

Faculty and Staff Employment Hiring Process

Once you have successfully applied on-line for a position, you will receive a confirmation number. If you did not receive a confirmation number, your application has not been submitted successfully. You will need to return to the Employment page, log in and check your application.

You did receive your confirmation number. Now what?

1. Pre-Screening and Shortlisting:

All applications received before midnight on the closing date for the posting are reviewed by the RDC hiring manager responsible for that posting. A shortlist of candidates is determined by assessing applications against the minimum requirements and noted competencies required to successfully perform the duties of the job. Only those selected for an interview will be contacted.

2. Interview Process:

After pre-screening and shortlisting have taken place, selected candidates will be contacted for an interview. If you are selected, you will be invited to an interview with a selection committee, which will consist of at least 2 College employees.

The purpose of the interview is for the hiring manager or selection committee to learn more about your education, experience, skills and fit for the position, and allows for you to gain knowledge about the position, our team and the College. You will be asked to provide examples of how you have performed in the past in certain job related (competency) situations. The manner in which you have performed in the past is a good indicator of how you will probably perform in similar situations in future. Behavioural questions will help determine how you handled various work situations in the past and reveal things about your skills, abilities, and personality. Behavioural questions almost always begin with "Tell me about a time ..." or "Give me an example of ..." or "Describe a situation in which ..."

3. Reference Checks:

All candidates must provide three (3) references that can speak to recent work performance. A minimum of two supervisory references are required. It is important to remember to advise your references that we may be contacting them.

References will not be contacted unless you are interviewed for a position.

4. If You Are Unsuccessful With Your Application:

At RDC we contact all candidates who have been interviewed to advise them whether they are the successful candidate. If you are advised you are not the successful candidate, this is your opportunity to ask the hiring manager for feedback that could help you prepare for future interviews. Remember don't give up!