



Step 2: To Hire – Employment Contract

How to proceed with requesting an employment contract?

Once the recruitment process is complete, the Document Originator prepares Step 2 of the Position Approval Form (PAF). Step 2 **must** have three signatures on it before an employment contract can be prepared. In order to secure the three signatures (Dean/Director, appropriate Vice-President based on reporting line, and ASSOCIATE VICE-PRESIDENT, PEOPLE & TALENT), the package must have the required documents attached, including:

1. Candidate Application (CV and/or Resume) – **required**
2. Interview schedule & questions – **required**
3. Search committee recommendations – **required**, and for BUFA positions, must include [rationale for rank & step](#)
4. Official transcripts and/or professional certifications – **required**, if not attached, it will be a condition of employment in the contract. In circumstances where the position does not require a degree, related professional certifications are required
5. Criminal record check/child abuse registry check – **(if applicable) must be attached**, if not attached, it will be a condition of employment in the contract
6. Immigration information – **(if applicable) must be attached**

When the complete package has been received along with the required signatures, HR will attach Step 1 to Step 2 and then produce the contract.

IMPORTANT TO NOTE: Step 2 must be fully completed and all supporting documents must accompany it to avoid delays in contract preparation. Please allow 2-4 days from the time the completed Step 2 has been received in HR to the time of contract generation.

For BUFA positions, the contract will be sent to the Dean/Director for signature and then returned to HR to issue with benefits information (if applicable) to the employee.

For Exempt, MGEU and IUOE (A) & (D) positions, the contract will normally be signed by the Associate Vice-President, People & Talent and issued accordingly by HR.