# Advertisement Placement

We plan to advertise in the following locations, subject to Departmental/School approval:

* AAUC: online only at aauc.ca
	+ <https://www.universityaffairs.ca/advertise/recruitment-advertising/>
	+ Costs $425 for 30-day ad, $525 for 60 days
	+ Required by SFUFA-CA
* CAUT: online only at academicwork.ca
	+ <https://www.cautbulletin.ca/ads/>
	+ Costs $400 for 30-day ad, $575 for 60 days
	+ Required by SFUFA-CA
* SFU: VP Academic, SFU CRC Public Page, and Faculty, Department(s), or School website.

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| [American Association of University Women](https://www.aauw.org/who-we-are/jobs/collegeuniversity-careers/) |
| [Canadian Coalition of Women in Engineering, Science and Technology CCWESTT](http://www.ccwestt.org/) |
| [Canadian Council on Rehabilitation and Work](https://www.workink.com/)  |
| [Canadian Research Institute for the Advancement of Women](http://www.criaw-icref.ca/en/) |
| <http://prideatwork.ca/joblist/> |
| [IEEE Job Site](https://jobs.ieee.org/jobs/products) |
| [IMDiversity](https://imdiversity.com/) |
| [Indigenous Careers](https://www.inclusionnetwork.ca/aboriginal-jobs/index.htm) |
| [Indigenous Link](https://careers.indigenous.link/) |
| [Insight Into Diversity](https://careers.insightintodiversity.com/employer/pricing/) |
| [Native American and Indigenous Studies Association](https://www.naisa.org/postings/job-postings/) |
| [RecruitDisability.org](http://recruitdisability.org/) |
| [SCWIST Society for Canadian Women in Science and Technology](http://www.scwist.ca/) |
| [Senior Women Academic Administrators of Canada](http://www.swaac.ca/advertise-with-swaac.html)  |
| [WWEST](https://www.sfu.ca/wwest.html) |

* Job-posting platforms and websites with a diversity focus:
* External Free Web Listings
* E-mail contacts: lists and personal:
	+ Individual faculty members in the department will be encouraged to forward the ad to their social networks. This will preferentially cover Canada, but will also succeed in getting international coverage as well.
* Professional organizations
* Commercial Job Websites

# Sample Timeline

[If applicable, insert any contextual information such as job advertisement coinciding with another event or pertinent department events or processes.]

* OCTOBER 15: Search Committee review of applications begins
* OCTOBER 19: Search Committee selects long list and asks for letters from references.
* NOVEMBER 9: Letters of reference due for long-listed candidates
* NOVEMBER 16: Search Committee selects short list and forwards to department
* NOVEMBER 23: Department chooses candidates for interview
* NOVEMBER 26: Department sends interview list to Dean for approval
* DECEMBER 1-7: Interviews scheduled
* JANUARY 3-15: Interviews with candidates
* JANUARY 17: Search Committee meets to discuss interviews
* JANUARY 18: Final faculty vote at department meeting and recommendations forwarded to the Dean
* Position start date: July 1, 2019 (flexible)

# Criteria/Assessment Grids

**Criteria**

Criteria are a written list of skills, knowledge, abilities, experiences, and qualities necessary to perform the tasks and responsibilities and to meet position expectations. The position description drives the criteria and the criteria drives the rest of the process. Criteria should function as touchstone throughout the hiring process. Setting out selection criteria and the weighting of each factor provides the Search Committee with a fair and organized structure for decision-making. Selection criteria should be related to the position, be relatively brief, measurable and ranked in order of the importance to the position’s expectations. A fair process sets clear job-related criteria and measures the candidates against the criteria on the basis of qualification. Be sure to consider whether any of the qualifications could pose barriers to any groups of candidates.

**Tracking Applicants**

It is important to keep track of how each applicant is evaluated throughout the shortlisting process. This can help the Search Committee track evidence that supports the criteria and keeps the search focused on the criteria and reduces the potential for bias and focusing on *fit*. An example of a sample grid for tracking and assessing applicants is below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Ranked Criteria | CV | Description of Research Program | Interview | References | Additional Materials | Talk or Presentation |
| 1 |   |   |   |   |   |   |
| 2 |   |   |   |   |   |   |
| 3 |   |   |   |   |   |   |
| 4 |   |   |   |   |   |   |
| 5 |   |   |   |   |   |   |

**Assessment Grids**

Assessment grids should be developed by the Search Committee prior to the vetting of applicants and be based on criteria derived from the job description. Create a chart to identify and describe which criteria are required, what evidence will be used to support the criteria, and the rank or weight of each element. For example:

|  |  |  |  |
| --- | --- | --- | --- |
| Rank  | Criteria | Description | Evidence |
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