

# 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?

Ensure EE Rep participates in all stages of the hire

Remember to check conscious and unconscious bias

NO

YES

More equity efforts are needed

Go back to step 5

Long/Short list

Do not eliminate designated group candidates prematurely

Invite to interviews

Consider inviting potentially competitive designated group candidates

Rank

Consider under-representation of equally qualified candidates

Check References

During conversations continue to check conscious and unconscious bias

Offer

Ensure equity in negotiations

Hired!

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

