

Indigenous Citizenship Declaration (ICD) – Extending an Offer, Hiring Manager Guide

Overview

The Office of the Vice-President Indigenous (OVPI) has developed a policy (GV0810) to affirm declarations of Indigenous citizenship, membership and belonging at UVic where these claims result in material advantages, such as employment in an Indigenous-specific position or award. While the forthcoming policy cannot be retroactively applied to opportunities opened prior to Nov 1st, 2025, the successful candidate(s) will be required to complete the Indigenous Citizenship Declaration (ICD) process should they apply for, or access opportunities resulting in material gain who applications have opened on or after the policy's effective date of **Nov 1st, 2025**.

Scope

This guide applies to all positions identified as preferential/limited hire positions in accordance with the University's Preferential or Limited Hiring Policy (HR6110) and pursuant to Section 42 of the BC Human Rights Code, where candidates are limited to or preferred to be included in the Indigenous Peoples designated group.

Hiring manager responsibilities

1. Follow the steps outlined on the [Preferential and limited hiring page](#) to determine if a role is eligible.
2. Submit a posting requisition following the steps outlined in the [UVic Careers preferential and limited hiring guide](#).
3. Once the position posting is live on UVic Careers, confirm the appropriate approved language (see below) is stated in the "About this opportunity" section referring to the policy as stated. This is added by the UVic Careers team. If it is missing, please email uviccareers@uvic.ca.
4. Determine candidate(s) eligibility by completing the [ICD Eligibility Confirmation Request Form](#) found on the [ICD website](#)
 - Candidates for staff positions that are approved as preferential or limited hires for Indigenous Peoples will be required to receive an eligible designation **prior to their start date**.
 - In the case of extenuating circumstances or extended review requirements, the PIM can grant an extension in the aforementioned instance. Please contact ypicd@uvic.ca.
5. Prior to extending an offer to the successful candidate, please include the language provided below to preferential/limited hire offer letters for all employee groups where the position includes Indigenous Peoples as a designated group. *Please note that an offer needs to be [extended prior to moving to the hire and onboard steps](#) within UVic Careers.*
6. For staff positions, *the successful candidate(s) will need to be designated as eligible before their start date*. The process of providing and reviewing an ICD application can take up to a week or more depending on the nature of the declaration. Please keep this in mind when determining start dates for

Staff positions.

7. Successful candidate(s) will need to engage with the hiring and onboarding steps within UVic Careers before they are able to provide an ICD application. Hiring managers for staff positions should then instruct their successful candidate to create a NetlinkID as soon as possible, as this is required for candidates to access the ICD Portal through UVic Online Tools or by visiting [ICDPortal.uvic.ca](https://icdportal.uvic.ca).
8. Ensure language and instructions are included on the UVic Careers onboarding checklist outlining the ICD Policy and how to apply.

Indigenous Citizenship Declaration (ICD) language to include

Offer Letter

As this employment opportunity was facilitated through a Special Hiring Program designated for Indigenous Peoples, the successful candidate must demonstrate their eligibility in accordance with the Indigenous Citizenship Declaration (ICD) Policy (GV0810) as a condition of employment. Your eligibility must be established prior to the start date for this position.

After you have acquired your NetlinkID, please begin an ICD Application to confirm your eligibility by visiting your UVic Online Tools or [ICDPortal.uvic.ca](https://icdportal.uvic.ca).

For more information about the ICD Policy, please visit the [Indigenous Citizenship Declaration website](https://icdportal.uvic.ca) or contact vpicd@uvic.ca if you have specific questions or concerns.

Staff Job Descriptions/ Postings

The successful candidate(s) for positions designated for Indigenous Peoples through a preferential or limiting hiring program (HR6110) will be required to demonstrate their eligibility in accordance with the Indigenous Citizenship Declaration (ICD) Policy (GV0810). Upon receiving an offer letter and instructions to access the ICD Application Portal ([ICDPortal.uvic.ca](https://icdportal.uvic.ca)), the successful candidate will be required to provide Supporting Information to demonstrate the truth and accuracy of their Declaration.

For more information about the ICD initiative, please visit the [Indigenous Citizenship Declaration website](https://icdportal.uvic.ca) or contact vpicd@uvic.ca if you have specific questions or concerns.

If you have applied for an opportunity limited to Indigenous Peoples and anticipate needing to engage with an extended review process, please reach out to vpicd@uvic.ca to start an application and avoid delays in hiring.

How to add new language to offer letters

Offer letters are typically sent through UVic Careers, however in some cases an offer may be extended externally to the UVic Careers system. In these cases, please ensure that you update the offer letter template provided based on the employment group and situation which can be found on the Hiring Manager SharePoint page [here](#), and for excluded offer letters [here](#).

Editing offer letters in UVic Careers:

When you are ready to extend an offer in UVic Careers, please edit the standard offer letter using the edit function to add the information contained in the attached sample under Indigenous Citizenship declaration. Detailed steps regarding how to edit the offer letter can be found on the Hiring Manager SharePoint page [here](#).

