

POSITION RECRUITMENT RECORD

POSITION INFORMATION:

Faculty: Department:

Position Title: Position number:

ADVERTISING/RECRUITMENT INFORMATION & DOCUMENTATION :

Evidence is required to demonstrate that efforts were made to recruit qualified candidates. Please provide the following documentation:

- § Attach copy of the Dean approved advertisement.
- § List of all advertising venues indicating start and end dates of each posting and type of posting (online or in print). Use table below.
- § For each advertising venue, attach the following documentation to confirm where, when and for how long the position was advertised.
 - § Copy of job posting as it was displayed online or in print, showing publication name and date ; if online, take screenshots showing the date on the first and last day of posting
 - § Invoices and receipts
 - § Any relevant communications (including emails) with venues
- § List any other recruitment activities (if applicable); e.g. job fairs or recruitment agencies. Use table below. Attach proof of any other recruitment activities (if applicable); e.g. invoices or service contracts with recruitment agencies

Advertising Venue (indicate if online or in print)	Start date of posting	End date of posting	Duration of posting (days)
VPA Faculty Openings webpage (required)			
CAUT (required)			
University Affairs (required)			
Other Recruitment Activities	Provide Details		