



Human Resources

DEPARTMENT RECRUITING CHECKLIST

Position: _____
Department: _____
Competition #: _____
Department Interviewer: _____
HR Contact: _____
Telephone #: _____ Date: _____

PLEASE CHECK OFF EACH OF THE FOLLOWING STEPS AS THEY ARE BEING COMPLETED

- Confirm funding for the position.
- If the position is new, write the job description and work with your HR Advisor to have it classified.
- Once classified and approved in Position Management, post the position in eRecruit.
- Review resumes. For BCGEU internal candidates, please check with your HR Advisor on seniority and processes.
- Shortlist candidates for interviews using criteria listed in the job posting.
- Contact short-listed candidates and prepare the interview schedule.
- Selection committee should familiarize themselves with the following policies and guidelines prior to the interview stage (Step 4):
 - Human Rights*
 - Human Rights – The Protected Grounds*
 - What May I Ask*
 - UBC Employment Equity Policy*
 - UBC Policy on Discrimination and Harassment*
- Develop behavioural type interview questions (refer to 'Common Behavioural Interview Questions' - Step 4). If the questions differ from the samples, please contact HR Advisor on appropriateness.
- Ensure you have the following documents on-hand prior to the interview:
 - Interview Questions (refer to Interview Questions Template)*
 - Interview Score Summary Sheet*
 - Reference Check Authorization Form*
- If you choose to have your interviewees' do online testing, contact Human Resources to discuss types of tests, scheduling, and set-up (e.g. Word, Excel, Typing, etc).

- Interview candidates, write and rate responses. For information on scoring appropriately, refer to the *'Interview Rating Scale'* document in Step 4. Obtain test results from HR if required.
- Add up scores on the *Interview Score Summary Sheet*, and make a decision on the top candidate(s). Ensure you confirm with HR on potential added percentage for internal BCGEU members.
- Conduct at least two reference checks (three preferred) from candidates 'previous supervisors using the *Reference Check Authorization Form*.
- If references are favourable, notify HR Advisor or HR contact on successful candidate (and notify Union if applicable). If references are unfavourable, conduct reference checks on the next most qualified candidate.
- Make verbal offer to candidate, and hire through eRecruit if the position was posted. If the position wasn't posted, hire through ePAF.
- Inform interviewed short-listed candidates that position was filled, and as a common courtesy send email regret notifications through eRecruit to remaining unsuccessful candidates.
- Retain all resumes received (if not uploaded in eRecruit) and interview notes for one year in a confidential, secure location.
- Please ensure you follow the guidelines on University Counsel Access and Privacy Guidelines for Selection Committees (Step 5)
www.ubc.ca/okanagan/hr/resources/recruitment.

Additional comments or action:

<p>Department Contact: _____</p> <p>Telephone #: _____ Date: _____</p>
