Limited Term (LT) Staff non-union

Limited term individuals who receive an employment contract with ON Tech for a defined period. Limited Term employees may work up to 24hrs or 35hrs/wk. Any employee working on an hourly basis for less than 24hrs/wk is considered a casual employee. Limited Term employees will receive vacation earnings on each pay period and are not eligible for healthcare benefits.

- **Not Eligible to receive salary benefits for the Holiday Shutdown period**
- **Vacation earned and paid at each pay period 4%**

Conditions	Position Approval	Posting Process	Selection Process	Interview Process	Offer	Onboarding

	Steps	Description
☐	Position Approval	**Hiring Manager to ensure new position or position replacement meets the above conditions of employment.**
☐		Hiring Manager to evaluate business needs and identify workforce requirements, confirm budget availability, complete hiring request form (HRF) with appropriate unit head signature. 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.
☐		Human Resources will review the completed HRF and escalate for required approvals as appropriate. Position control details will be applied to pg. 2 of the HRF.
☐		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.
☐		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.
☐	Posting Process	**Supporting Department/Faculty Admin will complete the *Requisition Request* 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**
☐		Hiring Manager to confirm length of posting time for position. (Internal vs External) dependent on position requirements and respective employment category.
☐		Hiring Manager to review Selection Committee Toolkit and MY HR Connection user guide.
☐		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
☐		Committee Chair to establish and finalize selection criteria prior to finalizing or shortlisting candidates.
☐		If required as part of the job competition process, complete the appropriate phone screens for the shortlisted candidates.
☐		Schedule interviews with candidates that have been identified as the most qualified ➢ Confirm if accommodations are required and if requested, please review our Accommodation for Employees and Job Applicants with Disabilities page or contact Julie Day – Disability Management Specialist.
☐		Confirm behavioural-based interview questions that will be used during the interviews. ➢ Note: Interview questions should be the same for all interviews. ➢ A sample interview guide has been provided on Step 3 – Interview Tools on the recruitment resources page.
☐		Advise Interviewers that candidate resumes are available for review prior to 1st interview. Interviewers may review Interviewer – ATS User Guide once they have accepted the scheduled interview.
☐		Interview Panel should meet 30mins prior to first interview to discuss interview structure and setup. Review details on how candidates will be evaluated or scored during the interview.
☐	Interview Process	Reminder to ensure all Interviewer(s) have signed the appropriate 'confidentiality agreement'
☐		Conduct face-to-face or virtual interviews as discussed in the preparatory meeting.
☐		After 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.
☐		Request 'finalist' candidates complete the Reference Check Consent Form.
☐		Hiring manager to complete two business references for finalist candidate and collect all interview notes for record-keeping.
☐		Schedule 2nd interviews if necessary.
☐	Offer	Hiring Manager to review successful candidate with Recruitment Specialist
☐		Confirm appropriate starting salary with Recruitment Specialist prior to any discussions with the candidate, including 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.
☐		Extend verbal offer to successful candidate
☐		Upon verbal acceptance the supporting Department/Faculty Administrator will update the applicant status to 'EPAF Offer' and request a Banner ID and Position ID from employeecontracts@ontariotechu.ca
☐		The supporting Department/Faculty Administrator will create the appropriate EPAF transaction and submit for approvals.
☐		The Recruitment Specialist will approve the EPAF transaction which will approve the final offer for the employee.
☐		Upon receipt of the signed copy of offer, a copy should be forwarded to employeecontracts@ontariotechu.ca
☐	Onboarding	▪ **Supporting Admin to send active DocuSign link to the successful candidate to obtain pre-employment information for the purposes of a Banner ID.** ▪ **HR Admin team to create Banner ID and return to the hiring unit.** ▪ **Supporting Admin to process epaf contract and send offer of employment, and payroll document request (TD1, TD1-ON, Direct Deposit) to candidate.** ▪ **Hiring Unit to request IT setup and asset delivery, and review the limited-term onboarding website inclusive of the Mandatory Training Checklist.**