

## Victoria University Guidelines on Hiring Approvals – Fiscal 2020-21

Hiring approvals are intended to ensure that:

- Hiring is done in relation to Victoria University's priorities and mission
- Costs related to human resources are considered to minimize budget impact on current staff and faculty
- Long term liabilities to the University such as pensions, benefits etc. are accounted for

### Request to Hire Form:

A Request to Hire Form is required to facilitate approvals for all full/part-time faculty and staff positions which include:

- Newly created positions
- Replacements positions
- Limited term positions
- Reclassification of vacant or currently filled appointed positions, in accordance with the collective agreement and other employee policies and provisions.

Please note: During the current hiring restraint environment, any casual and student casual hires must be included in each unit's annual long range casual staffing plan which will be pre-approved by the President's Office.

Prior to submitting a Request to Hire Form the Hiring Manager should have a hiring justification conversation with their unit leader (Director, Registrar, Dean of Students, Chief Librarian, Principal, or Bursar). If the Hiring Manager is one of the above mentioned leaders, then they should speak with the President. The following items should be addressed as justification for the role:

- The specific functions and contributions of the position to the challenges posed by COVID-19
- The reason for hiring and the impact of not filling the role
- Other staffing options that have been considered prior to making the hiring request
- Confirmation that you have worked with Human Resources to review if there are other faculty or staff across the university that could be deployed or reassigned to perform this role
- Funding source for the role

Hiring Requests in Fiscal 20-21 will be prioritized to ensure that they are necessary to:

- Advance Victoria University's mission and priorities
- Contribute to meeting the challenges posed by COVID-19

### Approval Process:

Once the justification conversation has taken place and been approved, Hiring Managers should contact Patrik Bahgdassarians, Talent Management Specialist in Human Resources to review the requirements of the position and complete a Request to Hire Form (RHF). This will start the process.

- The RHF is submitted by the Hiring Manager to the Director HR for review and approval
- Following HR, Financial Services will conduct a budget review to ensure that funds are available and approved for the hiring.
- Financial Services returns RHF to the Unit Head/College Principal for completion
- Unit Head/College Principal returns completed and signed RHF to HR
- HR advises President's Office and requests final approval (To: President, cc: Director)

Once final approval is provided by the President, HR will follow the regular Human Resources hiring practices and/or job action which normally includes posting the position on the Victoria University Careers website.