Student Hiring and Recruitment Checklist

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| Timeline | Action Item | Status |
| **Recruitment Strategy** | Review your department/unit’s strategic plans to determine if your needs should be filled by a student employee |  |
|  | Create a job description if the position is new; review and update the job description if the position already exists |  |
|  | Determine selection criteria based on the job description |  |
|  | Ensure the job description and job classification meet the [Work Learn program requirements](https://facultystaff.students.ubc.ca/student-affairs/ubc-career-centre/work-learn) |  |
|  | Submit the job description (proposal) using [CareersOnline](https://ubc-csm.symplicity.com/employers/index.php/pid690640?signin_tab=0&signin_tab=0) for review |  |
|  | Decide the best method for recruiting for the position (e.g. on CareersOnline, appointing already identified student) |  |
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| **Before Interviewing** | Refer to the [UBC Equitable Hiring Guide](https://facultystaff.students.ubc.ca/sites/facultystaff.students.ubc.ca/files/Equitable%20Hiring%20Practices.pdf) and enroll in the [UBC Hiring Equity Course](https://wpl.ubc.ca/browse/equity-and-inclusion/courses/wpl-eio-he) |  |
|  | Create interview questions, rater guide, and interview activities (e.g. in-basket test, presentation) |  |
|  | Confirm the following: number of rounds of interviews, number of panelists and who, length of interview, materials candidate needs to bring to interview |  |
|  | Set up interviews with shortlisted candidates |  |
|  | Share interview questions with candidate and outline process and timeline |  |
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| **During Interview** | Introduce the interview panel |  |
|  | Explain the interview process and that you will be taking notes |  |
|  | Rate the candidate’s responses to the questions |  |
|  | Close the interview by explaining the next step and thanking the candidate for coming to the interview |  |
|  | Finalize your interview notes and deliberate with panelists |  |
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| **Selection Process** | Contact references |  |
|  | Make your decision on successful candidate |  |
|  | Make a verbal offer of the position to the selected candidate and follow up with a written offer |  |
|  | Contact unsuccessful interviewed candidates and offer to give them feedback on the process |  |
|  | Collect all information from the student needed to complete their appointment into the Work Learn position |  |
|  | Use the information in your Work Learn funding offer email to complete and submit your Workday BP by the required deadline |  |