

## **Template work flow for hiring lab personnel**

- 1) Create a job advertisement clearly explaining job scope and the things you are looking for in a candidate. Try and be clear what qualities/experience are *required* for the position as well as any qualities/experiences that would be considered an *asset*.

Include a closing date for applications, and a timeframe when the candidate should expect to hear from you (or include a statement saying that only successful candidates will be contacted by date X)

Consider including pay bands in the advertisement.

Consider adding a statement such as this: **We actively encourage applications from members of groups experiencing [barriers to equity](#).**

Consider checking whether your job ad includes potentially gender-discouraging language by running your ad through a gender decoder program such as: <https://www.inclusionhub.com/diversity-equity-inclusion/genderdecoder>

Develop your hiring criteria in parallel with the job advertisement, such that you ensure that all the qualities/experiences you are looking for are described in the job advertisement.

- 2) Develop hiring criteria (examples below)
- 3) Share job advertisement as widely as appropriate for your target group (In undergrad classes; on UVic's co-op portal; on your lab website; on BCMB website; as appropriate).
- 4) After the application closing date; review all applications according to your criteria. Rank applications based on the scores according to your criteria.
- 5) Invite top-ranked applicants to an interview. Consider telling candidates what to expect at the interview. E.g. who will be there? Should they expect to perform a task, or to answer questions? If question-based, consider sharing questions with them, or at least tell them what areas the questions will cover (e.g. their past work experiences, their interest in the position) so they have an idea of how to prepare.
- 6) Those candidates who have been invited to an interview should at this stage, now be considered equally competitive (i.e. rankings from written applications should not be taken into account)

- 7) Consider inviting an additional lab member/other departmental member to take part in the interview/assessment of the candidate.
- 8) All candidates to be interviewed should be given the same interview experience as much as possible. E.g. same questions asked. Assessors should note down how their answers provide evidence of them meeting the established criteria
- 9) After each interview, all candidates should be re-ranked according to your established criteria, and position offered to top-ranking individual.
- 10) Ideally let all unsuccessful candidates know they have not been selected.

### **Examples of evaluation criteria**

#### **Essential criteria** (yes/no. If no candidate cannot be considered)

**Are they eligible to take the position?** (e.g. do they have minimum grade requirements if relevant; are they available to start work when you need them to)

#### **Desired criteria** (score 1-5 for each; higher score=favourable)

**Do they demonstrate a genuine and convincing interest in the lab/position?**

**Do they have prior experience in positions of responsibility?**

**Have they taken appropriate courses and gained the grades sufficient to demonstrate understanding of course material?**

**Have they/do they demonstrate good communication skills?**

**Do they have previous work experience which is relevant/of benefit to the posted position?**