
Planning Stage

- **Start**
- **Feb 22**
  - Admin verifies roles in Role System
- **Feb 22 – March 18**
  - Admin gets working course schedule from GLs to confirm/determine TA positions for next year
  - Admin sends email to Chairs/Unit Heads with instructions for ALL faculty to post jobs and the number of TA positions available to department
  - Chairs/Unit Heads send instructions to ALL faculty to post jobs for approval
- **Week of Feb 22-26**
  - Chairs/Unit Heads send instructions to ALL faculty to post jobs for approval

Placing Continuing TAs

- **Feb 29 – March 18**
  - Faculty/Unit Heads post new jobs (for approval)
- **March 21-25**
  - Chairs/Unit Heads approve postings
- **April 1-2**
  - Meeting with AD and/or Unit Heads to match Continuing TAs with Available Subsequent Assignments and approve new TA jobs to be posted
- **April 4-8**
  - Notify RO re ROSI restrictions (OISE only)
- **April 11-15**
  - New jobs are available online for continuing students to indicate their interest in the Available Subsequent Assignments
  - Mark them as Successful
  - Add them to TA Pre Applicant role to give access to postings
- **April 18-22**
  - Supervisors/Unit Heads review and select applicants and conduct interviews (Faculty should be advised to make notes re interview details)
  - May 6 – June 3
    - New job postings are open for all graduate students to apply
- **June 6-17**
  - Supervisors/Unit Heads review and select applicants and conduct interviews (Supervisors should be advised to make notes re interview details)
- **June 17**
  - Supervisors/Unit Heads rank applicants

Hiring New TAs

- **May 2-3**
  - Any unmatched Available Subsequent Assignments are reposted as Regular Postings
- **May 4-5**
  - Approver approves new Postings; Approver or Admin sets posting dates
- **May 6 – June 3**
  - New job postings are open for all graduate students to apply
- **June 6-17**
  - Supervisors/Unit Heads review and select applicants and conduct interviews (Supervisors should be advised to make notes re interview details)
- **June 17**
  - Supervisors/Unit Heads rank applicants
- **June 20-24**
  - Was the student matched with a job?
  - Admin marks Successful Applicants on system
- **June 20-24**
  - Was the job posting filled?
  - Unfilled jobs are reposted as Emergency postings

Go to TA Tracking System