

# Hiring Form Guide for: Dean, Chief Librarian, Vice Provost Students

- Start by logging into the portal at:

<https://hr.cf.torontomu.ca/portal>

Use your TorontoMU username and password. If you get an error “Invalid Username and password”, try again, check if you are using **Save My Password** in the browser, finally contact CCS for support.

If you get an error “You do not have access to this system”. Please contact the OVPFA. DHC Chairs are not able to grant the level of access required to complete your role.

# HR Portal

Hello, Gabriel Lazdins

Sign Out

Home

Vacation Calendar

Phone List

Admin

Faculty Hiring

HRCP

Vanilla

## Welcome Gabriel

Start by clicking on **Faculty Hiring**

Note: Each user may have different menu options when they log in!

# HR Portal

Hello, Gabriel Lazdins

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Faculty Hiring

View All

Configure

Help Text

HRCP

Vanilla

## Welcome Gabriel

Navigate to **View All**

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## Faculty and Academic Hiring

Three buttons are displayed in a row: "Add Competition" (with a plus icon), "Search Applicants" (with a magnifying glass icon), and "Hiring Forms" (with a document and arrow icon). The "Hiring Forms" button is circled in red.

### Filter

Department:

State:

Show Only Last 12 Months:

Click on **Hiring Forms**

Note: If you do not see this button, it means the DHC has not finished the hiring form.

### Competitions

Show  entries

Search:

Posting ID	Name	Department	Status	Applications	Position Nbr	Posting Date
550773	Chair, Department of Electrical, Computer, and Biomedical Engineering (Internal Search)	FEAS,Elect., Comp. Biomed. Eng	Approved	0		15 Feb 24 - 29 Feb 24
550692	Tenure Track Position in Mechanical Engineering	FEAS, Mechanical&Industrial Eg	Approved	16	EN-T-164	02 Feb 24 - 15 Apr 24
550687	Tenure Track Position in Interior Design	TheCreativeSchool-Int. Design	Approved	6	CD-T-182	01 Feb 24 - 15 Mar 24
550122	Tenure Track Position in Mechatronics Engineering	FEAS, Mechanical&Industrial Eg	Approved	36	EN-T-171	19 Dec 23 - 01 Apr 24
550000	Business Librarian	Library Librarian	Approved	60	LB-002	17 Dec 23

# HR Portal

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## Dean/Chief Librarian/VP, Students and VPFA Review - Hiring Forms

### Competitions

Show 25 entries

Search:

Posting ID	Name	Department	Status	Position Nbr
5250	Tenure Track Position in Indigenous Studies	Arts, Sociology	Received by OVPFA	1
5251	Tenure Track Position in Food Policy	Arts, Sociology	Pending Dean	1
5252	Tenure Track Position in Economics	Arts, Economics	Pending Dean	1
5253	Tenure Track Position in Entrepreneurship	TRSM Entrepreneur & Strategy	Pending Dean	1

Posting ID	Name	Department	Status	Position Nbr
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Showing 1 to 6 of 6 entries

Previous  Next

Select hiring form to view.

# HR Portal

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View All

Competition Details

Applications

Grant Access

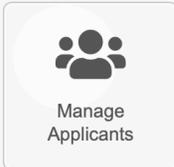
Configure

Help Text

HRCP

Vanilla

## Hiring Recommendation Form



Section 1 of the form has information about the vacancy

### Section 1: Vacancy Information

Dept./School:	Arts, Sociology	Position Rank:	Assistant
Committee Chair:		Position Num.:	
Equity Advocate:		If applicable:	<input checked="" type="checkbox"/> Designated Indigenous position <input checked="" type="checkbox"/> Designated Equity position Other [please specify]:

### Section 2: Equity, Diversity and Inclusion (EDI) During Search Process

#### To be completed by the Equity Advocate and the Committee Chair

What were your equity goals and what information were they based on?	
What steps did the Search Committee take to enhance its awareness of equity, diversity and inclusion relevant to recruiting a diverse candidate for each position?	
What advertising and outreach efforts did you engage in and how did they serve your equity	

