



## **Quick Facts about Faculty Recruitment**

**The most important and influential pieces of the recruitment process are the criteria for the position:**

- Criteria inform the content of the advertisement to set out the requirements and expectations of the position;
- Criteria are used to develop the core interview questions which each candidate should be asked;
- Criteria provide the basis to evaluate each of the applicants in a fair and consistent manner;
- The consistent application of the criteria will provide for a defensible decision in choosing the successful candidate.

**Criteria should be determined by:**

- Bona-fide occupational requirements (i.e. job-relevant, objective and measurable)
- UBC Policies #2 and #20 which commit the University to welcome applications from women, visible minorities, Aboriginal people, persons with disabilities, and persons of minority sexual orientations and gender identities and to identify and also to eliminate any discriminatory barriers that interfere with employment opportunities
- A candidate's ability to make a positive contribution to the departmental environment
- Your unit's academic plan
- [Place and Promise: The UBC Plan](#)

**Applicants should be objectively evaluated according to the established criteria:**

- Review and evaluate each application against the criteria
- Look for diversity in background, experience, and research; do not unreasonably exclude non-traditional qualifications or experience
- Ensure that you do not unreasonably exclude part-time and sessional faculty from the search process

**Other Points to Remember:**

- Confidentiality must be maintained at all times
- Each candidate should be treated fairly and consistently
- Avoid questions relating to protected human rights grounds, such as sex, ancestry, disability, or sexual orientation. For guidelines on questions employers may ask to gather information that relates to ability to do the job, review The Employers Guide to Human Rights: (<http://www.ag.gov.bc.ca/human-rights-protection/pdfs/EmployerInfo.pdf>) and A Guide to Screening and Selection in Employment: ([www.chrc-ccdp.ca/sites/default/files/screen\\_1.pdf](http://www.chrc-ccdp.ca/sites/default/files/screen_1.pdf))
- Remember that candidates are also making decisions about UBC
- Be willing to re-start a search process if you do not find an excellent candidate

We encourage you to read the Faculty Recruitment Guide at <http://www.hr.ubc.ca/faculty-relations/recruitment/faculty-recruitment-guide/>