

IAP Hiring Decision Tree

Do I need to comply with the Policy for Affirming Declarations of Indigenous Citizenship or Membership?

Is your unit hiring for an Indigenous-designated position?

This includes roles that are:

- Intended specifically for Indigenous (First Nations, Métis, or Inuit) and Global Indigenous applicants as defined by UNDRIP or preference is being given to Indigenous applicants
- Restricted to individuals who identify as First Nations, Métis, or Inuit

If yes, continue to the next step.

If no, see the next section below.

What do I need to do if the position is Indigenous-designated?

Proceed with the hiring process. Inform applicants that, due to the Indigenous-designated nature of the role, they must have their Indigenous citizenship or membership affirmed.

You must ensure the applicant completes the following:

- Submit the Declaration of Indigenous Citizenship or Membership Form
- Upload the required documentation:
 - A signed form
 - Proof of Indigenous citizenship or membership from the community that claims them
 - Other requisite documentation (as outlined in the form)

Note: The affirmation process may take up to three weeks to complete.

What if the position is *not* Indigenous-designated, but the applicant self-identifies as Indigenous?

If an applicant:

- Self-identifies as First Nations, Métis, Inuit, or Global Indigenous
- Declares Indigenous citizenship or membership
- Claims belonging to a recognized Indigenous nation or community

If yes, the policy will apply—continue to the next step.

If no, the policy does not apply at this time.

What do I need to do if the policy applies to a self-identifying applicant?

You must:

- Notify the applicant that they are subject to the Indigenous Affirmation Policy
- Direct them to submit the Declaration of Indigenous Citizenship or Membership Form

- Ensure they upload:
 - A signed form
 - Proof of Indigenous citizenship or membership from the community that claims them
 - Other requisite documentation (as outlined in the form)

Note: The affirmation process may take up to three weeks to complete.

Who reviews the applicant's information and notifies them of the decision?

The applicant's documentation will be reviewed by the Indigenous Affirmation Advisory Committee (IAAC).

- The IAAC Chair will notify the applicant of the decision.
 - If their affirmation is not accepted, they will receive:
 - A written rationale
 - An opportunity to appeal and submit additional documentation
- The hiring unit will also be informed of:
 - The decision outcome
 - Any timelines related to appeal documentation, if required

Questions or Need Help?

Contact: indigenous.affirmation@uwo.ca

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