



## Full-time Continuing Staff (non-union)

Full-time continuing staff are employees who enter an indefinite employment contract with ON Tech University. These employees are expected to work a minimum of 35hrs/wk and are eligible for pension and health benefits as outlined in our employee handbook.



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



	Steps	Description
<input type="checkbox"/>	Position Approval	<b>Hiring Manager to ensure new position or position replacement meets the above conditions of employment</b>
<input type="checkbox"/>		Hiring Manager to evaluate business needs and identify workforce requirements, confirm budget availability, complete hiring request form ( <a href="#">HRF</a> ) with appropriate unit head signature, and submit 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 the completed 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 and advise 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 unit administrator.
<input type="checkbox"/>	Posting Process	<b>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</b>
<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 Toolkit and MY HR Connection <a href="#">user guide</a>
<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.

	<b>Selection Process</b>	<b>Review all internal and external candidates against the posted job requirements and qualifications</b>
<input type="checkbox"/>		Committee Chair to establish and finalize selection criteria prior to finalizing the shortlist of candidates.
<input type="checkbox"/>		If required as part of the job competition process, complete the appropriate phone screens for the shortlisted candidates.
<input type="checkbox"/>		Schedule interviews with candidates that have been identified as the most qualified. <ul style="list-style-type: none"> <li>➤ Confirm if accommodations are required and if requested, please review our <a href="#">Accommodation for Employees and Job Applicants with Disabilities</a> page or contact <a href="#">Julie Day</a> – Disability Management Specialist.</li> </ul>
<input type="checkbox"/>		Confirm behavioural-based interview questions that will be used during the interviews. <ul style="list-style-type: none"> <li>➤ Note: Interview questions should be the same for all interviews.</li> <li>➤ A sample interview guide has been provided on <a href="#">Step 3 – Interview Tools</a> on the recruitment resources page.</li> </ul>
<input type="checkbox"/>		Advise interviewers that candidate resumes are available for review prior to 1 <sup>st</sup> interview. Interviewers may review <a href="#">Interviewer – ATS User Guide</a> once they have accepted the scheduled interview.
<input type="checkbox"/>		Interview panel should meet 30mins prior to conducting the first interview to discuss interview structure and setup. Review details on how candidates will be evaluated or scored during the interview.
<input type="checkbox"/>	<b>Interview Process</b>	Reminder to ensure all Interviewer(s) have signed the appropriate ' <a href="#">confidentiality agreement</a> '.
<input type="checkbox"/>		Conduct face-to-face 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 <a href="#">Reference Check Consent Form</a> .
<input type="checkbox"/>		Hiring Manager to complete two business references for finalist candidate and collect all interview notes for record-keeping.
<input type="checkbox"/>		Schedule 2 <sup>nd</sup> interviews if necessary.
<input type="checkbox"/>	<b>Offer</b>	<b>Hiring Manager to review successful candidate with Recruitment Specialist</b>
<input type="checkbox"/>		Confirm appropriate starting salary with Recruitment Specialist prior to any discussions with the candidate including a verbal offer. <b>*Note:</b> 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 final written offer.
<input type="checkbox"/>		Hiring Manager to provide final approval on the offer through MY HR CONNECTION.
<input type="checkbox"/>		Hiring Manager to send final written offer to candidate through their recruitment profile in MY HR CONNECTION.
<input type="checkbox"/>		Upon electronic confirmation of offer acceptance, HR Admin team to initiate the <i>Onboarding Workflow</i>
<input type="checkbox"/>	<b>Onboarding</b>	<ul style="list-style-type: none"> <li>▪ HR Admin team to create Banner ID and return to the hiring unit.</li> <li>▪ Total Rewards team to schedule a meeting with new hire to complete pension and benefits enrolment.</li> <li>▪ Hiring unit to request IT setup and asset delivery.</li> <li>▪ Hiring Manager to follow <a href="#">onboarding checklist</a> to encourage smooth transition for the employees' first day.</li> </ul>