After Chair has obtained approval from the Dean to make a verbal offer, made the offer and the candidate has accepted, the Chair of the Hiring Committee should send the following to the Dean with a copy to the HR Coordinator (Cecilia).

NOTES: If successful candidate is not a Canadian citizen or permanent resident, consult with Cecilia who will facilitate a discussion with Faculty Relations on required process, before making a verbal offer.

If a search is not required for your the appointment, many items below will not be applicable to you.

1. Recommendation Memo to Dean from Chair of Hiring Committee including:
   - Selected Candidate:
     - Position title and division
     - Rank
     - Salary
     - Start date and End Date (if applicable)
     - Percentage of full-time equivalent, if applicable (if not full-time)
     - Rationale for selection of candidate, including comments of referees
     - Details of support by search committee
   - Overview of the recruitment process:
     - Selection and composition of search committee
     - Advertising: List posting sites, media types, and duration of postings
     - Actions taken to attract members of equity-designated groups
     - Candidate short-listing process
     - Interview/decision process
   - Short-listed Candidates - Unsuccessful:
     - List names, gender, and citizenship (whether Canadian or non-Canadian) of all short-listed candidates
     - Assessment of each short-listed candidate, including reason(s) why unsuccessful
     - If chosen candidate is non-Canadian, include the following additional sections:
       - Detailed explanation for why any short-listed Canadian candidates were found to be unsuccessful
       - Contact Faculty Relations if guidance needed)
     - If no Canadians were short-listed, please provide an explanation
   - Documents to attach:
     - Documentation (likely a spreadsheet) indicating why each Canadian applicant did not meet the advertised requirements, if applicable
     - Resume and application documents/referees provided for selected and shortlisted candidates
     - List of applicants, including gender and citizenship (as best as can be ascertained from applications)
     - Copy of job posting(s)/advertisements
     - Details regarding source(s) of external funds (if applicable):
       - Terms of reference or other agreement documents
       - Any relevant background documents or discussion
     - Recommendation for Appointment Form
     - Copy of Permanent Residence Card (front and back) or Work Permit/SIN (if available)

2. Provide a Recommendation for Appointment Form
3. Request confirmation of Library/Archival degree from Candidate (Proof of Degree requirements) to be sent to:

Cecilia Bernabe
WAC Bennett Library
8888 University Drive
Burnaby, BC V5A 1S6

If continuing position, Faculty Relations prepare appointment letter and forward this to the successful candidate. If term position, Cecilia prepares contract letter which Dean signs.

**DOCUMENT RETENTION:**

Retain copies of any of these documents sent to Faculty Relations - keep all recruitment and selection documentation for the current year plus one further year:

- Copies of advertisements (as placed in hard copy or electronic version) and proof of advertising (invoices/receipts) that "document" the advertising; include list of publication venues and proof of specific time periods (dates) that advertisements were placed (i.e. if advertisement sent out to listserv)
- Application packages from all applicants
- Candidate lists
- Search committee membership lists
- Position selection criteria
- Notices of meetings or presentations with the candidates and candidate presentations
- Presentation materials or any documents received from candidates
- Ranked short lists
- Final ranking documents
- Summary of selection committee deliberation and final decision

**Document Retention for Non-Canadian Recruits:**

The hiring unit must keep copies of all information and documentation, as above, for a period of 6 years following the date of hire of the foreign worker; an audit could be performed at any time during that 6-year period. See the Employment and Social Development Canada (ESDC) website regarding employer compliance requirements: [https://www.canada.ca/en/employment-social-development/services/foreign-workers/employer-compliance.html](https://www.canada.ca/en/employment-social-development/services/foreign-workers/employer-compliance.html)