



ICD POLICY

PREFERENTIAL / LIMITED HIRES



1. Apply for UVic position*

Candidate applies to a UVic job that is designated as a *preferential or limited hire* for Indigenous Peoples. No ICD action is needed at the application stage.



2. Screening & interviews

UVic HR and the hiring committee review applications. Selected candidates participate in interviews.



3. Receive conditional offer letter

Successful candidate receives a conditional offer and will need to complete the ICD application process.



4. UVic hiring & onboarding steps

Create NetLink ID (required to access the ICD Portal). Onboarding checklist includes ICD instructions.



5. Submit ICD online application

Visit **icdportal.uvic.ca**. Login using your Netlink ID & UVic VPN (virtual private network) Submit Declaration and Supporting Information. If the candidate anticipates needing extra time, they can contact **vpiicd@uvic.ca** to **request an extended review**.



6. Results

Candidate receives an “Eligible” designation before their start date. Once eligibility is confirmed, the hire can be finalized and the candidate begins employment.

Learn more, explore FAQs,
or start your declaration
uvic.ca/ovpi/icd
vpiicd@uvic.ca

*preferential/limited hire positions in accordance with the University's Preferential or Limited Hiring Policy.

