RECRUITMENT PRACTICES
Step by Step

* Do not forget to ensure accessibility throughout the process!

1. Submit a Staffing Request Form (SRF) in CareerQ

2. Form your hiring committee
   - Reflective of Diversity + Inclusion
   - Ensure Equity training
   - Choose an Employment Equity Representative

3. Review/Create the job description
   - Ensure job is reflective of the University commitment to Diversity + Inclusion
   - Ensure Equity and Accessibility statements

4. EE Rep: Open competition in Queen's Equity Appointments Process (QEAP) application

5. Develop your recruitment plan, and follow the next steps:
   a. EE Rep: Review the data profile in QEAP
   b. Engage in an active search including posting in venues reaching equity seeking groups
   c. EE Rep: Receive Job Applicant Report from HR
   d. EE Rep imports applicants into QEAP
   e. When the job ad closes, EE Rep reviews applicant pool in QEAP to ensure diverse pool
6. Do self identifications indicate a diverse pool of candidates?

**NO**

More equity efforts are needed
Go back to step 5

**YES**

Long/Short list

→ Invite to interviews

→ Rank

→ Check References

→ Offer

→ Hired!

Ensure EE Rep participates in all stages of the hire

Remember to check conscious and unconscious bias

Do not eliminate designated group candidates prematurely

Consider inviting potentially competitive designated group candidates

Consider under-representation of equally qualified candidates

During conversations continue to check conscious and unconscious bias

Ensure equity in negotiations

* Do not forget to finalize the Queen's Equity Appointments Process!

Queen's University Equity Office