

6. HIRING COMMITTEE:			
1. Chair:	2.	3.	
4.	5.	HR Rep (for non-faculty positions):	
7. SHORT LIST: (completed by Hiring Committee)			
<i>List the name and sex of each person selected to be interviewed and attach résumés or curriculum vitae. Then submit to appropriate department for authorization prior to interviews</i>			
Name:	Sex:	Name:	Sex:
<p>Authorization to Interview: Provost (Faculty): _____ OR: Director of HR (Non-Faculty): _____ Dean's Review (Faculty): _____</p> <p>UNBC Policy: Canadian Preference</p> <p><i>In accordance with Canadian government requirements, preference in hiring will be given to Canadian Citizens and Permanent Residents (i.e. those legally entitled to work in Canada).</i> NOTE: "Statement of Eligibility to Work in Canada" forms must be submitted by all external candidate(s) prior to interviews.</p>			
8. SUCCESSFUL CANDIDATE: (completed by Hiring Committee)			
Committee Recommends: _____			
Is this candidate employed in any other capacity at UNBC? Yes (Please specify) _____ No _____			
Desired Start Date: _____ Desired End Date: _____			
Recommended Salary/Hourly Rate and/or Stipend: _____			
9. APPROVAL TO HIRE:			
Dean/Director: _____		Date: _____	
Provost/Vice President: _____		Date: _____	
President: _____		Date: _____	
(Note: Required for positions at the managerial level and higher)			
Positions at the Deans, Directors, tenure/tenure-track levels or higher must be approved by the Board of Governors.			