



**Etalewtx<sup>w</sup> | ÁTOL,ÁUTW**  
Office of the Vice-President Indigenous

## ICD Eligibility Confirmation Request Form

To request confirmation of your candidate's eligibility, please complete and email this request form to [vpicd@uvic.ca](mailto:vpicd@uvic.ca) or directly to the Policy Implementation Manager ([keyarab@uvic.ca](mailto:keyarab@uvic.ca)).

Hiring Manager Information		Candidate Information	
Name:			
Email:			
Role, Dept.:		V#:	(If internal/known)
<b>Opportunity Information</b>			
Start date:		Position #:	
Is this a <b>limited</b> hire according to HR 6110? (y/n)			
Is this a <b>preferential</b> hire according to HR 6110? (y/n)			
Has this candidate been notified to apply for eligibility? (y/n)			
Was this opportunity posted through UVic Careers? (y/n) <i>If this employment opportunity was <u>not</u> facilitated through UVic Careers (e.g. workstudy, research assistantship, or grant-funded), please attach and send the job description or advertisement.</i>			
Has the candidate started their onboarding process to receive a Netlink ID? (y/n) <i>Important: A Netlink ID is required for the candidate to apply through the ICD Portal. Please ensure that external candidates start this process immediately.</i>			

Hiring managers for employment opportunities designated for Indigenous Peoples through approved for Preferential of Limited Hiring (HR6110) programs must confirm their selected candidate's eligibility for such opportunities in accordance with the Indigenous Citizenship Declaration Policy (GV0810). This confirmation of eligibility must be provided by the Office of the Vice-President Indigenous (OVPI).

Hiring managers are responsible for confirming their candidate's eligibility prior to their start date. In the case of extenuating circumstances affecting a candidate's start date, an OVPI staff member will reach out to the hiring manager to confirm next steps as we support your candidate.

For questions, support or urgent matters please contact Keyara Brody (Policy Implementation Manager), at [keyarab@uvic.ca](mailto:keyarab@uvic.ca).