



## UVIC CAREERS HOLIDAY CLOSURE

Dear Hiring Managers;

The holiday closure continues to apply to staff job postings, to ensure hiring supervisors, managers and applicants alike receive full support.

To keep your competitions on track and your top applicants engaged, Employment Services recommends the following:

- **Plan your recruitment using Thursday December 20<sup>th</sup> as your deadline for job postings to close.** Develop your timelines working backwards from this date to allow sufficient time to navigate approvals, posting, assessments and offers. This will ensure you are maximizing your position's exposure and access to qualified applicants in a highly unpredictable time of year. If you have recruitment activities for positions that you have identified as niche or hard to fill, please contact your [HR Advisor](#) for case-specific advice.
- **December 14<sup>th</sup> – Last day that postings will be published** to meet the minimum posting requirements before the holiday closure. All jobs received after this date will be posted in January 2018.

10 day posting, must be submitted prior to December 7th.

5 day posting, must be submitted prior to December 14th.

- **All postings will be closed for applications as of 4:00 PM December 20<sup>th</sup>.** Any postings submitted after December 14<sup>th</sup> will be posted on or after January 2<sup>nd</sup>.

Prior to making an offer for PEA, Exempt or ME positions, contact your [HR Advisor](#) for salary placement recommendations which is required for timely processing by Payroll.

Please note that during the holiday closure you will still have access to UVic Careers and will be able to view applications, short-list, prepare offers and communicate with applicants as usual. If you have any further questions about your postings, please contact your [HR Coordinator](#).