

PREFERENTIAL AND LIMITED HIRING

This quick guide describes the steps involved in creating a requisition and considering applications for a preferential or limited hiring process. Other resources are available at www.uvic.ca/hr/services/home/hiring/.

EQHR: <https://www.uvic.ca/equity/employment-equity/preferential/index.php>

Preferential hire

Anyone may apply, but hiring administrators must consider

Limited hire

Only applications from members of the group(s) designated for the limited hire may be considered. If no applicant meets the qualifications or if none is successful after the assessment process, the job must be reposted or left unfilled.

Consult the Human Resources Recruitment Handbook for details for limited hire process.

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6	<p>For Limited hires, hiring administrators may consider only those applicants highlighted for further consideration</p> <p>For Preferential hires, hiring administrators may review all applications but must consider applications from members of the group(s) designated for preferential hiring first.</p> <p>TIP: Remember that designated group candidates are given “preference” in a preferential hiring, but if two candidates are comparably qualified, the designated group candidate should be chosen.</p>	
7	<p>Interview all designated group candidates who meet the minimum criteria.</p> <p>Maintain thorough records in case questions about the recruitment process arise.</p>	