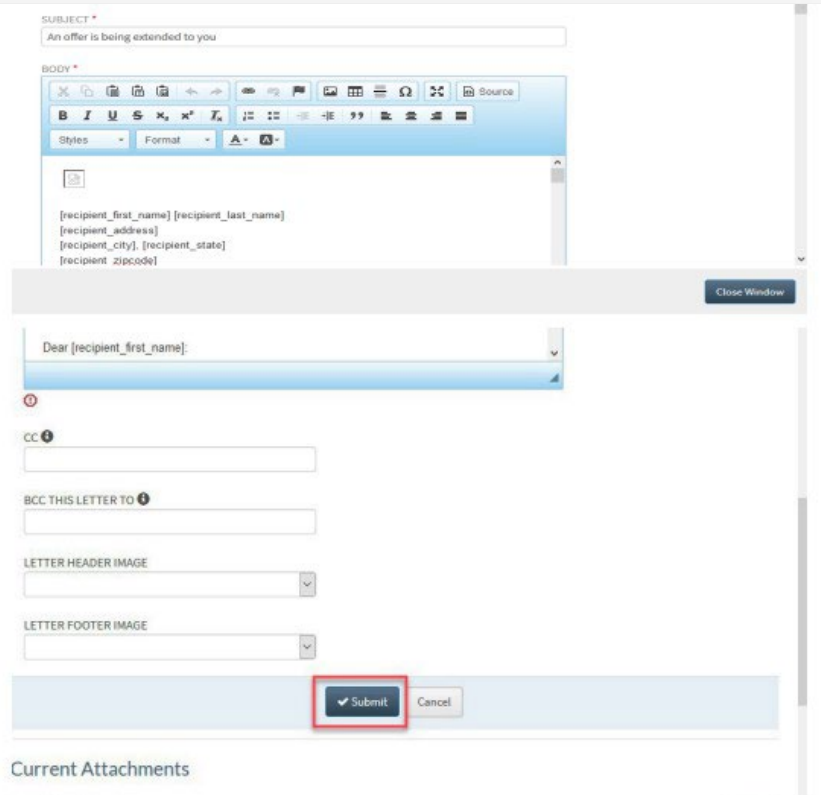
Review the offer letter by selecting the view  icon.

You can make edits as required by selecting the  icon.

Preview the letter carefully. Choose *Submit* when it is complete.

Then click *Next*

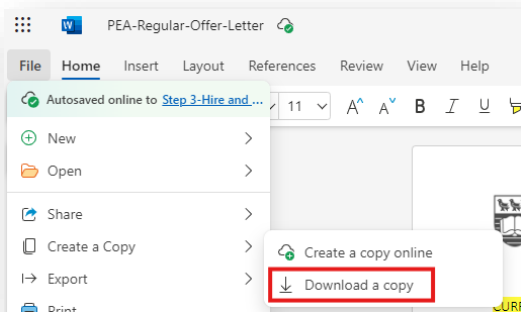
TIP: This is your only opportunity to preview the letter before it is sent to the candidate.



The screenshot shows the UVic Careers offer letter editing interface. It includes a 'SUBJECT' field with the text 'An offer is being extended to you'. Below this is a 'BODY' field with a rich text editor toolbar and a text area containing placeholder text: '[recipient_first_name] [recipient_last_name]', '[recipient_address]', '[recipient_city], [recipient_state]', and '[recipient_zipcode]'. To the right of the body field is a 'Close Window' button. Below the body field is a 'Dear [recipient_first_name]:' dropdown menu. Further down are fields for 'CC', 'BCC THIS LETTER TO', 'LETTER HEADER IMAGE', and 'LETTER FOOTER IMAGE'. At the bottom of the form are 'Submit' and 'Cancel' buttons, with the 'Submit' button highlighted by a red box. Below the form is a section labeled 'Current Attachments'.

Editing offer letters external to UVic Careers:

1. Navigate to the Hiring Manager SharePoint page [here](#), and for excluded offer letters [here](#).
2. Open the appropriate offer letter based on employee group and situation.
3. Download a copy of the offer letter template.



4. Insert new language listed above. Please adjust the formatting to align with other sections i.e. Professional Development.

Orientation:	Resources and information for new employees at UVic are available online .
Professional Development:	The University is committed to supporting the development of our faculty and staff. As a continuing Professional Employees Association staff member, you are provided with a professional development allowance per year to assist you with your career development (HR 6420 Professional Development Expenses – Professional Employees Association Staff). The University also provides access to a range of university-sponsored training and development opportunities, some of which are required programs and some of which you are welcome and encouraged to undertake in support of your success in your role. (Employee Learning Calendar).
Indigenous Citizenship Declaration:	The Office of the Vice-President Indigenous (OVPI) is in the early phases of drafting a policy and developing a process to verify declarations of Indigenous identity, citizenship and membership at UVic where these claims result in material advantages, such as employment in an Indigenous-specific position. While the policy is not in place at this time and will not be retroactively applied, candidates will be required to complete the Indigenous Citizenship Declaration (ICD) process should they apply for, or access, future opportunities resulting in material gain. For more information about the ICD initiative, please visit the Indigenous Citizenship Declaration website and please feel free to reach out to yoliced@uvic.ca if you have specific question or concerns.

On behalf of the Search Committee and **DEPARTMENT**, it is my pleasure to extend this offer of employment to you. To confirm your acceptance and agreement of this offer, please sign and return a copy of this letter to me.

Yours sincerely,

5. Extend the offer to the successful candidate and, once accepted, continue the hiring and onboarding process in UVic Careers.



Where else is this language shared?

- In the “About this Opportunity” section of job postings
- Preferential/limited hire offer letters for all employee groups where the position includes Indigenous Peoples as a designated group.
- UVic’s “How to apply” external website [here](#).
- Human Resources Manager Support SharePoint site [Step 1: Get ready - plan your recruitment](#) and [Step 3: Hire - Extend an offer and Hire a new employee](#).

If you have any further questions, or require assistance with the offer letter step, please reach out to us at uviccareers@uvic.ca. For questions regarding the upcoming policy, please contact vpicd@uvic.ca.