

Frequently Asked Questions:

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What is the Purpose of the HR Community Website? (<https://hrcommunity.gov.ab.ca/default.aspx>)

The APS Human Resources (HR) Community consists of several hundred HR staff, ranging from Administration Support to Executive Managers, who are responsible for providing diverse professional human resources services to the Alberta public service.

The HR Community Development Team (a cross-ministry team of HR community members) developed and implemented the website as one tool to enhance communicating, sharing and collaborating within the APS HR community.

The purposes of the website are to:

- Support the career and professional development of the HR Community;
- Improve the HR Community's access to relevant and knowledge-building information;
- Improve the HR Community's knowledge sharing capacity; and
- Provide general knowledge-building information.

What is the Difference between the HR Community Website and CHR's HR Intranet?

The **HR Community SharePoint website** (<https://hrcommunity.gov.ab.ca/default.aspx>) is a secure site for the HR Community to collaborate and share information and documents relating to work completed in their ministries. Documents on the HR Community website are typically authored by ministries or link to other web pages that provide a resource on HR related topics such as departments' HR Plan, Performance Management program, Mentorship program, professional development session notes, research papers, etc.

CHR's HR Intranet (<http://www.chr.alberta.ca>) is a secure site for the APS' HR practitioners that contain documents or links to other web pages that provide direction and guidance on corporate HR programs, plans, strategies and functions. Documents on the HR Intranet are typically authored by CHR such as the Classification Manual, Staffing Manual, Labour Relations Administrative Guidelines, Implementing the Succession Management Framework, etc. Users must request access to the HR Intranet site (<http://www.chr.alberta.ca/web/hr-intranet.cfm>).

The HR Community website is also the main source for HR training and learning events. For example, the *Training and Learning Events Calendar* on the HR Community SharePoint site contains information on upcoming courses on Job Evaluation Fundamentals, Staffing Fundamentals, Labour Relations courses, and IMAGIS training.

HR Community Website (<https://hrcommunity.gov.ab.ca/default.aspx>)

Because of the HR Community's SharePoint functionality, the main website has the ability to create secure sub-sites for groups/teams within the HR community to use for collaborating and sharing information. For example, the Intern Coordinator Team sub-site provides a secure area for intern coordinators from various ministries to store their meeting agendas and minutes as well as posting documents for sharing.

How Do I Access or Log-On to the Website?

The website is available to members of the HR Community only. To request access, please complete and submit the on-line form: <http://www.chr.alberta.ca/web/hr-community-access.cfm>

Once your request has been processed, you will receive a confirmation email.

Tip: Bookmark HR Community Website <https://hrcommunity.gov.ab.ca/default.aspx> to your Favorites.

How Can I Log-On to the HR Community Website?

Click or type: <https://hrcommunity.gov.ab.ca/default.aspx> into the Address box.



#1 - Make sure the field is blank – delete anything that may have automatically populated into the field.

#2 - Enter **goa** immediately followed by your **firstname.lastname** (your GOA ADS username; the same one you use to access MyAgent)

#3 - Enter your GOA ADS ID password (i.e. same one you use to access MyAgent).

#4 - Click **OK**

For Logging-In Assistance, contact: ContactHRCommunity@gov.ab.ca

How Do I Add the HR Community Website to my Favorites Menu in Internet Explorer?

1. Click 'Favorites' on the Internet Explorer toolbar when you are on the HR Community SharePoint site (<https://hrcommunity.gov.ab.ca/default.aspx>).
2. Click 'Add to Favorites'.
(If the following message appears: "The name you have entered for the shortcut already exists on your Favorites menu. Would you like to overwrite it?: - click Yes)
3. Click 'OK'

What Can Be Posted on the Website or Sent Through HR Community Newsbytes?

As a “rule of thumb”, information posted on the website or sent through the HR Community Newsbytes should be relevant to the HR Community. There are several categories that information can be posted. Please contact: contacthrcommunity@gov.ab.ca for further guidance on how to post information.

Category	Description
Announcements	General interest announcements – e.g. HR Community Golf Tournament, Retirements, HR Community Events, etc.
General HR Meetings and Events	HR related meetings, events, deadlines, etc. E.g., HR Director’s Council Meetings, HR Community Golf Tournament, etc.
Discussions	Use the Discussions to hold newsgroup-style discussions on HR related topics. E.g., you can create a discussion your favorite interview questions, etc.
Our Community	Post information and/or documents that describe: Community Overview – HR Community newsletters, basic information on the HR Community Councils, Committees, and Teams – Description of the cross-ministry HR councils, committees and teams Professional Development – Information related to the professional development of the HR Community
Resources for Staff	Post information and/or documents that describe ministry-specific plans and programs that align with corporate initiatives and strategies: Plans & Programs – Ministry’s HR Plan, Recognition Program, Performance Management plan, etc. Knowledge Centre – General HR information, research, articles that are authored outside of the APS. Emerging Trends – General HR information that is “on-the-horizon”.
Sub-sites	Websites for cross-ministry teams, committees, etc. to use as a “virtual” meeting space. Information posted can range from meeting agendas to general documents. These websites can be open to all HR Community members or secure to team members. For example, HR Assistants could create a subsite to share & collaborate.
Learning and Training Events	Listing of learning and training events/courses for the HR Community.
HR Community Newsbytes	A collection of training activities and upcoming events for the HR Community. This is sent out to the HR Community on a monthly basis.

How Do I Set Alerts on the HR Community Website?

Users can harness this functionality to keep up to date with changes to the HR Community website. For example, by setting up an alert, the website will notify you if there is a new course added to the “Learning and Training Events Calendar”.

1. Click on your Name ‘Welcome Name’, found in the top right-hand corner.

2. Choose **My Settings**

3. Choose **My Alerts**

4. Click **Add Alert**

5. Choose one or more Alerts. A sample is listed below.

<input type="radio"/>	 General Discussion Use the General Discussion to hold newsgroup-style discussions on topics relevant to your team. View this list...
<input type="radio"/>	 General HR Meetings & Events! (Check out "Training and Learning Events" too!) Use the calendar to keep informed of upcoming meetings, deadlines, and other important events. View this list...
<input type="radio"/>	 HR Award of Excellence Information and forms for the r.a.i.v.e program! View this list...
<input type="radio"/>	 Learning and Training Events Calendar Check here for upcoming learning and training events for the HR Community! View this list...

6. Click **Next**

7. Your personalized list of alerts will be posted. Ensure that the following features are suitable for you, or make any required changes at this time: *Alert Title; Send Alerts To; Change Type; Send Alerts for These Changes; When to Send Alerts.*

8. Click **OK**; you will receive an e-mail from Contact HR Community.

9. If you want to make changes to your Alert profile, take Steps 1-3, but then click on the Alert that you would like to modify. If you would like to Delete the alert, choose the Alert and then click **Delete Selected Alerts**.

Who Can I Contact if I Need Website Help?

Contact: ContactHRCommunity@gov.ab.ca