Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Requisition #\_\_\_\_\_\_\_\_\_\_\_ Team: \_\_\_\_\_\_\_\_\_\_

**Step 1: Get Ready - Plan your recruitment**

[ ]  Review staff requirements – if needed, consult with your [Human Resources Consultant (HRC](http://www.uvic.ca/hr/services/home/hr-consulting/index.php))

[ ]  Review/update job description with your [HR Advisor](http://www.uvic.ca/hr/contact/index.php)

[ ]  [Request a position number through UVic Careers](https://www.uvic.ca/hr/assets/docs/ats-uviccareers/uviccareers-new-position.pdf) – (new positions only)

[ ]  [Create requisition for a posting](https://www.uvic.ca/hr/assets/docs/ats-uviccareers/uviccareers-create-a-req.pdf)

\*To post a job the following is needed:

[ ]  Position number for the job you are posting

[ ]  Position number of the supervisor

[ ]  Funding source information, and

[ ]  An approved job description that has been reviewed by an [HR Advisor](http://www.uvic.ca/hr/contact/index.php)

[ ]  Identify hiring team members - [Create a team in UVic Careers](http://www.uvic.ca/hr/assets/docs/ats-uviccareers/uviccareers-create-a-team.pdf)

## Step 2: Get Set - Review and evaluate applicants

[ ]  Review Applications - [screen and circulate applications](http://www.uvic.ca/hr/assets/docs/ats-uviccareers/uviccareers-screening-circulating-apps-.pdf)

[ ]  Review if applicants are legally entitled to work in Canada. **NOTE**:  Only those that hold Canadian Citizenship or Permanent Residency are eligible to work in **continuing** positions.

[ ]  Evaluate Candidates – check the Collective Agreement for specific requirements for internal applicants

[ ]  Preferred candidate identified (\*\*remember to confirm employment status of applicant: Are they able to work in Canada? Do they have permanent status for regular continuing employment?)

[ ]  Reference check – collect with knowledge and consent of applicant

## Set 3: Hire - Hire and onboard your new employee

[ ]  Confirm Salary placement with [HR Advisor](http://www.uvic.ca/hr/contact/index.php)

[ ]  [Extend an offer of employment](http://www.uvic.ca/hr/assets/docs/ats-uviccareers/uviccareers-extending%20offers%20of%20employment.pdf) through UVic Careers

[ ]  [Hire and Onboard through UVic Careers](https://www.uvic.ca/hr/assets/docs/ats-uviccareers/uviccareers-onboarding.pdf)

[ ]  Notification and feedback to other applicants

[x]  Prepare and send [Appointment Forms to Payroll](http://www.uvic.ca/vpfo/accounting/forms/recommendation-appointments.php)

[ ]  Onboarding completed by candidate

[ ]  Department Orientation

[ ]  Sign up for [New Hire Welcome Event](https://www.uvic.ca/hr/pay-benefits/new-employees/index.php)

**Notes:**