

RECRUITMENT CHECKLIST

| Job Posting and Selecting Candidates for Interviews | | | |
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| Task | When | Responsible | Status |
| Hiring Manager confirms: <ul style="list-style-type: none"> • Position is vacant • Name of the previous incumbent • Position Title • Job Description is up-to-date • Speed chart • Shift (Day / Evening) • FTE (Part Time, Full Time) • Interview panel | When a hiring need is identified | Hiring Manager | |
| Get approval for the job posting by Superintendent/Managing Director | Once you are ready to fill/create a position | Hiring Manager | |
| Create job posting request form. See Job Posting Request form | Same day or next day | Hiring Manager | |
| Obtain Superintendent and Managing Director signature | Same day or next day | Hiring Manager | |
| Submit job posting request form to HR Admin Assistant | Same day or next day | Hiring Manager | |
| Post the job competition on the UBC website careers page (CUPE 116 job competitions are posted every Monday for 5 days, and IUOE 882 job competitions can be posted on any day of the week and are posted for 5 days. M&P job competitions can be posted on any day and are posted for any period of time between a week and a month) | Before Monday (for CUPE 116 positions) and with 1 day for and IUOE 882 and M&P positions | HR Admin Assistant | |
| Once the posting is down HR Coordinator to prioritize candidates (for CUPE 116 jobs) and HR Admin Assistant to send prioritization list document to hiring manager and Executive Secretary | Within 2 days of posting coming down | HR Admin Assistant and Coordinator | |
| Print all resumes for priority 1, 2 and then 3 candidates (for CUPE 116 positions) that meet the minimum requirements for the position. For IUOE 882 and M&P positions Executive Secretary to meet with Hiring Manager to shortlist candidates. Give the resumes to the Hiring Manager to review. | Within 2 days of receiving competition priority sheet | HR Coordinator | |
| Confirm the list of candidates that will be interviewed to the Executive Secretary and provide dates and times the for interviews | 3-5 days before the first scheduled interview | Hiring Manager | |
| Schedule the interviews and invite the candidates (outlook invites to be sent to the hiring panel). Candidates are to be contacted at least 2-3 days in advance allowing them time to prepare | 3-5 days before the first scheduled interview | Executive Secretary | |

| Preparing for the Interview | | | |
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| Task | When | Responsible | Status |
| Meet with HR to review and confirm the key criteria for the position in terms of required skills, experience and qualifications | Minimum 7 days before first scheduled interview | Hiring Manager/HR Coordinator | |
| Work with HR Coordinator to create interview questions based on this key criteria or use pre-existing questions (that you can get from HR - see HR Coordinator) and ensure you tailor them to the position you are hiring for | Minimum 7 days before first scheduled interview | Hiring Manager | |
| Create an interview answer key | Minimum 7 days before first scheduled interview | Hiring Manager | |
| Create an in-basket test with an answer key | Minimum 7 days before first scheduled interview | Hiring Manager | |
| Submit your interview questions and in-basket tests with answer keys to the HR Coordinator | Minimum 7 days before first scheduled interview | Hiring Manager | |
| Categorize the questions for CUPE 116 positions based on key criteria and prepare sheets | Minimum 7 days before first scheduled interview | HR Coordinator | |

| Interviewing and Scoring | | | |
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| Task | When | Responsible | Status |
| Provide printed copies of resumes to the Hiring Manager and interview panel members | Day before interviews | HR Coordinator/ Executive Secretary | |
| Provide printed copies of interview questions to the interview panel | On the day of interviews | Hiring Manager/HR Coordinator | |
| Score all interviews separately once the interview has concluded | After each interview | Interview Panel | |
| Keep all interview questions and written notes of interview panel members together | After each interview | Hiring Manager/HR Coordinator | |
| Panel to review and finalize scoring. Results to be reviewed with HR prior to offering the position. For IUOE 882 and M&P positions the candidate with the highest score/best interview to be considered. Discuss results with HR | Once all interviews for the job competition have been completed | HR Coordinator | |

| Reference Checks | | | |
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| Task | When | Responsible | Status |
| Contact the current manager/supervisor for a reference if the candidate is internal to the department or to UBC | Once all interviews have been scored | Hiring Manager/HR Coordinator | |
| If the candidate is external to the University, Ask candidate for 3 work related references and request permission to contact their references | Once all interviews have been scored | Hiring Manager/HR Coordinator | |
| Conduct reference checks using the UBC FRO Telephone Reference form. See UBC FRO Telephone Reference form | Once all interviews have been scored | Hiring Manager/HR Coordinator | |
| All reference forms to be attached to the candidates interview notes | Once reference checks have been completed | Hiring Manager/HR Coordinator | |

| Making the Offer | | | |
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| Task | When | Responsible | Status |
| Call new employee to offer them the position (discuss start date, salary, get SIN and DOB) and provide your contact details in case new employee has questions. Please note start date must align with either the 1st or 3rd Monday of the month. See Communication Plan for New Manager (Prior to their First Day) | Once reference checks have been completed | Hiring Manager | |
| Send interview material to HR Assistant | Once the final candidate is selected | Hiring Manager/HR Coordinator | |

| After the Offer is Accepted | | | |
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| Task | When | Responsible | Status |
| Advise internal candidates that were unsuccessful that they did not get the job and provide them with feedback so they can improve in future interviews | After the primary candidate has accepted the offer | Hiring Manager | |
| Have the Executive Secretary write regret letters to all external candidates that were interviewed and were unsuccessful | After the primary candidate has accepted the offer | Hiring Manager | |