

How to use PeopleAdmin

Capilano University's applicant tracking system (ATS)

People Admin

Our positions are divided into Faculty & Non-Faculty positions.

Faculty includes Instructors, Lab Supervisors, Librarians, etc.



🏠 Home
🔍 Search Jobs
🔔 Job Alerts
🔖 Your Bookmarked Postings
📄 Your Applications
📁 Your Documents
⚙️ Account Settings
🔌 Logout Lara
? Help
Why CapU?
Discover CapU
Follow us on LinkedIn
Follow us on Instagram
FAQ

Welcome to our CapU's employee careers page! We are happy you're here.

Search our current job postings below or email us about future job openings at talentacquisition@capilano.ca.

We hope to hear from you soon.

Capilano University is named after Chief Joe Capilano, an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples.

We respectfully acknowledge that our campuses are located on the territories of the Líl'wat, x̣məθkʷəjəm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish) and Səlilwətaʔ/Səlilwətułh (Tsleil-Waututh) Nations.



Faculty Positions



Non-Faculty Positions

Job Alerts

Here you can see a menu with further information. The “Job Alerts” page is a very useful tool for candidates.



- Home
- Search Jobs
- Job Alerts**
- Your Bookmarked Postings
- Your Applications
- Your Documents
- Account Settings
- Logout Lara
- Help
- Why CapU?
- Discover CapU
- Follow us on LinkedIn
- Follow us on Instagram
- FAQ

Welcome to CapU's employee careers page! We are happy you're here.

Search our current job postings below or email us about future job openings at talentacquisition@capilano.ca.

We hope to hear from you soon.

Capilano University is named after Chief Joe Capilano, an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples.

We respectfully acknowledge that our campuses are located on the territories of the Líl'wat, x̱məθkʷəjəm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish) and Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.



Faculty Positions



Non-Faculty Positions



Job Alerts

You will see the jobs available at Capilano broken down into each department.

We encourage applicants to subscribe to the areas they are most interested in. By doing so, you will receive an email notification when a new position is posted in that department.



- Home
- Search Jobs
- Job Alerts**
- Your Bookmarked Postings
- Your Applications
- Your Documents
- Account Settings
- Logout Lara
- Help
- Why CapU?
- Discover CapU
- Follow us on LinkedIn
- Follow us on Instagram
- FAQ

Job Alerts

Indicate which categories you are interested in, and select Subscribe to begin receiving notifications when new Postings are open to applications.

Select All Clear All

Subscribe

- Academic Initiatives and Planning
- Administration (Reception, Divisional Supervisor, Divisional Assistant, Admin etc.)
- BlueShore Financial Centre for Performing Arts
- Campus Planning & Facilities
- Centre for International Experience
- Centre for Teaching Excellence
- Children's Centre
- Corporate Services (including Purchasing, Print Services, Bookstore)
- Faculties
- Financial Services (including Payroll)
- Human Resources
- Indigenous Education and Affairs
- Institutional Research
- IT Services
- Library
- Marketing and Communications
- Philanthropy and Alumni Relations
- Registrar's Office
- Sports and Wellness
- Student Housing
- Student Success
- Sunshine Coast Campus
- University Events

Unsubscribe



Finding Positions



- Home
- Search Jobs**
- Job Alerts
- Your Bookmarked Postings
- Your Applications
- Your Documents
- Account Settings
- Logout Lara
- Help
- Why CapU?
- Discover CapU
- Follow us on LinkedIn
- Follow us on Instagram
- FAQ
-

Search Postings (22)

View all open Postings below, or enter search criteria to narrow your search.

Keywords	<input type="text"/>	Posted Within	<input type="text" value="Any time period"/>
Position Type	<input type="text" value="No Selection"/> Staff Administrator Exempt (non-union support staff)	Position Title	<input type="text"/>
Department	<input type="text" value="No Selection"/> 2D Animation 3D Animation Academic & Provost		

Search

View Results (22)

	Posting Number	Department	Position Type	Job Close Date
Instructor - School of Business (Leadership and People Management) To instruct a broad range of courses within the School of Business, from lower-level to upper-level capstone courses, to a wide range of students, including international students. Instructors may be expected to teach courses such as People Management, Leadership & Teams in Cross-Cultural Business Settings, Cross Border Issues in Strategic HR Management, etc. Each course requires competenci...	F18523P	School of Business	Faculty	04/03/2023

[View Details](#) [Bookmark](#)

The 'Search Jobs' page will show you all of our current open positions.

You can narrow the search by using key words.

Job Description

Groundskeeper

[Bookmark this Posting](#)

[Print Preview](#)

[Apply for this Job](#)

Posting Details

Posting Summary

Competition Number	S18954P
Position Title	Groundskeeper
Position Number	S99445
Employee Group	Staff
Position Status	Temporary Part-Time
Start Date	04/03/2023
End Date (if applicable)	10/01/2023
Department	Facilities

Additional Notes

Location North Vancouver

Working with us At Capilano University, students are our focus. Employees play an essential role in creating an exceptional learning experience for students and a thriving campus community. Together, we are a high-performing team of individuals who make Capilano University one of the leading teaching universities in British Columbia and one of BC's Top Employers. Grounded by our sense of purpose, we offer a meaningful, friendly and dynamic work environment.

