



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 [this site](#).

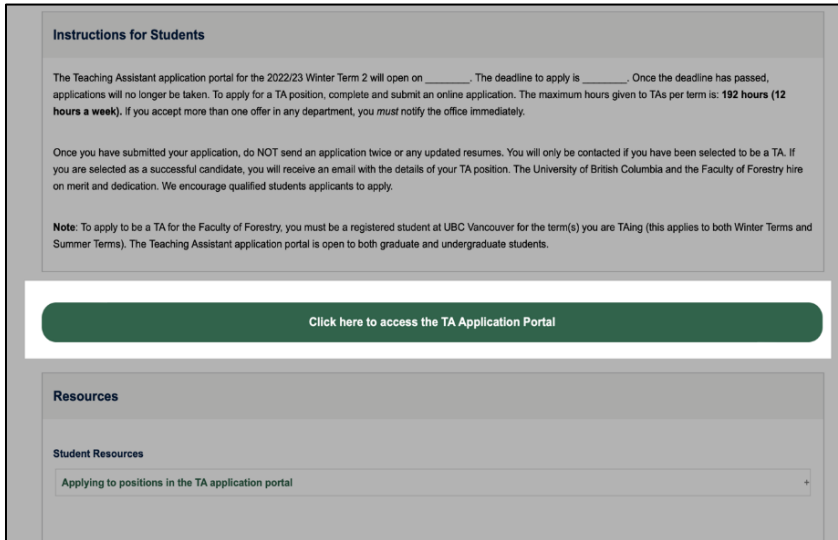
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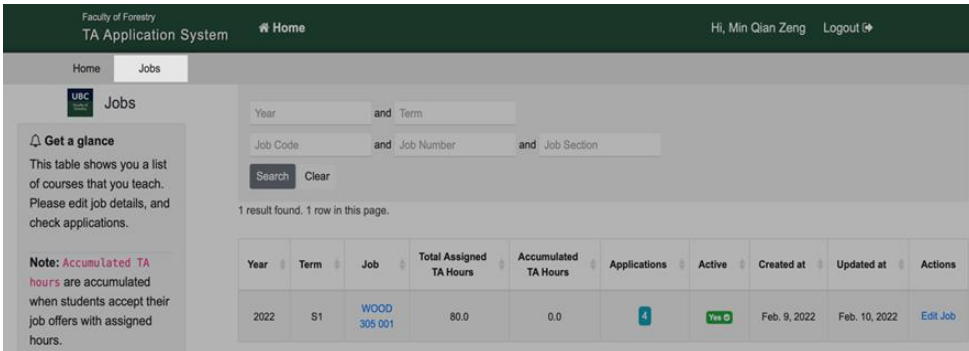
A. View and Edit a Job Posting

- Go to the [TA Portal Landing Page](#) 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.



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



- 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	1	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.

The screenshot shows the 'TA Application System' interface. At the top, there's a navigation bar with 'Home' and 'Logout'. Below that, there's a search section with filters for 'Year and Term', 'Job Code and Job Number and Job Section', and 'Search' and 'Clear' buttons. A message indicates '1 result found. 1 row in this page.' Below the search section is a table with columns: Year, Term, Job, Total Assigned TA Hours, Accumulated TA Hours, Applications, Active, Created at, Updated at, and Actions. The first row shows: 2022, S1, WOOD 305 001, 80.0, 0.0, a blue button with '4', a green 'Yes' button, Feb. 9, 2022, Feb. 10, 2022, and an 'Edit Job' link.






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		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.

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Zahra Asadi	na76		Feb. 18, 2022	REQUESTED Assigned 15.0 hours Feb. 18, 2022	OFFERED Assigned 15.0 hours Feb. 18, 2022	Write

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

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Zahra Asadi	na76		Feb. 18, 2022	REQUESTED Assigned 15.0 hours Feb. 18, 2022	PENDING	Write

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

Basic Information
Additional Information
Resume

Basic Information

CWL:
[REDACTED]

Student Number:
[REDACTED]

Email:
[REDACTED]

Date Joined:
Jan. 23, 2022, 3:37 p.m.

Last Login:
Feb. 9, 2022, 9:13 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.

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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3. 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.

