

### **Quad Process and Expectations**

- All members of the committee are expected to review all applicants' submissions and attend all meetings. Below is a rough estimate on how much of your time each step would take:
  - o Reviewing of submission after posting – varies
  - o Shortlisting meeting – 1 to 1.5 hours
  - o Interviews – 1 to 2 full days
- Process is confidential and committee members are expected to ensure all information about candidates, all discussions, and the status of the competition are held in strict confidence and not to be disclosed to anybody outside of the selection committee
- Notes taken by committee members will be collected by HR and filed. These notes are subject to viewing under FOIPOP
- Any conflicts of interest are to be disclosed to the committee
- To ensure a fair process, members are to recognize and avoid unintentional bias throughout the process
- Members are expected to review all applicants' submissions