Do you share our purpose and passion?

What you'll do This is horticultural work in the landscaping and maintenance of the campus grounds. An incumbent in this position is primarily responsible for maintaining and upgrading the grounds using sustainable, environmentally friendly gardening practices wherever possible, to ensure a safe, clean and attractive environment. This position reports to the Manager, Facilities Operations and receives direction from Facilities Supervisors.

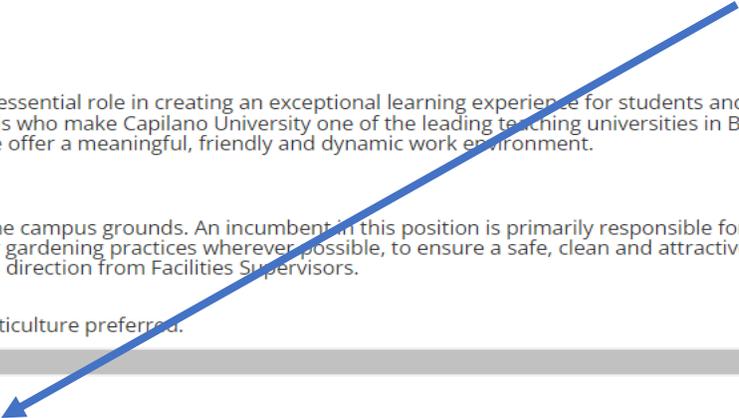
- What you'll bring**
- Completion of a one-year certificate program in Landscape Horticulture preferred.
 - Completion of an advanced W.H.M.I.S. course preferred.

For more information For more information, please see the complete [job description](#)

Benefits At Capilano University, we understand that there is more to life than work. That is why we offer comprehensive benefits and support to help you and your family live a balanced life.

Take a [sneak peek](#) to see what it is like to work at Capilano University.

If you follow this link, you will be brought to a document with more detailed information about the role and responsibilities.



Applying for a Position

Contact Information

* **First Name**

Middle Name

* **Last Name**

Other Name Used

Pronouns

* **Address1**

Address2

* **City**

* **Province or Territory**

* **Postal Code**

Country

Primary Phone

Please provide a valid phone number

Secondary Phone

* **Email**

Please enter a valid email address

The first step when applying for a position in Capilano University is to fill in the details with your personal information.

Applying for a Position

General Information

* Are you eligible to work in Canada?

Please select

* If you have a valid work permit, please indicate expiry date and the type of work permit you hold. (Type "N/A" if not applicable)

* Are you a current employee of Capilano University or have been employed with Capilano University within the last 12 months?

If yes, provide your Capilano University Employee ID number and indicate dates of employment and department(s).

* Where did you hear about this posting?

- Capilano University Careers Website
- Academica
- BC Tech Jobs
- Canadian Payroll Association
- Chartered Professional Accountants Canada
- CivicJobs
- CPHR
- Eluta.ca
- Facebook
- Indeed.ca
- LinkedIn
- Referral
- WorkBC Website

Other, please specify:

Salary Expectations

The general information section is helpful for us to know where you heard of this position!

Save changes

Save & Continue

Applying for a Position

Supplemental Questions



Go

1. Have you completed a one-year certificate program in Landscape Horticulture?

- Yes
- No

2. Have you completion an advanced W.H.M.I.S course?

- Yes
- No

3. Do you have one year of work experience in grounds maintenance?

- Yes
- No

The second step is to fill out the supplementary questions. These questions will change depending on the departments needs.

Demographic Information

Application for Human Resources Business Partner: Demographic Information

◀ Previous Save changes Save & Continue Check Information

Demographic Information ▼

Go

Why are you being asked to complete this form?

As part of our Equity, Diversity, and Inclusion (EDI) commitment at Capilano University, we are collecting information about our community in relation to certain designated groups (Indigenous persons, racialized persons, persons with disabilities, and members of the 2SLGBTQIA+ community). The collection and analysis of this information will help carry out the University's obligations under the Employment Equity Act. Please note that the completion of this form is voluntary. Any answer provided will be kept confidential.

Notice of collection of personal information

The information you provide will be collected and protected under the Freedom of Information and Protection of Privacy Act (FIPPA) (s)(26)(c) and will be used in accordance with the University's equity, diversity, and inclusion program. If you have any questions regarding the collection, use, and disclosure of your personal information, please contact Human Resources at talentacquisition@caplanou.ca. We would like to assure our community members that our workplace environment is a safe space where individuals can freely self-identify. The collected data will be treated as confidential and solely used for EDI statistical analysis and employment equity purposes. None of the information provided on this form will be included in or added to your Human Resources personnel file without your explicit consent. Your information is confidential and self-identification details will be reported in an aggregated form to protect the identity of any individual.

Voluntary Demographic Information

What is Date of Birth?

MM/DD/YYYY

Do you identify as Indigenous; that is First Nations (North American), Métis, or Inuit or International (non-Canadian) Indigenous?

