

Updated: July 7, 2008

## Student Employee Tracker (SET) for Destination Coordinators

### Summary:

SET is a suite of features that supports tracking of staff applicants (to undergraduate and new graduate hiring programs) and post-employment (specialty) education of staff. The application for employment or specialty education is then redirected as an "Employment Referral" to a Destination Coordinator (unit/program manager) for consideration.

### Reviewing Internal Placements / Referrals

New referrals are redirected to your Inbox and appear in your Welcome screen as Pending requests, along with incoming student requests generated by external university or college educational programs.

1. Click the [Preview](#) link to view a list of incoming (Pending) internal and external requests.

An **Internal** placement occurs when the Placing Agency is the same as the Receiving Agency – e.g. when Human Resources places a new employee into a Mentorship or New Graduate Employment placement.

**Inbox Summary**

Status	# Requests	Action
Pending	2	<a href="#">Preview</a>
Accepted/Confirmed	1	
Preceptor Needed	0	

**Preview: Pending Requests** [Add New Preceptor](#)

[Print](#) | [Refresh](#) | [Close Window](#)      [Accept](#) | [Decline](#) <Select Reason for Decline>

<input checked="" type="checkbox"/>	Status	Course/ Type	Start/ End	Days/ Time	Student	From/ Prog	To Agency/ Site	Service	Dest	!
<input type="checkbox"/>	Pend	Nurs330P Prec	Feb 4/08 Mar 28/08	Var 		UBC BScN	VCHA RichHosp	SurgServ	OR*	 #4803 ?
		Preceptor:								
<input type="checkbox"/>	Pend	CritCare Employt	Apr 7/08 Jun 20/09		Churchill, E	<b>Internal</b> SpecEdNsg	VCHA RichHosp	SurgeryIP	4N*	 #4905 ?

*In this example, an employee has applied for employer sponsorship of a Critical Care program for Specialty Education Nursing, and is being referred to the 4North Destination Coordinator to consider this individual for employment upon successful completion of the specialty program.*

- Click to open the Details screen for more information about the Employment referral:

*Name and contact information for the Staff coordinator who sent the referral*

*Click to view the online profile for the internal staffing program, including downloads such as interview guides.*

*Click applicant name to view their online Staff Profile including resume, references, or application forms*

### Placement Request Details

[Save Changes](#) | [Print Details](#) | [Print Form](#) | [Refresh View](#) | [Close Window](#)

<p style="text-align: center;"><b>Placing Agency</b></p> <p>Agency/Dept: VCHA / RichHosNSG                  Placement Coord.: Eastwood, Tanya A *                    Course Leader:</p>	<p style="text-align: center;"><b>Receiving Agency</b></p> <p>Service Contact: Eastwood, Tanya A *                    Destination Contact: Wilson, Sally *                    Preceptor:</p>
<p style="text-align: center;"><b>Program / Course Information</b></p> <p>Program: SpecEdNsg (1 or fewer years)                  Course: <a href="#">ORNursing</a>                  Cohort: Q2581                  Employment: 00 Hrs</p>	<p style="text-align: center;"><b>Student Information</b></p> <p>Name: <a href="#">Churchill, Elliott J</a></p>

### Viewing Online Staff Profiles

- Clicking the Staff name hyperlink (in either Preview or Details) opens the online Staff Profile, which offers several Categories or levels of information. In the example below, we are viewing the [Profile/Schedule](#) link that provides information on work schedule and registration, and displays hyperlinks to uploaded documents such as Application Forms or resumé. Click [Home Contacts](#) to view home phone, email and address.

### Staff Profile

**Name:** Elliott Churchill  
**Phone:** 604-222-2222  
**Email:** [elliott.churchill@anyregion.com](mailto:elliott.churchill@anyregion.com)  
**Role(s):** Other  
**Last Updated:** Jun 13/08

**Categories:**
✓ Profile/Schedule
✓ [Education](#)
[Placements](#)
[Home Contacts](#)

Profile	
<b>Work Schedule:</b>	Full-Time
<b>Home Destination:</b>	
<b>Discipline:</b>	Nursing / Registered Nurse

Documents	
<b>Other - Application - Specialty Education (Internal/staffing use only)</b> (updated Mar 18/08 by Eastwood, Tanya A of VCHA) <a href="#">Word Document (334 KBytes)</a>	

## Accepting and Declining Employment Referrals

- Return to Step 1 to open the Preview: Pending Requests window. The instructions explain how to proceed:

**Preview: Pending Requests**

To Accept: Click checkbox for one or more requests, then click Accept button  
To Decline: Click checkbox for one or more requests, select a Reason from dropdown, then click Decline button

Accept | Decline <Select Reason for Decline>

Status	Course/ Type	Start/ End	Days/ Time	Student	From/ Prog	To Agency/ Site	Service	Dest	
<input type="checkbox"/>	Pend Nurs330P Prec	Feb 4/08 Mar 28/08	Var 🕒	👤	UBC BScN	VCHA RichHosp	SurgServ	OR*	▶️ 📄 ⓘ 🗑️ #4803 ?
Preceptor: <input type="text"/>									
<input checked="" type="checkbox"/>	Pend CritCare Employmt	Apr 7/08 Jun 20/09		Churchill, E	Internal SpecEdNsg	VCHA RichHosp	SurgeryIP	4N*	▶️ 📄 ⓘ 🗑️ #4905 ?

Upon accepting or declining a Pending referral, the request will disappear from your **Preview:Pending** window and your Welcome screen will be updated to show the Accepted request.

## Things to Remember

- Once a referral is declined, it no longer appears in your Welcome screen as an item needing your attention. However you can view all internal and external requests of any status (Pending, Accepted, Declined, Cancelled) in our full Inbox by clicking the GoTo Inbox button ▶️ on your Welcome screen.

You have now completed the steps manage incoming SET referrals via HSPnet. If you have any questions or need assistance, please don't hesitate to contact us.

**All Our Best**  
**HSPnet Development Team**  
Health Sciences Placement Network  
[support@hspcanada.net](mailto:support@hspcanada.net)  
[www.hspcanada.net](http://www.hspcanada.net)