

# TA Job Application – Instructors

To facilitate the hiring process of Teaching Assistants (TA), the Faculty of Forestry's Teaching and Learning Support team has developed an application portal which allows teaching staff to easily review applications and request for candidates upon making a decision.

Note: Please only use a PC or Desktop computer when accessing the TA portal. For security reasons, the Forestry TA website requires a UBC VPN connection for anyone trying to access the site. For steps on how to do this, please visit <u>this site</u>.

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#### A. View and Edit a Job Posting

1. Go to the <u>TA Portal Landing Page</u> and click on the **green TA Application Portal button** to login using your CWL credentials.

**Note:** Instructor accounts will be in student view until admins have completed changing the account to an instructor view.

	al for the 2022/23 Winter Term 2 will open on The deadline to apply is Once the deadline has passed, apply for a TA position, complete and submit an online application. The maximum hours given to TAs per term is: 192 hours (12
	apply for a 1A position, complete and submit an online application. The maximum nours given to TAs per term is: 192 nours (12 Lone offer in any department, you must notify the office immediately.
nours a week). It you accept more than	
Once you have submitted your application	on, do NOT send an application twice or any updated resumes. You will only be contacted if you have been selected to be a TA. If
you are selected as a successful candid	late, you will receive an email with the details of your TA position. The University of British Columbia and the Faculty of Forestry hire
on merit and dedication. We encourage	qualified students applicants to apply.
Note: To apply to be a TA for the Faculty	y of Forestry, you must be a registered student at UBC Vancouver for the term(s) you are TAing (this applies to both Winter Terms an
	y of Forestry, you must be a registered student at UBC Vancouver for the term(s) you are TAing (this applies to both Winter Terms an t application portal is open to both graduate and undergraduate students.
	t application portal is open to both graduate and undergraduate students.
Summer Terms). The Teaching Assistan	t application portal is open to both graduate and undergraduate students.
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	t application portal is open to both graduate and undergraduate students.

2. To view all available job postings relevant to you, click **Jobs** on the upper left menu.

Faculty of Forestry TA Application System	🕷 Hoi	me					Hi, Mir	n Qian Zeng	Logout 🕞	
Home Jobs										
Jobs	Year		and T	erm :						
	Job Cod	je	and J	ob Number	and Job Section	n				
This table shows you a list	Search	Clear								
of courses that you teach. Please edit job details, and check applications.	1 result four	nd. 1 row in	this page.							
Note: Accumulated TA hours are accumulated	Year	Term 🕯	Job 🕴	Total Assigned TA Hours	Accumulated TA Hours	Applications	Active	Created at	Updated at	Action
when students accept their job offers with assigned hours.	2022	S1	WOOD 305 001	80.0	0.0	٥	Yeso	Feb. 9, 2022	Feb. 10, 2022	Edit Jo

3. Click **Edit Job** under Actions to view and edit the required qualifications, description, and number of TAs required for the position.

Year 🕴	Term 🍦	Job 🔅	Total Assigned TA Hours	Accumulated TA Hours	Applications	Active	Created at	Updated at	Actions
2022	W1	CONS 101 001	0.0	0.0	0	Yes 🔿	March 22, 2022	March 22, 2022	Edit Job
2022	W1	CONS 127 201	0.0	0.0	0	Yes 🔿	March 22, 2022	March 22, 2022	Edit Job

## B. View a Student Application

To view applications submitted by students:

1. Click **the numbered blue button** under 'Applications.' The total number of applications received is indicated on this blue button.

/ear	and Term	n						
lob Code Search Clear sult found. 1 row in this p		Number	and Job Section					
ar 🍦 Term 🍦 J	lob 🔅 .	Total Assigned TA Hours	Accumulated TA Hours	Applications	Active	Created at 👙	Updated at 👙	Actions
022 \$1		80.0	0.0	٥	Yes O	Feb. 9, 2022	Feb. 10, 2022	Edit Job
	ob Code Search Clear ult found. 1 row in this p ar  Term	ob Code and Job Search Clear ult found. 1 row in this page.	and Job Number  Search Clear  Ult found. 1 row in this page.  ar  Term Job Job Total Assigned TA Hours	Term     Job     Total Assigned     Accumulated       Term     Job     Total Assigned     Accumulated       TAHours     TAHours     0.0	and     Job Number     and     Job Section       Search     Clear       uit found. 1 row in this page.       ar     Term     Job     Total Assigned TA Hours     Accumulated TA Hours     Applications       22     S1     WOOD     60.0     0.0     Image: Clear	and     Job     Number     and     Job     Sector       clear     ult found. 1 row in this page.       ar     Term     Job     Total Assigned TA Hours     Accumulated TA Hours     Applications     Active       22     S1     WOOD     S0.0     0.0     Image: Comparison of the compa	and     Job Number     and     Job Section       Search     Clear       ult found: 1 row in this page.       ar     Term     Job     Total Assigned     Accumulated TA Hours     Applications     Active     Created at       void     Station     0.0     Total Assigned     Accumulated     Applications     Active     Created at	Code     and     Job Number     and     Job Section       Clear     uit found: 1 row in this page.       ar     Term     Job     Total Assigned     Accumulated TA Hours     Applications     Active     Created at     Updated at       v2     St     WOOD     So.0     0.0     Total Assigned     Active     Created at     Updated at

2. All received applications will appear in this list. Click the **Blue Page icon** to review a specific student application.

