

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 under PSAC Recruitment Forms (do not use old versions) |
| <input type="checkbox"/> | Send draft Job Posting to HR for review | HR reviews to ensure compliance with the latest CA, appropriate classification, corresponding wage etc. |
| <input type="checkbox"/> | Post job vacancy on HR webpage, email to BU Students Listserve and copy to PSAC office | Posted for <i>at least 5 calendar days</i> before closing - distribute according to PSAC Posting Procedures online at www.brandonu.ca/hr/forms When emailing to BU Students Listserve, copy PSAC local office: psac.bu@gmail.com |
| <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, contact Payroll to determine <i>seniority</i> if there are similarly qualified candidates and seniority is the final factor) |
| HIRING OF CANDIDATE | | |
| <input type="checkbox"/> | Provide “signed copy of the employment agreement” to employee (PITS = employment contract) | Payroll Information / Time Sheet (PITS) form PITS MUST include: <ul style="list-style-type: none">✓ Employee information✓ Basic duties per the posting✓ Classification per the posting✓ Wage per the posting✓ Hire Date and End Date per the posting✓ Budget code✓ Signatures of Hiring Manager, Dean and New Employee PITS = Employment Contract so Employee MUST be given a copy of the PITS and of the posting. Payroll must also receive the PITS and posting. |
| <input type="checkbox"/> | PSAC Membership Card (Employee is responsible for submitting this) | Provide the member with the link to the Membership Card. Link is also found on the HR Forms webpage under PSAC Recruitment Forms NOTE: Employee can contact Local PSAC President at swubupres@gmail.com with any PSAC-related questions. |
| <input type="checkbox"/> | New Hires must complete Employment Equity Questionnaire – notify DHRA of new hire | We are required to provide reporting related to Employment Equity and equity-deserving groups. Each new hire MUST complete the Employment Equity Questionnaire. Email diversity@brandonu.ca with the name of the new hire confirming employee knows they are to complete the |

questionnaire. Link to the [questionnaire](#) can also be found in two places:

1. OO Communications (Moodle) *PSAC New Employee Orientation and Welcome* page
2. HR Forms webpage under *PSAC Recruitment Forms*
[Direct Deposit form](#)
<https://www.brandonu.ca/hr/payroll/> (TD1 Tax Forms)

Direct Deposit form and TD1 tax forms, if employee is new to BU

Moodle OO Communications *PSAC New Employee Orientation & Welcome* training page
(MANDATORY)
(1 hour on Moodle)

Give Employee the [New Employee Training Information letter](#)
Employee to email supervisor the certificate when complete, to record (& pay) that **one (1) hour** in Workforce. If an Employee has multiple assignments on campus, they only complete the training once.

Any additional training that is position-specific is paid training time as well.

Is PSAC hire a current BU student?

YES

No further action is 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 & AT END OF EMPLOYMENT

Performance Review

[Performance Review template](#)

Reviews to be done:

- ✓ Mid-point of employment
- ✓ End of employment

Copies given to Employee and final review sent to HR for personnel file

EXTENDING EMPLOYMENT (**ONLY IF** it meets Article 11.06 parameters)

Provide an updated “signed copy of the employment agreement” to employee PRIOR TO end of initial PITS

[Payroll Information / Time Sheet](#) (PITS) form available on HR Forms webpage

Employee **MUST** be given a copy of the PITS.

Payroll must be sent a completed copy of the PITS **and indicate which clause of Article 11.06 applies.**

Notify Help Desk

Hiring Manager/Supervisor must notify the IT Helpdesk (helpdesk@brandonu.ca) that the Employee (if a non-student) has been extended so their log in is not deactivated.