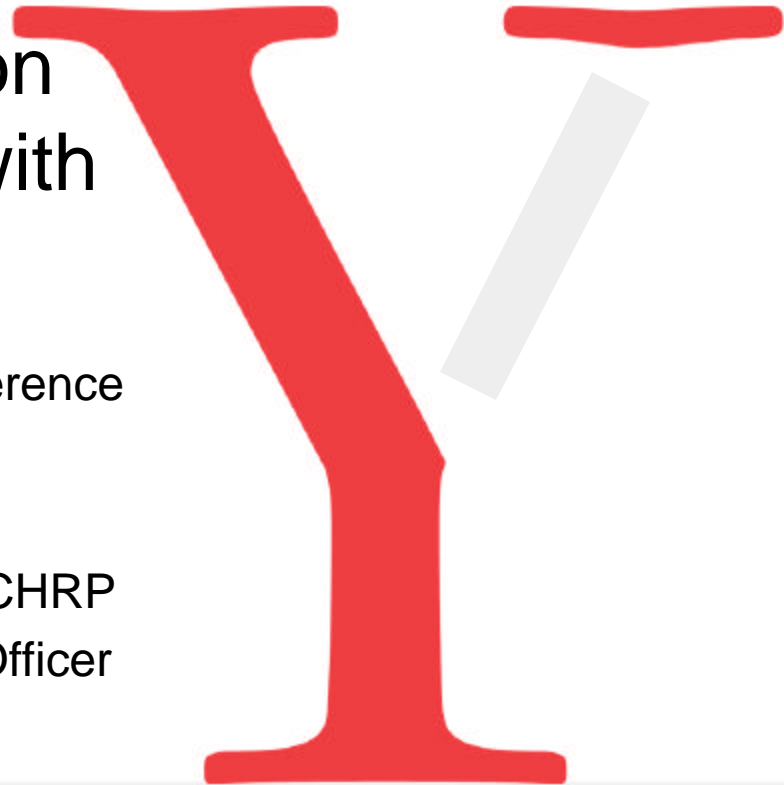


# Hiring Practices for Liaison Contracts: Brass Tacks with Human Resources

Prepared For: OURA 2007 Conference  
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Presenter: Jennifer Peleikis, CHRP  
Acting Executive Officer  
York University





# Agenda

- Introduction
- Drafting the Job Description
- Screening Resumes
- Conducting Interviews
- Training and Development
- Exit Interviews



## Drafting the Job Description

- Be specific, clear & concise
- Determine what you need & what you want
- Comparison shop
- Seek advice/feedback
- Think of your audience



# Screening Resumes

- General Guidelines
  - Professionalism
  - Customization & research
  - Minimum Qualifications
  - Things that make you go hmmm
- The cover letter
  - Filling in the gaps



# Conducting Interviews

- Before the Interview
  - Set interview questions that align with the job requirements
  - Select a work sample exercise (ex. Presentation)
  - Communicate the details & expectations to the candidate
- During the Interview
  - Stick to the questions, but probe where needed
  - Realistic Job Preview (RJP)
  - Leave space for questions & final comments



## Conducting Interviews Cont'd

- After the Interview
  - Let the candidates know what the next steps are
  - Conduct reference checks
  - Communicate final decisions
- Sealing the deal
  - Making the offer(s)



# Training & Development

- Orientation
- Training plan
- Development plan
- Constructive Feedback
- Performance management & reviews



# Exit Interviews

- Benefits
  - Continual improvement
  - Balanced perspective
  - Credibility
- Challenges
  - Honesty, openness & transparency
  - Administration



# More Information

- **Ontario Human Rights Commission**
  - *Hiring? A Human Rights Guide* (guidelines for legally defensible interviewing)  
<http://www.ohrc.on.ca/english/publications/hiring-guide.shtml> - employment
- **Employment Equity**
  - *Policies and Standards* <http://www.hrsdc.gc.ca/en/gateways/topics/wzp-pxp.shtml>
- **FIPPA**
  - <http://www.accessandprivacy.gov.on.ca/english/act/index.html>
- **Resources at your Organization**
  - Human Resources Department
  - Career Centre/Services
- **Human Resources Related Websites (sample questions, job descriptions, exit interviews, etc.)**
  - <http://jobsearch.about.com/od/interviewquestionsanswers/a/interviewquest.htm>
  - [http://www.quintcareers.com/interview\\_question\\_collections.html](http://www.quintcareers.com/interview_question_collections.html)
  - <http://www.workopolis.com/>
  - [http://jobsearchtech.about.com/cs/interviewtips/a/exit\\_interview\\_2.htm](http://jobsearchtech.about.com/cs/interviewtips/a/exit_interview_2.htm)