TALENT ACQUISITION ADVISOR CHECKLIST FOR HIRING

1. REQUISITION TEMPLATE

- **When creating a requisition template, ensure you follow the guidelines listed in the job aid to ensure:**
  - ☐ *The correct job code is on the requisition, which drives the offer letter and the person type of the employee in HRMS.*
  - ☐ *All fields are completed correctly on the requisition template. Refer to the job aid for the required fields.*
  - ☐ *For a job at the University of Guelph-Humber, ensure the UofGH logo is added to the requisition template. Refer to the job aid for instructions.*
  - ☐ **Job Aid:** https://humber.ca/hrms/hrms-kb/learn-by-role/hr-specialists/recruitment-full-time/job-requisitions/create-edit-a-requisition-template/

2. REQUISITION/JOB POSTING

- **Ensure the correct requisition template was selected.**
- **For a requisition for a full-time position, ensure the following:**
  - ☐ *The correct position number is selected on the requisition.*
  - ☐ *The position is vacant.*
  - ☐ *If the position is not vacant, why not? Is an **Overlapping Incumbent Form** required?*
  - ☐ *The **Additional Information** field is completed with details of the conversations the manager has had with their **Dean/Director**, **Vice-President** and **HR Business Partner** regarding whether any changes need to be made to the vacant position or job description.*
- **If an** Overlapping Incumbent Form **is required, ensure it is attached to the requisition.**
  - ☐ **Overlapping Incumbent Form:** https://hrs.humber.ca/support/support-resources/benefitsresources/administrative-forms.html
- **For all contracts including** Appendix D**, ensure the Schedule is** Non-Full-Time**.**
- **For a contract job that will be posted, ensure the** Duration of Need **field is completed.**
- **For a** FT Support **job, add the** min and max rates **on the requisition so they will appear on the job posting. For a** PT Support job**, add the** wage rate **on the requisition so it will appear on the job posting.**
- **For all jobs that will be posted, ensure the** Deadline to Apply **has the date the job posting will close.**

3. OFFER

- **Prior to approving an offer, ensure the following:**
  - ☐ *The candidate is not a duplicate candidate. If they are, ensure the offer was created on their internal profile.*
  - ☐ *If the hire is a new **FT academic employee**, ensure there is an approved salary calculation attached to their submission on the requisition. Ensure the salary on the salary calculation is the same as what was selected on the offer.*
- **In order to approve an offer, follow the** Recruitment Offer Matrix **closely to ensure all required fields are completed.**

4. HIRE/ONBOARDING

- **For an** existing employee**, ensure that any current contracts that should not remain active are** ended**.**
- **As soon as the candidate has accepted their offer, move their** Step/Status **to** Hire/HRIS**.**
- **Initiate onboarding if:**
  - ☐ *The candidate is a **new hire**.*
  - ☐ *The candidate is a **contract employee moving into a full-time role**.*
  - ☐ *The candidate is a **full-time employee moving into another full-time employee group** (for example, FT support moves to FT admin).*
- **Check** HCM **to ensure the new assignment has gone through the interface. Ensure the salary is active.**
- **Perform any required workarounds on the assignment in HCM.**
- **Email the** Payroll Coordinator **to notify them of the following hire scenarios so they can** add a process **on the second (or seconded) assignment so pay is picked up (note:** this is an interim solution, not long-term**):**
  - ☐ ***Secondments**.*
  - ☐ ***Multiple assignments** that are paid on assignment (e.g. FT Admin with a PT Professor contract).*