Please select ▼

If you answered "yes", we would invite you to provide further details about your self-identification (e.g. First Nation, Métis, Inuit)

- First Nations with status
- First Nations, non-status
- Métis
- Inuit
- International (non-Canadian)
- Indigenous
- Prefer not to answer

Please select all that apply.

What is your gender identity? By Gender, we mean your self-identified gender, which may differ from the sex assigned at birth or from the one entered in legal documents.

Please select ▼

If you have selected "Other, please specify" for the above question, please provide more details here.

In this webpage we ask you to fill in your Demographic Information.

The collection and analysis of this information will help carry out the University's obligations under the Employment Equity Act. Please note that the completion of this form is voluntary. Any answer provided will be kept confidential.

Uploading References

Your application needs attention



talentacquisition@capilano.ca

To ● Lara Burke



Thu 6/1/2023 9:10 AM

Start your reply all with:

Completed.

I completed it.

I accept!

Feedback

Dear Lara TEST APPLICATION Burke,

Thank you for taking the time to interview with Capilano University. We would like to move forward in the recruitment process. There are areas in your application that require your attention for the Early Childhood Educator position. Please log into the system and update the contact information for your references. You can do this by clicking the update link for the Early Childhood Educator position. Please ensure that you include 2 -3 references who have managed you or supervised you in the past. Please include their email, phone number and relationship to you if possible.

Thank you,

Human Resources

If you have been selected for interview you may be asked to provide references as a next step in the hiring process.

You will receive an email the looks like this, informing you to add your reference contact information to the PeopleAdmin site.

You will need to log into your profile on PeopleAdmin.

🏠 Home
🔍 Search Jobs
Job Alerts
📌 Your Bookmarked Postings
📄 Your Applications
📁 Your Documents
⚙️ Account Settings
🔌 Logout Lara TEST APPLICATION
? Help
Why CapU?
Discover CapU
Follow us on LinkedIn
Follow us on Instagram
FAQ

Once in PeopleAdmin you will select 'Your Applications' tab.

At the bottom of the new page, you will have your completed applications. To add your references, you will select either 'Edit' or 'Update' which you will see under the job title.

Completed Applications (1)

	Confirmation Number	Posting Number	Status	Application Date	Application Materials
Early Childhood Educator Edit Archive	CN000068781	S18849P	Collect References Withdraw Application	June 01, 2023	Application † Resume Cover Letter

Application for Early Childhood Educator: References

Save changes Save & Continue Check Information

References

Go

References

Add References Entry

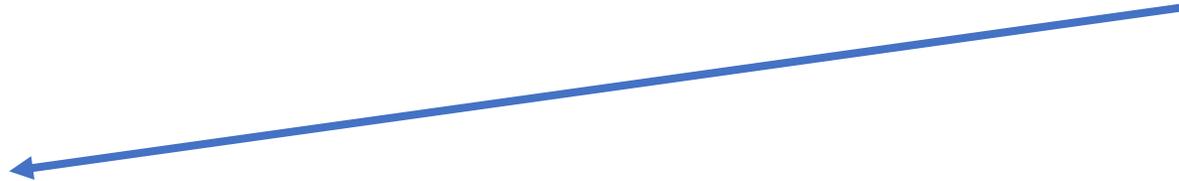
Save changes Save & Continue Check Information

References

Go

To input the contact details select the 'Add References Entry' button.

You will need to select the same button to input a new reference.



✓ References

References

Name Lara Burke
Primary Phone 6049861911
Email laraburke@capilano.ca
Employer Capilano University
Relationship Manager

Name Lara Burke
Primary Phone 6049861911
Email laraburke@capilano.ca
Employer Capilano University
Relationship Manager

Name Lara Burke
Primary Phone 6049861911
Email laraburke@capilano.ca
Employer Capilano University
Relationship Manager

Certify and Submit

Once you have inputted the contact details for your references, please click save and continue. Please check this page for any mistakes, particularly with email addresses and phone numbers.

Finally click 'Certify and Submit' to save these details. This will then notify the HR manager that the reference information has been uploaded to your profile.

Certify and submit your Application for Early Childhood Educator

Certification Statement

I hereby certify that the information in this application and/or attached resume is accurate and complete. Please be advised that if you apply for a position and then choose to withdraw your application, the information you have provided will remain on the system as a withdrawn application. The information you provide is used to determine suitability for employment as well as for related administrative and statistical reporting. It is collected and protected under the Freedom of Information and Protection of Privacy Act (FIPPA) (s)(26)(c) and is held in the Human Resources personal information bank.

I certify that I have read and agree with these statements.

Please enter your initials to verify your identity.

or [Return to](#)

[Application](#)

! Your Application has been submitted.

You have successfully submitted your Application.

Your confirmation code is

CN000068781

Thank you for applying to Capilano University. We appreciate your interest and look forward to reviewing your application.

We will be in touch with all short-listed candidates. We encourage you to continue to monitor our website for exciting new opportunities.

Human Resources
Capilano University

[View Your Completed Application](#)

[Continue Your Posting Search](#)

Once the HR manager has contacted your references you will be updated on the next step in the interview process.