

Employment and Staffing FAQ – Non-Teaching

External Non-Teaching Applicants:

Q1: I am looking to work for SSRCE, how do I apply?

A1: All of our job vacancies are posted on our website, <https://ssrce.ca/employment/>. Anyone interested in employment with us will be required to apply online through the website. There are step by step instructions on how to create an account on SuccessFactors. You will need an email address to set up your account. There is a “First Time Applying” guide on the website under Employment.

Q2: What should I include on my application when applying for positions?

A2: You should ensure your resume is up-to-date with your qualifications, specific to the job for which you are applying. Make sure your resume clearly outlines your qualifications, education, professional development and work experience. HR short lists candidates based on the information provided in the resume and can be validated.

Ensure your resume includes your contact information such as an address, email, and phone number where you can be reached.

Your references should be current and include at least two immediate or direct supervisors. You can enter these on the application form or attach a document under “*Supporting Documentation*”.

You will need to complete the required fields in SuccessFactors under *My Profile*. This information will flow through to the application form when you apply to a position. You can update and add or remove documents as applicable.

Q3: How does short listing work for job competitions?

A3: Applicants are shortlisted using the short list questions on the job posting and the information in the resume. You can only receive points on a short listing based on the information provided to us in your resume. If you have experience or qualifications listed in the job posting, they need to be included in your resume to receive credit on a shortlisting.

For example, you may work for an organization that we know uses SAP; however, if you do not indicate that you have SAP experience in your resume, you will not be given credit for this on a shortlisting.

All the information related to the position and your qualifications and experience will be validated.

Q4: Is there a way to know when jobs are posted on the website without checking every day?

A4: You can create a job alert to notify you when jobs are posted. To do this, you will click on the *Create Alert* button on the job listing page. You will be required to log in to create the alert. To remove an alert, you will update under the Job Management tab in SuccessFactors.

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Q5: What types of background checks will be required upon employment?

A5: All Regional Centres for Education in Nova Scotia require a Criminal Record Check and Vulnerable Sector Check as well as a NS Child Abuse Registry Check ([CAR](#)) as part of the new hire package – we can accept them dated three (3) months prior to your first day of work. It's a good idea to begin collecting these documents early as it can take up to two weeks for processing.

We also check your employment references and we require at least two immediate or direct supervisors. These are checked once we have conducted an interview with you and have your consent to contact the referee.

Q6: What is the cost of housing in Nova Scotia?

A6: As of December 2021, the average house cost approximately \$376 000 in Nova Scotia. Comparatively, the average cost of a home in Ontario is \$923,000, British Columbia \$1,031,000, Quebec \$473,000, and Canada \$713,500. To learn more about housing prices in Canada, and for more regional housing prices in Nova Scotia, please visit <https://www.crea.ca/housing-market-stats/national-price-map/>.

Q7: Where can I learn more about housing prices in Nova Scotia?

A7: To learn more about housing prices in Canada, and for more regional housing prices in Nova Scotia, please visit <https://www.crea.ca/housing-market-stats/national-price-map/>.

Q8: What is the price of childcare in Nova Scotia?

A8: The price of childcare is currently under reform in Nova Scotia. Under the Nova Scotia Canada-wide Early Learning and Child Care Agreement the Nova Scotia Government pledged that child care in the province will cost on average \$10-a-day by March 31, 2026. Child care fees across Nova Scotia were already reduced by 25% on-average retroactive to January 2022, with the commitment to reduce fees by 50% on average by the end of 2022.

Internal Non-Teaching Applicants:

Q1: I am looking to apply for an internal position, how do I apply?

A1: All of our job vacancies are posted on our website, <https://ssrce.ca/employment/>. Anyone interested in internal job opportunities will be required to apply online through the website (CUPE employees can submit paper form). This applies to term, permanent part-time and permanent full-time employees. Spares, subs and casuals will apply as external applicants.

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You will need a GNSPES or SSRCE email address to set up your account as well as your username. Your username is your SAP ID number (employee number) starting with a capital P. You can contact HR if you don't know your SAP ID number or require an internal email address.

There is a "First Time Applying" guide on the website under Employment if you need help.

Q2: What should I include on my application when applying for positions?

A2: You should ensure your resume is up-to-date with your qualifications, specific to the job for which you are applying. Make sure your resume clearly outlines your qualifications, education, professional development and work experience. HR short lists candidates based on the information provided in the resume and can be validated.

Ensure your resume includes your contact information such as an address, email, and phone number where you can be reached.

Your references should be current and include at least two immediate or direct supervisors. You can enter these on the application form or attach a document under "*Supporting Documentation*".

You will need to complete the required fields in SuccessFactors under *My Profile*. This information will flow through to the application form when you apply to a position. You can update and add or remove documents as applicable.

Q3: How does short listing work for job competitions?

A3: Short listing for internal positions will follow the language in the respective collective agreement, if applicable.

Applicants are shortlisted using the short list questions on the job posting and the information in the resume. You can only receive points on a short listing based on the information provided to us in your resume. If you have experience or qualifications listed in the job posting, they need to be included in your resume to receive credit on a shortlisting.

For example, you may work for an organization that we know uses SAP; however, if you do not indicate that you have SAP experience in your resume, you will not be given credit for this on a shortlisting.

All the information related to the position and your qualifications and experience will be validated.

Q4: Is there a way to know when jobs are posted on the website without checking every day?

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Q5: I forgot my password for my SuccessFactors account, what do I do?

A5: To reset your password, click on the ? symbol beside password on the SF main login page. Enter your username and click “reset”. It will send you an email to the email address on file in SAP for your ESS account, either your GNSPES or SSRCE email address. If you don't receive an email with the reset within 15 minutes, contact HR to reset your password.

SuccessFactors Password Requirements:

Minimum Length changes from 6 to 8 characters

Maximum Length changes from 18 to 100 characters

Passwords previously did not expire, but now will need to be reset every 120 days

Passwords now require at least one 'non-alpha' character

Passwords cannot contain first name, last name, or username

Passwords must be different from the previous 5 passwords used

Q6: I locked out of my SuccessFactors account, what do I do?

A6: If you have attempted to login into to your SuccessFactors account too many times with the incorrect password, you will need to contact HR to reset your password.

SSRCE Collective Agreements: <https://ssrce.ca/collective-agreements/>