

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. Other resources are available at www.uvic.ca/hr/services/home/hiring/.

EQHR: <https://www.uvic.ca/equity/employment-equity/preferential/index.php>

Preferential hire

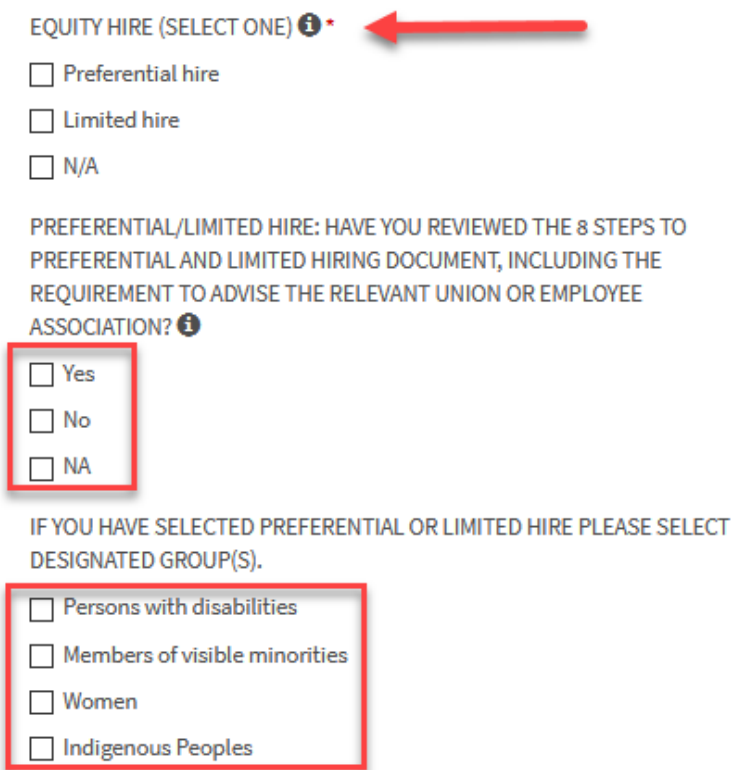
Anyone may apply, but hiring administrators must consider applications from members of the groups designated for preferential hiring first. If none of these applicants meets the criteria or is suitable for the position after assessment, remaining applications may be considered for shortlisting and assessment.

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 for details about preparing the job description and obtaining approval for a preferential or limited hire. See also [Policy #HR6110](#) and the [8 steps to Preferential and Limited Hiring](#).

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

#	INSTRUCTIONS	SCREENSHOT
1	<p>When creating the requisition, check the box for Preferential hire or Limited hire on the Define requisitions screen.</p> <p>Check that you have taken the steps necessary to conduct a preferential/limited hire and that you have advised the relevant union.</p> <p>Check the box next to the applicable group (or groups).</p>	

#	INSTRUCTIONS	SCREENSHOT
2	<p>Complete your requisition and select the Finish button to submit.</p> <p>All preferential and limited hiring requisitions require VP approval.</p> <p>The following additional information will appear on the job posting:</p>	<p>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.</p> <p>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.</p>
3	<p>TIP: As part of the application process, candidates have the option to self-identify as a member of a designated group.</p> <p>This step is optional.</p>	<p>Diversity Information (<i>Any attachments listed below will be submitted with your application.</i>)</p> <p>UVic is committed to upholding the values of equity, diversity, and inclusion in our living, learning and work environments. In pursuit of our values, we seek members who will work respectfully and constructively with differences and across levels of power. We actively encourage applications from members of groups experiencing barriers to equity. To support upholding these values, UVic monitors the diversity of both our applicant pool and our employees, and invites you to self-identify if you wish. Responses from candidates who self-identify will only be shared with hiring managers if the competition is identified as a preferential or limited hire.</p> <p>Learn more about why UVic collects this information and how the data is used in our FAQs: http://www.uvic.ca/hr/careers/home/apply/index.php. Responses from candidates who self-identify will only be shared with hiring managers if the competition is identified as a preferential or limited hire competition.</p> <p>IF YOU IDENTIFY AS A MEMBER OF ONE OF THE FOLLOWING GROUPS, PLEASE SELECT IT; USE THE CTRL KEY TO SELECT MULTIPLE.</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <p>Women</p> <p>Visible minorities</p> <p>Persons with disabilities</p> <p>Indigenous Peoples</p> </div> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 10px;"> ◀ Previous Next ▶ 📄 Finish Later Skip Step Cancel </div>
4	<p>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>	
5	<p>Employment Services will conduct an initial screening of applications for preferential/limited hire competitions and send a report with the applicable groups highlighted.</p>	

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6	<p>For Limited hires, hiring administrators may consider only those applicants highlighted for further consideration</p> <p>For Preferential hires, hiring administrators may review all applications but must consider applications from members of the group(s) designated for preferential hiring first.</p> <p>TIP: Remember that designated group candidates are given “preference” in a preferential hiring, but if two candidates are comparably qualified, the designated group candidate should be chosen.</p>	
7	<p>Interview all designated group candidates who meet the minimum criteria.</p> <p>Maintain thorough records in case questions about the recruitment process arise.</p>	