Preferential and limited hiring

This quick guide describes the steps involved in creating a requisition and considering applications for a preferential or limited hiring process.

**Preferential hire**
Anyone may apply, but hiring administrators must consider applications from members of the groups designated for preferential hiring first. If none of these applicants meets the criteria or is suitable for the position after assessment, remaining applications may be considered for shortlisting and assessment.

**Limited hire**
Only applications from members of the group(s) designated for the limited hire may be considered. If no applicant meets the qualifications or if none is successful after the assessment process, the job must be reposted or left unfilled.

Consult the Human Resources Recruitment Handbook (see [www.uvic.ca/hr/services/home/hiring/recruitment/](http://www.uvic.ca/hr/services/home/hiring/recruitment/)) for details about preparing the job description and obtaining approval for a preferential or limited hire. See also Policy #HR6110 Guidelines for Preferential or Limited Hiring, available at [www.uvic.ca/universitysecretary/assets/docs/policies/HR6110_3100_.pdf](http://www.uvic.ca/universitysecretary/assets/docs/policies/HR6110_3100_.pdf).

Hiring administrators are strongly advised to request assistance from their HR Advisor when planning for a preferential or limited hire process.

See page 2 for step-by-step instructions.
1. When creating the requisition, check the box for **Preferential hire** or **Limited hire** on the **Define requisitions** screen.

   Check the box next to the applicable group (or groups).

2. Complete your requisition and select the **Finish** button to submit it for approval and posting.
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| 3    | The following additional information will appear on the job posting. | **Limited hire**  
*In accordance with the university’s Equity Plan and pursuant to Section 42 of the BC Human Rights Code, the selection will be limited to members of the following designated group(s). Candidates from the group(s) are encouraged to self-identify.*  
**Preferential hire**  
*In accordance with the university’s Equity Plan and pursuant to Section 42 of the BC Human Rights Code, preference will be given to members of the following designated group(s). Candidates from the group(s) who wish to qualify for preferential consideration are encouraged to self-identify.* |
| 4    | **TIP:** As part of the application process, candidates have the option to self-identify as a member of a designated group. This step is optional. | **Diversity Information**  
We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.  
If you identify as a member of one of the following groups, please select it; use the CTRL key to select multiple. |  
- Women  
- Visible minorities  
- Persons with disabilities  
- Aboriginal Peoples |
<p>| 5    | Contact the Equity and Human Rights Office to review the selection procedures for your selection committee. Ensure that all members of the selection team have received training in equity hiring procedures and are aware of any barriers that may interfere with a fair process. |  |</p>
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<td>Employment Services will conduct an initial screening of applications for limited hire competitions. In the UVic Careers system they will change the status of applicants who have self-declared as members of the designated group to <strong>Candidate</strong>. Hiring administrators may consider only those applicants marked as Candidate for further consideration.</td>
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<td>For preferential hires, hiring administrators may review all applications but must consider applications from members of the group(s) designated for preferential hiring first. <strong>TIP:</strong> Remember that designated group candidates are not given “preference” in a preferential hiring, but if two candidates are comparably qualified, the designated group candidate should be chosen.</td>
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<td>Interview all designated group candidates who meet the minimum criteria.</td>
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<td>Maintain thorough records in case questions about the recruitment process arise. <strong>TIP:</strong> Notes made on the candidate’s <strong>Resume/CV Dashboard</strong> are viewable by Human Resources and other selection committee members.</td>
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