

PSAC Recruitment Checklist

This is only a checklist – Be sure to refer to the Current Collective Agreement

☑?	Task	Details / Comments / Tools
JOB POSTING		
<input type="checkbox"/>	Prepare Job Posting	Template available at www.brandonu.ca/hr/forms
<input type="checkbox"/>	Send draft Job Posting to HR for review	To ensure compliance with the latest CA changes
<input type="checkbox"/>	Copy of posting sent to PSAC office	Send within two working days from the date of the posting to PSAC local office – <i>3rd Floor Knowles Douglas building, attention: PSAC Local President</i>
<input type="checkbox"/>	Post job notice on HR web-site & bulletin boards	Posted for at least 7 days before closing -distribute according to PSAC Posting Procedures online at www.brandonu.ca/hr/forms
<input type="checkbox"/>	Applications must be submitted in writing – In posting, can ask applicants to indicate relevant qualifications and experience and you can review past performance in a similar position by speaking with their previous supervisor (once they give you permission) to assist with the screening process	Need to determine <i>qualifications; relevant experience; documented past performance</i> (and, if hired for this previously at BU, determine <i>seniority</i> —to decide between otherwise similarly qualified candidates)
HIRING OF CANDIDATE		
<input type="checkbox"/>	Provide “signed copy of the employment agreement” to employee	Payroll Information / Time Sheet (PITS) form available on-line www.brandonu.ca/hr/forms Employee MUST be given a copy of the PITS and of the posting (PITS and posting also go to Payroll)
<input type="checkbox"/>	PSAC Membership Card (Employee to return it themselves)	Provide the member with the link to the Membership Card: https://psac-afpc-349794.workflowcloud.com/forms/2768d836-3111-48ac-8f49-27afc24e6b34?Language=English Link is also found on the Moodle training page. NOTE: Employee can contact Local PSAC President at swubupres@gmail.com with any PSAC-related questions.
<input type="checkbox"/>	Direct Deposit form, if employee is new to BU	https://www.brandonu.ca/hr/files/Employee-Information-2023.pdf
<input type="checkbox"/>	Workplace Orientation & Training, if new to PSAC (1 hour on Moodle)	https://www.brandonu.ca/hr/files/PSAC-New-Employee-Training-Info-letter-1.pdf Employee to e-mail supervisor the certificate when complete, to record (& pay) that one (1) hour in EmpCenter. If an employee has multiple assignments on campus, they only complete the training once.
DURING EMPLOYMENT		
<input type="checkbox"/>	Performance Review	https://www.brandonu.ca/hr/files/PSAC-Performance-Review-1.pdf