

RECRUITMENT CHECKLIST

Human Resources – Faculty of Medicine

- ❑ Develop selection criteria - identify the requirements of the job referring to the job posting and [job description](#).
- ❑ Thoroughly review all covering letters and resumes. Screen out candidates who do not meet the minimum qualifications as posted. Develop a shortlist of candidates to interview based on qualifications.
- ❑ Establish a hiring committee of at least two people.
- ❑ Compile a set of questions that will aid in assessing the candidates in relation to the established criteria.
- ❑ Each candidate who is interviewed completes the "[Application for Employment](#)" form prior to the interview.
- ❑ During the interviews, ask all the candidates the same questions (Follow this link for [Sample Questions](#)).
- ❑ Each interviewer takes accurate notes of the candidates' responses i.e. what is actually said, rather than impressions.
- ❑ Make hiring decision after thorough review and assessment of candidates, referring to relevant Collective Agreements and/or policies. If there is not yet enough information to make a decision, collect additional information, perhaps through a second interview. (You may also consider testing short-listed candidates – a service offered by [Staff Development](#).)
- ❑ Conduct thorough reference checks, ask candidate to provide names of current and/or former supervisors, these are most relevant. (Follow this link for [Sample Questions](#)). In most cases, contact references only for the candidate you are hoping to offer the position to. Inform the applicant prior to checking the references.
- ❑ Contact Human Resources to ensure correct offer letter is used. Do not amend the letters without consultation. Discuss appropriate rate of pay with Human Resources.
- ❑ All aspects of the selection process must be in keeping with the Ontario Human Rights Code i.e. every person has the right to equal employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offenses, marital status, family status or handicap. As well, the University Employment Equity Policy: The University of Toronto is strongly committed to diversity within its community. The University especially welcomes applications from visible minority group members, women, aboriginal persons, persons with disabilities, members of sexual minority groups, and others who may contribute to further diversification of ideas.
- ❑ Offer candidate position and include with offer letter the required enclosures i.e. job description, benefits information, Collective Agreement or policies as applicable.
- ❑ Contact and inform unsuccessful candidates whom you have interviewed within 10 days of confirmed offer (for USWA positions inform staff appointed USWA candidates of name of successful candidate and make notes for file).
- ❑ Return copy of offer letter and all resumes to Human Resources.
- ❑ Make note of the probation or trial period and assess performance throughout. Discuss any problems with Human Resources.