PSAC Recruitment Checklist

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

☑?	Task	Details / Comments / Tools
	JOB POSTING	
☐	Prepare *Job Posting*	Template available at www.brandonu.ca/hr/forms
☐	Send draft *Job Posting* to HR for review	To ensure compliance with the latest CA changes
☐	Copy of posting sent to PSAC office	Send within two working days from the date of the posting to PSAC local office – *3rd Floor Knowles Douglas building, attention: PSAC Local President*
☐	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
☐	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 *qualifications*; *relevant experience*; *documented past performance* (and, if hired for this previously at BU, determine *seniority*—to decide between otherwise similarly qualified candidates)
	HIRING OF CANDIDATE	
☐	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)
☐	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.
☐	Direct Deposit form, if employee is new to BU	https://www.brandonu.ca/hr/files/Employee-Information-2023.pdf
☐	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.

☐	Is PSAC hire a current BU student?	
	☐ YES	No action required.
	☐ NO	Hiring Manager/Supervisor to request an ID from IT Services Helpdesk via online ticketing: https://www.brandonu.ca/helpdesk/
		Send the ID information to payroll@brandonu.ca along with the Payroll Information Timesheet and required documentation for processing.

DURING EMPLOYMENT

| ☐ | Performance Review | https://www.brandonu.ca/hr/files/PSAC-Performance-Review-1.pdf |

EXTENDING EMPLOYMENT

| ☐ | Provide an updated "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.
Payroll must be sent a completed copy of the PITS. |
| ☐ | Notify Help Desk | Hiring Manager/Supervisor must notify the IT Helpdesk (helpdesk@brandonu.ca) that the worker has been extended so their log in is not deactivated. |