Applicant Guide

Current and Future Employees

Queen's
Human Resources

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CareerQ Overview

Queen's uses CareerQ, a recruitment management system, to help facilitate the candidate process. This includes submitting applications, confirming interviews, and receiving updates about the process. Both current and future employees use this system to apply for jobs and receive communication about the process.

Definitions

Current Employee: someone who actively holds a Casual, Term, or Permanent position at Queen's University.

Future Employee: someone who does not actively hold a Casual, Term, or Permanent position at Queen's University.

Employee Group: Queen's has multiple unionized, non-unionized, academic, and research staff working groups on campus, which are categorized by the type of jobs performed. The specific union, or other groups mentioned, that an employee is a member of is referred to as an Employee Group.

Internal Applicant: A Current Employee who is applying for a position while actively holding a position within the same employee group.

External Applicant: All applicants, including Current and Future Employees, who are applying for a position and do not hold an active position within the same employee group.

Employees on Redeployment

If you have been placed on redeployment and are working your notice period, continue to access jobs at Queen's using CareerQ. Redeployed employees who are not working their notice period should contact their HR Advisor for further instructions.

Logging into CareerQ

To log into your CareerQ account, visit the Apply to Jobs page on the Human Resources website and select either Current Queen's Employees or Future Queen's Employees.

For Current Employees: you will be prompted to enter your Single Sign-on NetID username and password to view competition postings.

Note that when applying through CareerQ, it is important to select the Current Queen's Employees section to ensure your employee status is visible to the hiring committee. Your status and employee group are important information in the job application process. Those within the employee group of the open position may have considerations outlined within a collective ag.

When you have saved your documentation, you will be directed to your newly created profile where you will be prompted to provide additional information such as Personal Info, General Info, Skills, and Employment Equity.

When you have completed each section, you have the option to consent to receiving communication via email. It is recommended that you provide consent as not providing consent may impact Queen's ability to contact you for opportunities. Queen's will not send advertisements and other spam through CareerQ. Lastly, you must agree to the terms of use and click Save & Continue.

Resetting your Password

From the CareerQ login page, click Forgot your Password on the Returning User login section and follow the on-screen instructions.

Once your search is narrowed, click the competition number beside any job that is