

## Special Program Justification Form

### Restricted and Priority Job Advertisements for Underrepresented Groups

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**Employee Type:** Faculty  Staff

**Hire Type:** Restricted  Priority

Please note that to proceed with a **restricted/priority job advertisement**, the following information must be completed. Please submit the completed form, along with your job description to [lis@uwaterloo.ca](mailto:lis@uwaterloo.ca). Legal and Immigration Services will review your file and provide an analysis of your request. This form, the job description, and the analysis completed by Legal and Immigration Services must be shared with your HR Partner for all staff hires. All documentation must be uploaded to the recruitment software platform.

For faculty positions, please include your authorization to advertise and mission critical forms. Ensure that the mission critical or revised job description explains the need for a candidate from the underrepresented group.

Please see below for a process map for **restricted/priority hire** requests.

**Date:**

**Position Title:**

**Faculty Rank (if applicable):**

**Faculty/Academic Support Unit:**

**Department:**

**Please select the group(s) intended to benefit from the restricted/priority job advertisement [Select all that apply]. Candidates who are:**

- A Woman (includes cis women, trans women and anyone who identifies as a woman)
- Racialized
  - If seeking to address underrepresentation for a specific racialized group, please specify: \_\_\_\_\_
- Indigenous
- A person with a disability
- 2SLGBTQ+
- From any equity deserving group

Equitable hiring strategies, whether “priority” or “restricted”, may be used at any time, in accordance with the University’s equitable hiring priorities, subject to certain risks and considerations. While consistent with the *Ontario Human Rights Code* and the *Employment Equity Act*, these strategies may attract allegations of discrimination. If the University is unable to produce a rationale for its asserted special program, the University might not be able to demonstrate that a priority/restricted hire was justified. This could increase the level of legal risk to the University and result in the University receiving an Ontario Human Rights Tribunal application alleging that the University is in violation of the [Ontario Human Rights Code \(“Code”\)](#). To support an equitable hiring strategy, prepare a document that includes the University’s rationale for the strategy, which would include, at least, the following information. Please attach a separate page if required.

1. Identify and provide a description of the underrepresented group.

2. Review and attach objective data and evidence (i.e. [Federal Contractors Program](#), [Institutional Analysis and Planning](#) and [Statistics Canada](#)). Summarize the data and evidence and comment on the degree of underrepresentation.

3. Describe past efforts, if any, to address the underrepresentation which the priority or restricted hire is intended to address. This is intended to provide additional information on this request. This can include formal or informal efforts to address underrepresentation.

4. Outline your equity hiring strategy for the position and address how the position supports efforts to address identified underrepresentation and equity goals. Hiring managers and panel members are encouraged to complete the [Recruitment and Selection module](#) (Please note this is currently faculty focused but is applicable to staff as well). Equity goals can be department level equity goals, or University equity goals.

The University of Waterloo is actively working toward systemic equity and recognizes that creating opportunities for restricted and/or priority hires for equity deserving applicants, is one step toward meeting that goal.

Incorporating equity tools and wise practices into our recruitment practices is a critical step in the process. Each step of the recruitment process is guided by University policies and best practices to ensure all groups and individuals are included, treated fairly and have equitable opportunity. These practices include comparing applicants against the posted qualifications, asking consistent and relevant interview questions, being aware of personal biases, etc., and working collaboratively to interrupt unfair practices.

The attached [Equitable Recruitment and Selection Practices](#) document will provide you with advice and guidance for best practices to ensure an equitable recruitment process. We encourage you to adopt the following practices:

1. Compare applicants against the posted qualifications. When reviewing resumes remember you can only objectively assess human skills via an interview.
2. Use an interview guide to ensure the same questions are asked of each candidate. You may ask probing questions to get a complete answer.
3. Create your interview guide before reviewing your candidates. This ensures you are asking questions related to the job qualifications and not your candidate pool.
4. Use a rubric to ensure you are evaluating answers consistently.
5. Take good interview notes so you can provide good feedback.

\*\*Please add any additional strategy for your hiring and retention/support.

The restricted/priority job advertisement will contribute to reaching Waterloo's equity target for the target group(s).

- Yes       No

This restricted/priority hire is anticipated to benefit a member or members of the target group(s), as well as the University of Waterloo.

- Yes       No

Please describe the process you will use to request self-identification from applicants. For Staff hires, you can use the following paragraph in your job advertisement:

- We ask each interested applicant to include a statement if they self-identify as \_\_\_\_\_ in their cover letter. Please note that our recruitment system has limitations. Hiring managers will only see the last updated version of the application (cover letter and resume) as older versions will be overridden. Therefore, if you are applying to more than one job simultaneously, your self-identification will be available to all hiring managers.

Standardized selection criteria for evaluating applicants to this restricted/priority job advertisement will be developed and followed for by the Selection Committee. The attached [Equitable Recruitment and Selection Practices](#) document will be followed, and the Hiring Manager and panel members will seek advice from Human Resources.

- Yes       No

The restricted/priority job advertisement will be posted.

a) Staff Only Hires – for a minimum of 7 days, or until the position is filled.

- Yes       No       N/A

b) Faculty Only Hires – for a minimum of 30 days.

- Yes       No       N/A

If you are not posting this position, please explain.

As Department Head/Chair, I acknowledge receipt of advice from [Legal and Immigration Services](#) (LIS) and have attached a copy of the advice to this Justification form.

Please provide a full description of how you incorporated the advice and guidance from LIS.

The undersigned attests that all requirements for the special program for a restricted job advertisement have been met. **To be signed after receipt of an analysis from LIS.**

Department Head/Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Associate Provost: \_\_\_\_\_ Date: \_\_\_\_\_

V.P. Academic & Provost: \_\_\_\_\_ Date: \_\_\_\_\_

### **Glossary of Terms**

**Priority Hire:** An open competition in which the University (1) expressly encourages applications from underrepresented groups and (2) affords greater weight to candidates from qualified candidates within the underrepresented group.

**Restricted Hire:** A limited competition in which the University expressly limits eligibility to apply for a position to candidates who belong to underrepresented groups.

**Human Resources will be providing the hiring manager with support for this priority/restricted hire. Please feel free to reach out to your Talent Acquisition Specialist regarding the equitable recruitment process.**

For specific advice and guidance on how to fill out this document, please submit requests through our form: <https://uwaterloo.ca/human-rights-equity-inclusion/equity-office/edi-r-intake-form>