Applicant \$	CWL 🕴	Application	Applied at	Instructor Preference	Application Status	Note
Sally Lim	slim20		Feb. 18, 2022	ACCEPTABLE Assigned 40.0 hours Feb. 18, 2022	PENDING	Write
Juno Kim	junokim		Feb. 9, 2022	REQUESTED Assigned 80.0 hours Feb. 10, 2022	DECLINED Feb. 10, 2022	Write
Scheyla Weiss Angeles	scheylaw	D	Feb. 10, 2022	ACCEPTABLE Assigned 40.0 hours Feb. 10, 2022	OFFERED Assigned 30.0 hours Feb. 10, 2022	Write
Zahra Asadi	na76		Feb. 18, 2022	Select	PENDING	Write

3. Click **Write** to add notes about the application. Once a note is created, it can be viewed again by clicking on the **Blue Page icon** appearing next to it.

Applicant 0	CWL 0	Application	Applied at	Instructor Preference	Application Status	Note
Sally Lim	slim20	Ø	Feb. 18, 2022	ACCEPTABLE Assigned 40.0 hours Feb. 18, 2022	PENDING	Write
Juno Kim	junokim	۵	Feb. 9, 2022	REQUESTED Assigned 80.0 hours Feb. 10, 2022	DECLINED Feb. 10, 2022	Write
Scheyla Weiss Angeles	scheylaw	Ø	Feb. 10, 2022	ACCEPTABLE Assigned 40.0 hours Feb. 10, 2022	OFFERED Assigned 30.0 hours Feb. 10, 2022	🕞 Write
Zahra Asadi	na76	0	Feb. 18, 2022	REQUESTED Assigned 15.0 hours Feb. 18, 2022	OFFERED Assigned 15.0 hours Feb. 18, 2022	Write

4. Click the **applicant's CWL** (in blue) to review the candidate's basic and additional information and resume.

Applicant \$	CWL \$	Application	Applied at	Instructor Preference	Application Status	Note
Sally Lim	slim20		Feb. 18, 2022	ACCEPTABLE Assigned 40.0 hours Feb. 18, 2022	PENDING	Write
Juno Kim	junokim		Feb. 9, 2022	REQUESTED Assigned 80.0 hours Feb. 10, 2022	DECLINED Feb. 10, 2022	Write
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Zahra Asadi	na76		Feb. 18, 2022	REQUESTED Assigned 15.0 hours Feb. 18, 2022	PENDING	Write

5. Contact candidates of interest by **email** (found under **Basic Information**) to arrange an interview.

Basic Information	Additional Information	Resume
Basic Inf CWL: Student Numbe	ormation	
Email:		
Date Joined: Jan. 23, 2022, 3	:37 p.m.	
Last Login: Feb. 9, 2022, 9:1	13 a.m.	

### C. Requesting a Candidate

1. After deciding on a candidate, click the **blue Select button** under the Instructor Preference column to request and assign TA Hours.

**Note:** Each course has a dedicated total number of TA hours. Please allocate them to the TAs appropriately.

Zahra Asadi	
Please select your preference, and assign TA hours carefully. Once subn modify them.	nitted, you cannot
If change becomes necessary, contact the Academic Coordinator, and not using the Write link.	e your new choices
Thanks!	
	\$
Instructor Preference:	\$
Instructor Preference: Requested	\$
Instructor Preference:	¢
Instructor Preference: Requested Assign TA Hours:	•
Instructor Preference: Requested Assign TA Hours: Numerical value only	

2. An offer will be sent to the students after the instructor's request has been reviewed by a department administrator.

Zahra Asadi na76		Feb. 9, 2022	REQUESTED Assigned 15.0 hours Feb. 9, 2022	PENDING	Write
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Instructors are able to see if a student has accepted or declined an offer.
 "Offered" indicates that the student has yet to make a final decision.

2022	S2	FRST 201 001	View	March 18, 2022	OFFERED March 18, 2022 90.0 hours
					Accept / Decline
2022	S2	FRST 555 101	View	March 21, 2022	ACCEPTED March 21, 2022 50.0 hours
2022	S2	WOOD 225 201	View	March 17, 2022	DECLINED March 18, 2022

4. Once the candidate has accepted the offer, a department administrator will process it and issue an official offer letter through Workday.

