

FACULTY & STAFF RECRUITMENT & CREDENTIALS Human Resources Policy

This policy applies to recruitment for all faculty and staff positions.

1. **All** recruitment advertisements must contain the statement:

“Short-listed candidates are expected to provide credentials at time of interview.”

2. If the credentials are provided at time of interview, they must be attached to the Request for Contract form when it is submitted to Human Resources for processing.
3. If credentials are not provided at time of interview, please check the “yes” box beside #14. Vetting: “Request official credentials statement” on the Request for Contract form when it is submitted to Human Resources for processing.

The statement that Human Resources will then include in the contract is:

“This offer is contingent upon Brandon University receiving your official credentials by the date your employment is to commence.”

4. It is the responsibility of the Dean/Director, President or Vice-President who is offering the employment contract to follow-up with the candidate to ensure the credentials are in the Human Resources office prior to the start date, or no pay will be issued until the credentials are received.
5. For purposes of this policy, “credentials” include, but are not limited to:
 - official transcripts (in the case of Brandon University transcripts, a copy will suffice);
 - degrees;
 - trade qualification, professional designation, diploma/certificate;
 - notarized copy of the above; or
 - certified true copy by hiring area or Human Resources – dated and signed by individual who made the copy.