- 2. You will notice that as the EE Rep you will already be listed under the Committee Tab.
- 3. Enter your Committee Members in the right navigation (EE Reps must complete A/RTPC and EE Rep training, and Chairs must complete A/RTPC training, in order to be entered as members in the system).
- 4. Enter the 'Staff Number' of the committee member and hit 'Load Details'. If the Committee member has equity training the details will load automatically. If the Committee member does not have equity training, enter in their details.
- 5. Next select the 'member type' as well as 'role' applicable.
- 6. Click 'Create New Committee Member' on the bottom right hand side of the page.
- 7. To enter another committee member Click 'Create New Member' on your dashboard under the last committee member you added and repeat steps.
- 8. At any time you can select an existing committee member, change details and click

COMPETITION CREATOR

If you are unsure of what steps still remain, click on 'Competition Creator', here is an example



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