University of Victoria | Human Resources

8 Steps to Preferential and Limited Hiring

Refer to University Policy HR6110
Guidelines on Preferential or Limited Hiring

When you have a vacant staff position...

Step	Task	Who is responsible?	Others who might be involved or able to assist

1 **Getting Started**	Consider whether:
	  a) one or more designated groups* are under-represented in that classification or at that level (this may be particularly significant if under-representation is severe and/or there are limited vacancies expected in the future)
	  b) the position requires any special expertise that is exclusive to, or you are more likely to find among members of a designated group or groups
	
	Also review:
	  c) any unit or higher level equity plans or goals
	
	You can seek data and other assistance from EQHR to assist with the above. If one or more of these conditions apply you may want to use preferential or limited hiring.
		Selection Committee or Hiring Manager	EQHR[†]
			
			HR[‡]

2 **Making the Decision**	Decide whether you want to have a fully open hire or whether you would like to use limited, preferential or equity planning hiring.	Selection Committee or Hiring Manager	EQHR HR
3 **Prepare a proposal**	If you decide to use preferential or limited hiring, put together a brief proposal that includes plans for: • outreach recruitment to non-traditional resources (for example Native Friendship Centres, organizations for people with disabilities, etc.), • verification that the hiring manager has completed training on fair and equitable hiring practices including the use of preferential and limited hiring (mandatory) • consider similar training for committee members (optional) • preparation/training for administrators and managers on employment equity and human rights to ensure a welcoming environment • a review of selection standards and assessment methods to identify and remove any systemic barriers *(see next page)*	Hiring Manager	Selection Committee HR Recruitment Advisors EQHR

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[*] **women, Aboriginal Peoples, members of visible minorities, people with disabilities**
[†] **Equity and Human Rights Office**
[‡] **Human Resources**

	Your proposal should also include:
	  a) a copy of the unit's equity plan or most recent equity goals
	  b) a summary of recent competitions and their results
	  c) the reasons you are requesting a preferential or limited hire (see step 1)
	  d) reference to the appropriate collective agreement and ensure your proposal does not violate it in any way
	  e) any other relevant information		

4 **Submit the proposal**	for approval	**Hiring Manager**	**appropriate Vice-President**
5 **Contact EQHR and/or HR**	• EQHR/HR can assist with specific selection procedures • HR can also assist with referring your request to the leaders of any relevant union or employee association	**Hiring Manager**	**EQHR** **HR**
6 **Train the Selection Committee** **(optional but advisable)**	EQHR and HR may be able to offer some or all of the selection committee training on limited and preferential hiring and on fair and equitable hiring practices more generally.	**Selection Committee**	**EQHR** **HR**
7 **Post the position**	Insert the applicable statement in the ad (provided in the guidelines 3.5.1 or 3.5.2) specifying that the position has been designated as a preferential or limited hire. Include UVic's standard equity statement also.	**Hiring Manager**	
8 **Prepare the unit to welcome, value and include the successful candidate**	• hold meeting or send out memo, letting people know that you expect that everyone will share in creating and maintaining a welcoming and inclusive environment for the new hire and everyone • summarize reason for choosing equity hiring • key message: equity is about hiring best person for job and recognizing that people may demonstrate the necessary skills, knowledge and experience in different ways	**Hiring Manager or Director or Unit Head**	**HR** **EQHR** **Bargaining Unit or Employee Association**