



Full-time Continuing Staff (OPSEU)

Fulltime individuals that enter an indefinite employment contract with ON Tech University and that are part of the OPSEU Bargaining unit. Fulltime continuing OPSEU members work 35hrs/wk and are eligible for pension and health benefits as outlined in the OPSEU benefits handbook.



- Eligible to be paid over the Holiday Shutdown period
- Full Benefits – Healthcare and Pension



Steps	Description
Position Approval	Hiring Manager to ensure a new position or position replacement meets the above conditions of employment.
<input type="checkbox"/>	Hiring manager to evaluate business needs and identify workforce requirements, confirm budget availability, complete hiring request form (HRF) with appropriate unit head signature. Submit signed HRF to HR Recruitment Assistant with an up-to-date job description, if there have been changes to the position since it was last posted.
<input type="checkbox"/>	Human Resources will review HRF and escalate for required approvals as appropriate. Position control details will be added to pg. 2 of the HRF.
<input type="checkbox"/>	If Job Evaluation is required, the hiring manager will be contacted by the Total Rewards Advisor responsible for job evaluation to advised of next steps.
<input type="checkbox"/>	The approved HRF will be returned to the business unit lead, to action next steps within the job competition process. cc: to the supporting department/faculty administrator.
Posting Process Article 15.03-15.04	Supporting Department/Faculty Admin will complete the <i>Requisition Request</i> within MY HR CONNECTION Pertinent selection committee members will be identified and will include: Chair, Reviewer(s) and Interviewer(s) Appropriate system access will be granted to all members based on the above roles
<input type="checkbox"/>	Hiring Manager to confirm length of posting time for position. (Internal vs External) dependent on position requirements and respective employment category.
<input type="checkbox"/>	Hiring Manager to review Selection Committee Resources and MY HR Connection user guide(s) .
<input type="checkbox"/>	Hiring Manager to: Confirm selection committee members, review respective roles and advise each member of their participatory duties. Ensure the appropriate confidentiality agreement has been signed by all committee members.
Selection Process	Review all internal and external candidates against the posted job requirements and qualifications. Article 15.05a)-e) & 17.02b).
<input type="checkbox"/>	Committee Chair to establish and finalize selection criteria prior to finalizing the shortlist of candidates Finalize your Shortlist of candidates – Article 15.05 .
<input type="checkbox"/>	Recommended to complete the appropriate phone screens for shortlisted candidates.

<input type="checkbox"/>		Schedule interviews with candidates who have been identified as the most qualified. Confirm if accommodations are required and if requested, please review the Accommodation for Employees and Job Applicants with Disabilities page or contact our Disability Management Specialist.
<input type="checkbox"/>		Confirm behavioural-based interview questions that will be used during the interviews. Note: Interview questions should be the same for candidates. A sample interview guide has been provided on Step 3 – Interview Tools on the recruitment resources page.
<input type="checkbox"/>		Advise interviewers that candidate resumes are available for review prior to 1 st interview. Interviewers may review the Interviewer – ATS User Guide once they have accepted the scheduled interview.
<input type="checkbox"/>		The interview panelists should meet 30mins prior to the first interview to discuss interview structure and setup. Review details on how candidates will be evaluated or scored during the interview.
	Interview Process Article 15.06	Reminder to ensure all Interviewer(s) have signed the appropriate ‘confidentiality agreement’.
<input type="checkbox"/>		Conduct in-person or virtual interviews as discussed in the preparatory meeting.
<input type="checkbox"/>		After the final interview, take time to discuss interview results and next steps with selection committee members. Agree on a date to submit all interview notes to the hiring manager.
<input type="checkbox"/>		Request ‘finalist’ candidates complete the Reference Check Consent Form and advise application of article below. Note: academic credential verification
<input type="checkbox"/>		It is recommended for the hiring manager too complete two business references for the finalist candidate and collect all interview notes for record-keeping.
<input type="checkbox"/>		Schedule 2 nd interviews if necessary.
	Offer	Hiring Manager to review successful candidate with Recruitment Specialist
<input type="checkbox"/>		Confirm appropriate starting salary with Recruitment Specialist prior to any discussions with the candidate, including a verbal offer. *Note: University expectation – ALL Incumbents should begin at Step one (1) of the respective job level. Any decision to hire above step one (1) of the salary level must be completed in consultation with HR.
<input type="checkbox"/>		Extend verbal offer to successful candidate.
<input type="checkbox"/>		Upon verbal acceptance, move candidate to ‘offer’ status within the ATS. The Recruitment Specialist will create a final written offer.
<input type="checkbox"/>		Hiring manager to provide final approval on the written offer through MY HR CONNECTION.
<input type="checkbox"/>		Hiring manager to send final offer to candidate through their recruitment profile in MY HR CONNECTION.
<input type="checkbox"/>		Successful candidates will electronically accept offers through their recruitment profile A system generated personnel information form (PIF) will be sent to the candidate.
	Onboarding	<ul style="list-style-type: none"> ▪ HR Admin team to create Banner ID and return to the hiring unit. ▪ HR Admin team will initiate the Onboarding Workflow. ▪ Total Rewards team to schedule meeting with new hire to complete pension and benefits enrolment.
<input type="checkbox"/>		<ul style="list-style-type: none"> ▪ Hiring department/faculty admin to request IT setup and asset delivery. ▪ Hiring Manager to follow onboarding checklist to encourage smooth transition for the employees’ first day.