

Hiring a Casual Employee or Student Assistant

A guide to the new HR process for TLIF award and OER grant recipients

As a result of an audit conducted by KPU's Business Performance and Advisory Services (BPAS) unit, a series of changes are being implemented (from April 1, 2022) that will affect the process through which casual employees and students are hired. These changes were approved by KPU's Board of Governors and are now being managed by Human Resources.

As with all other departments at KPU, the Office of Teaching and Learning is obligated to follow these new guidelines and associated processes. However, as our TLIF and OER Grant programs often involve projects with proposed budgets that include the hiring of casual employees and students, we must advise you to plan for your project with this new process in mind. This process, which is detailed in the new [Guidelines for Hiring Casual Employees and Students](#), now includes seven steps.

These seven steps, summarized in a table on the following page, are estimated to take up to 13 weeks (or as little as 5 weeks) to complete. Teaching & Learning Innovation Fund (TLIF) award recipients and Open Educational Resources (OER) grant applicants who wish to hire casual employees or student assistants are accordingly requested to consider and incorporate these timelines into their project planning.

The guidance in this document was developed by the Teaching & Learning Commons in consultation with Human Resources.

	Requirement	Estimated time	Explanation	Expedited option
Step 1	Identify recruitment need	N/A	Typically determined when envisioning the project and developing the proposed budget.	
Step 2	Creation of Job Description	2 weeks (if required)	Involves drafting a job description (JD), which should be done in consultation with your Human Resources Business Partner (HRBP). Also required at this stage is the completion of a casual employee checklist that helps verify that casual or student employment is appropriate. Your HRBP is also available as a resource to assist you when completing the checklist.	This step is not required if an existing job description may be applied. Project-specific duties may be included in the offer letter.
Step 3	Submitting a Requisition	1 week	Involves submitting a Request for Talent in Taleo (KPU's applicant tracking system) and awaiting approvals from Finance and HR, among others.	
Step 4	Interviewing & Selection of Candidates	4 - 6 weeks	Involves posting the position for 2-4 weeks in addition to scheduling and conducting interviews. Also required during this step is the development of interview questions.	If a preferred candidate has already been identified this process may be shortened to as little as 1 week.
Step 5	Background and Reference Checks	2 weeks	Performed on behalf of KPU by Triton Canada. While domestic background checks are typically completed within 5 business days, international background checks often require additional time. Your HRBP can support you through this process. Please refer to HR's General Guidelines for Background Checks on SharePoint.	
Step 6	Offer Letter	1 week	Performed by HR.	
Step 7	Onboarding	1 week	The following mandatory training programs are required for all employees: Employee Orientation to Health and Safety (30-45 min); Respectful Workplace Training (45 min-1 hr); Information Security Awareness Training (30-45 min); Indigenous Awareness Course (1.5-2.5 hrs)	The mandatory training programs are required to be completed before the end of employment and can be scheduled later, based on project/departmental needs.