



## Why is this change needed?

The present VI-Hire software is outdated and will no longer be supported by the company that owns it; meaning if it breaks, they won't fix it.

## What will you notice about the new VI-Hire?

The new VI-Hire is easier to navigate and offers some new features such as built-in help menus. Also, many of the menu options and how to apply for positions are very similar to the current VI-Hire.

## When will this update happen?

The new VI-Hire will be in place as of **April 23<sup>rd</sup>, 2018 at 17:00**. To make this transition to the new system as smooth as possible, VI-Hire will be unavailable from April 16 - 23.

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## How will YOU be impacted?

### 1Q. Will your current PROFILE be carried over to the new system?

**1A.** No, your profile will not be transferred to the new VI-Hire. There are too many changes in the system to enable a transfer of good data. The good news is creating/editing a profile is much easier in this version.

If you have information (attachments/resumes) in the system that you have NOT SAVED elsewhere please logon to VI-Hire go to User/Career Centre/My Profile **before April 15th** then click Edit Profile to access the resume text box.

Then copy the content from 'Your Resume' text box and past into a Word document or email it to yourself. You will be instructed on how to create a new profile when the system goes live in April. This will take approx. 5 to 10 minutes of your time to complete.

### 2Q. Job Search Agents - will these be saved?

**2A.** Job Search Agents will be better and more stable. There will be new improved search categories in the new system that will allow for enhanced searches. Given this, old search agents will also not be saved. Sorry about that! As a consolation prize, you will have the ability to check on job postings from anywhere, anytime from various devices (including mobile).

### 3Q. I just applied for a new job - will my competition be impacted by the new system?

**3A.** Good news - all applications which are active at the time of system upgrade will be transferred to the new system and continue as normal.

**4Q. Will there be a time when I will not be able to access the system?**

**4A.** Yes. The system will be unavailable from April 16th to 23rd. There will be no access to the system at this time. We realize this isn't ideal but this was unavoidable. Please note extended closed dates will be applied due to system unavailability. Thank you for your patience.

**5Q. Will training be available for the new system?**

**5A.** The new VI-Hire is easier to navigate and offers some new features such as built-in help menus. Also, many of the menu options and how to apply for positions are very similar to the current VI-Hire. Given this, there will be no formal training for applicants but if you require help it is available by contacting HR Access Helpline.



Monday to Friday 8:00 to 16:00  
Call: (250) 519-7717 or Toll free 1-888-296-3963  
Email: [HR Access](#)