HIRING CHECKLIST

The following is a recommended list of steps to follow when hiring a new employee. This is designed to facilitate the hiring process for the hiring department. **Please do not hesitate to contact Human Resources (4648) if you have any questions or comments.**

✓ **Closing Date:**

All competitions will be open for a minimum of seven (7) working days. The Human Resources Receptionist will contact the department when the competition package is ready for pick up.

✓ **Applicants:**

All original applications are sent to the hiring department. Please advise Human Resources of any anticipated delays.

✓ **Late Applicants:**

As a rule, late applications will not be accepted, unless they are in the system prior to the closing date. Hiring departments will not be advised of late applications.

✓ **Interviews:**

The hiring department establishes a selection committee, prepares questions, screens applicants, sets up interviews and keeps a record of interviews. Candidates should be asked if they require any special accommodations prior to attending the interview.

*****PLEASE NOTE**:*** For all bargaining unit positions, please see Article 23.02 & 23.02A of the SALAC, GLTA, and CUPE (UNBSJ) agreements.

✓ **Testing:**

The hiring department may wish to administer specialized testing which pertains to the position. Prior to administering, tests are submitted to Human Resources for review.

✓ **References/ Credentials:**

The hiring department is responsible for obtaining references (preferably 3) before a formal offer is made to the successful candidate. Reference check forms are included. Please contact Human Resources if you need an electronic copy. Please obtain copies of required degrees, certificates or licenses (ex. Diplomas, First Aid, WHIMS, etc.) from the applicant you wish to hire as per the requirements listed in the job advertisement.

✓ **Offer of Employment:**

When the successful candidate is selected, the hiring department notifies Human Resources and all applications are returned along with a list of candidates who were interviewed. A salary is set by Human Resources Consultant (Employment), confirmed with the department, and a formal offer is made to the candidate by Human Resources. The hiring department may wish to advise their first choice candidate that a formal offer will be made by Human Resources.

✓ **Close of Competition:**

Unsuccessful interviewed candidates are notified by the hiring department or Human Resources. Notification to unsuccessful candidates is only done after an offer is formally accepted. A letter of appointment is prepared for the new employee by Human Resources. The hiring department prepares a Staff Change Recommendation Form and ensures the new employee has completed the TD1 and Banking information forms.

✓ **Other Items:**

The hiring department should inform the new employee of such things as: dress code, hours of operation, parking regulations, break times, etc.