

## Using Dean Group for Recruitment

Dean Group is a professional search firm based out of Kitchener/Waterloo. They specialize in both contract and permanent recruitment services from entry-level to executive positions. Since 2008, Dean Group has been the primary vendor for recruitment services to the University of Waterloo.

You can reach out to Dean Group if you have an urgent temporary hiring need or if you have a hard to fill temporary need. The contact person is Brittany LeBlanc, [bleblanc@deangroup.ca](mailto:bleblanc@deangroup.ca) or you can call 519-568-7778 ext. 251.

### Process for hiring managers

**Step 1** – Work with your HR Partner to establish the nature of the temporary role and have the USG level validated.

**Step 2** – Contact the Dean Group to help them better understand the role and to identify the ideal profile and fit for your team.

#### The following topics should be discussed:

- Job description and required qualifications and experience
- Specific hourly rate of pay for the role
- Waterloo preferred rate mark-up that will give you a final bill rate for the services (this will align with UW's current USG scale)
- Any pre-screening or testing required (beyond WHMIS, MOL, Word and Excel)
- Ensure there will be two reference checks from direct managers for the candidate (completed by Dean Group)

**Step 3** – Dean Group will provide the resumes of suitable candidates to the hiring manager within 24 hours. Varying timelines will be discussed with the hiring manager.

**Step 4** – Hiring manager will review resumes, select candidates they wish to meet with and notify Dean Group. Dean Group will arrange the interviews.

### Payment & Billing

Dean Group will require the hiring manager to approve the candidate's weekly timesheet. The deadline to email an approved timesheet, to ensure that the candidate is paid on time on Friday, is Monday at 10am.

The hiring manager will need to provide Dean Group with the 18 digit account code. The University of Waterloo will be invoiced on a monthly basis.

### Dean Group Contact

Brittany LeBlanc, Recruitment Consultant  
Office 519-568-7778 Ext. 251 • Cell 226-898-4198 • [bleblanc@deangroup.ca](mailto:bleblanc@deangroup.ca)

