

EFFECTIVE JUNE 2020

Schedule 1

BCGEU INSTRUCTOR INITIAL PLACEMENT CRITERIA

Employee Name: _____ **Date:** _____

Department: _____ **Program:** _____

This form is to be completed and forwarded to the Dean or equivalent with final approval by the Human Resources Department.

STANDARD QUALIFICATIONS:	
CRITERIA	EXPERIENCE/QUALIFICATIONS
A. TQ/IP or industry certificate or appropriate other credential;	TQ/IP# (if applicable) _____
B. Five (5) years' relevant industry experience;	
C. Previous supervisory and/or teaching experience;	
D. Skills/Abilities to instruct the curriculum (communication, writing and inter-personal skills)	
BASIC PLACEMENT ON SALARY SCALE: STEP 2	

ADD:		
CRITERIA	EXPERIENCE/QUALIFICATIONS	STEP
E. One (1) additional step for each specialized technical training/apprenticeship/diploma/degree relevant to the applied industry experience to a maximum of two (2) steps;		
F. One (1) additional step for every three (3) years of relevant industry experience to a maximum of three (3) steps;		

ADD:		
CRITERIA	EXPERIENCE/QUALIFICATIONS	STEP
G. One (1) additional step for Provincial Instructor Diploma or equivalent;	Date of Diploma _____	

INITIAL PLACEMENT:	Per salary scale	STEP
	\$	(Max. Step 7 without PID) (Max. Step 8 with PID)

Approved by: _____
Dean/Associate Dean/Manager

Date: _____

NOTE: Experience or education used to fulfill criteria under one category, cannot be used to fulfill another category. An initial appointment cannot be processed until this form is returned to Human Resources with the candidate's resume and supporting documentation. Certified copies of degree(s) and/or professional certificates(s) must be attached