

FORM #1

EMPLOYMENT EQUITY PROCESS GUIDELINES - RECRUITMENT

SHORTLISTING:

1. The Chair of the Search Committee submits the completed [Form #2 - Shortlisting Checklist to Dean/University Librarian](#) for review and approval.
2. Within five (5) days of receiving the shortlist from the Department/Library/Centre, the Dean/University Librarian or his/her designate shall submit the completed documentation to the Joint Committee on Employment Equity (JCEE) with reference to [Form #3 - Shortlisting Checklist to JCEE](#).
3. The JCEE will review the materials submitted by the Dean/University Librarian designate and will provide written recommendations to the Dean/University Librarian designate within three (3) working days.
4. The Department/Library/Centre shall consider the JCEE's comments before making a final decision with respect to the shortlist. The Department/Library/Centre shall inform the Dean/University Librarian of its final decision with respect to the shortlist.

RECOMMENDATION FOR APPOINTMENT:

5. After the search committee has interviewed the short-listed candidates, the written recommendation for appointment shall be forwarded to the Dean/University Librarian by the Chair of the Search Committee within one (1) week of the Department reaching a decision. All recommendations for appointments forwarded to the Dean/University Librarian must include:
 - the candidate's complete dossier
 - a brief description of the employment equity procedures followed in the competition.

POST-RECOMMENDATION:

6. After the hiring procedure is complete, copies of the approved minutes shall be collected by the Chair of the Search Committee and filed in the Office of the Dean/University Librarian. These minutes will include discussions of merits of the candidates and all decisions regarding the position to be filled, including any changes in the job description.
7. The Chair of the Search Committee completes and the Dean/University Librarian submits Section 2 of [Form #4 - Department Recruitment Summary](#) to the JCEE prior to June 1st each year, along with the department's Employment Equity Plan. Please refer to resource [Form #5 - Employment Equity Guidelines & Resources](#).