**Section 2: Equity, Diversity and Inclusion (EDI) During Search Process**

**To be completed by the Equity Advocate and the Committee Chair**

<p>What were your equity goals and what information were they based on?</p>	<p>[Redacted]</p>
<p>What steps did the Search Committee take to enhance its awareness of equity, diversity and inclusion relevant to recruiting a diverse candidate for each position?</p>	<p>[Redacted]</p>
<p>What advertising and outreach efforts did you engage in and how did they serve your equity goals?</p>	<p>[Redacted]</p>
<p>How did you use the Applicant Diversity Self-ID info?</p>	<p>[Redacted]</p>
<p>What steps did you take to minimize bias during screening and assessment of your candidates?</p>	<p>[Redacted]</p>
<p>What interview questions did your Search Committee ask candidates that would allow candidates to showcase: a) their talent/potential from diverse career paths and b) how they have embedded EDI into their work?</p>	<p>[Redacted]</p>

Section 2 highlights the EDI measures during the search.

### Section 3: Procedural Obligations

Please confirm that the following steps were completed by your DHC in relation to your shortlisted candidates [i.e. those on your preferred candidate list]. If any of these obligations have not been completed, please provide a brief explanation below:

- CVs made available to all faculty in the Dept/School and to the Dean [Article 4.2.K.]
- Candidates were invited for an interview [Article 4.2.L.]
- Candidates delivered a presentation to which individuals associated with the Dept/School were invited [Article 4.2.L.]
- All DHC members signed rights and obligations form:
- Dept/School faculty were invited to provide feedback on CVs and public presentations [Article 4.2.M].:

Comments: \_\_\_\_\_

Additional Documentation: \_\_\_\_\_

Section 3 is a confirmation the proper procedures. It also includes a link for additional documentation. You should have default access to this, if not please contact DHC chair directly.

### Section 4: Details of Your Applicant Pool

#### Most Recent Applications

Total Applicants	Eligible to Work in Canada			Completed	Indicated PNA
	Canadian/PR	Foreign National			

Num. of candidates who self-identified as belonging to one or more of the following equity groups:				
	From the total pool of applicants	From your longlist	From your preferred candidate list	From your list of recommended candidates
First Nations, Métis and Inuit peoples, Indigenous peoples of North America				
Racialized				
Disabled				
Women				
2SLGBTQ+				

Section 4 highlights the applicant pool EDI information.

Candidate: [REDACTED] Application ID: [REDACTED]

### Details of Recommended Candidate

Rank, if Ranked List	1	Position Number	[REDACTED]
Position Rank Recommended:	[REDACTED]	Current Province & Country of Residence:	[REDACTED]
Probationary Period [if less than 6 yrs]		Start Date [and End Date, if applicable]:	[REDACTED]
Has the candidate self-identified as:	[REDACTED]	Legally entitled to work in Canada:	[REDACTED]

### Assessment of Your Recommended Candidate

Academic Credentials	[REDACTED]
SRC	[REDACTED]
Teaching	[REDACTED]
Additional Criteria	[REDACTED]
References:	[REDACTED]

Section 5 has information on candidate.

## Section 6: Approvals

Name	Sign Date
[Redacted]	Fri Feb 9 2024 2:02 PM
[Redacted]	Fri Feb 9 2024 3:02 PM
[Redacted]	Fri Feb 9 2024 3:02 PM
[Redacted]	Fri Feb 9 2024 3:02 PM
[Redacted]	Sat Feb 10 2024 8:02 AM

Section 6 shows the DHC's signatures.

Section 7 is to be completed by the Dean, Chief Librarian, Vice-Provost Students, or their designate.

Once completed you can send it to the OVPFA. You may also push the hiring form back to the hiring committee should you feel additional documentation is required.

Note: Only the OVPFA can see Section 7.

## Section 7: Dean / Chief Librarian / Vice-Provost, Students - Review

Recommendation of the Dean/Chief Librarian/Vice-Provost, Students (Max 4000 Char): ?

Offer Letter (Google Drive Link, ensure **General Access** set to "Toronto Metropolitan University"): ?

Save as Draft

Save and send Hiring Form to OVPFA

Push Back to Hiring Committee

# Change Control

- V1.1 Feb 15, 2024 – Update section 7 screenshots
- V1 Feb 15, 2024 – Initial Document