RECRUITMENT PROCESS

Summary: To recruit for a vacant position or new position, hiring managers must first update/write a job description and then post the job using SuperTools.

Posting a Vacant/New Position:

- Update/Write Job Description
- Forward to EA-HR a signed hard copy and an electronic version of the job description
- Log in to SuperTools and select “Post Job”
- After EA-HR has reviewed the request, SuperTools will route the request for approvals to Assistant Vice Chancellor and Vice Chancellor
- EA-HR will forward the request to Campus Human Resources (CHR)
- Once CHR has reviewed and approved the request, the position will appear in both the Campus Job Bulletin and External Affairs Employment Opportunities Bulletin

Sourcing Externally:

- If a hiring manager determines that the position needs to be promoted to a wider/targeted audience, the position may be posted on external websites or print media
- To coordinate external job postings, contact EA’s Recruitment Coordinator
- All external job postings must be reviewed by the Recruitment Coordinator
- External job postings are paid for by requesting department

Interviewing Candidates:

- After reviewing resumes, select candidates to be interviewed
- Prepare interview questions, rating guide, selection criteria
- Conduct telephone screenings and interviews
- Conduct reference checks

Hiring Candidates:

- Contact EA-HR before making an offer to the candidate
- EA-HR will review the salary offer to ensure that it complies with university policy and is in accordance with EA/University guidelines
- Hiring manager will obtain salary approval from Senior Managers (if applicable) and AVC
- EA-HR will obtain salary approval from the VC
- Salary for internal transfers/campus transfers may not exceed 15% of current salary except to bring to minimum of new range
- Lateral transfers are ineligible for a pay increase unless approved by VC
- CUE employees promoted into another CUE position are eligible for an increase of one full step. Increases above a full step require approval from VC and Campus Human Resources
- Salaries for employees external to the campus should be commensurate with experience and should not cause divisional inequities

Other Considerations:

- Requests for job postings must be received by Friday of each week to be posted in the Campus and EA bulletins two weeks later
- Management positions are open for three weeks; Professional Staff positions are open for two weeks; and Clerical positions are open for one week
- Interviewing resources and consultation can be provided to hiring manager upon request to the Recruitment Coordinator