

Recruitment Process Road Map



The MD Talent Acquisition team understands that the career search process is often filled with angst, frustration and possibly unanswered questions. Not knowing what happens after you hit the “Submit resumé” button can be very unsettling. We thought it would be helpful for you to understand our recruitment process from beginning to end, along with the average, associated timelines.

INITIAL RESUMÉ SCREENING

We receive resumé’s from the MD Careers page, LinkedIn, MD Employee Referral Program and Indeed, just to name a few. We acknowledge receipt of all submitted resumé’s via email. Our Talent Acquisition Specialists review resumé’s relative to the job applied for. Applicants whose resumé matches the requirements of the position are moved to the next stage of the process. The resumé screening process can take up to two weeks. Applicants who do not have the desired skills/experience will be notified via email.



CANDIDATE PRE-SCREENING



Candidates under consideration for an MD career opportunity will be contacted by a Talent Acquisition Specialist to discuss their qualifications and the expectations for the role. These discussions generally last about 20 to 30 minutes and usually occur within three weeks (or less) of the job being posted. During the pre-screening, the Talent Acquisition Specialist is looking for candidates who not only possess the skills, abilities and education required to do the job, but also demonstrate learning agility, drive and indications that they would be a good fit with the MD culture.

CANDIDATE INTERVIEWS

If you are successful at the pre-screening stage, you will be invited to meet with the hiring manager. Interviews are usually face-to-face at an MD office and last approximately 60 minutes. You may be asked to complete a “business case” in advance of the interview. The business case presents a job-specific scenario that you will be asked to complete and share with us. You could be invited back for a second interview with other key MD stakeholders. The process usually lasts several weeks. Timelines are impacted by a number of factors including manager and candidate availability. The latter can and does impact how quickly you will be advised of your status relative to the position.



BACKGROUND CHECKS



Before an offer of employment can be extended to you, we must conduct a variety of background checks including credit, criminal history and work-related references. Credit and criminal history checks are conducted by a third party and take from 24 to 48 hours to complete. You will be asked to provide two or three work-related references. The Talent Acquisition Specialist or our third party will conduct reference checks with these individuals. The reference checks take about 20 to 30 minutes each and the time frame for completion is dependent on the availability of the references.

OFFER OF EMPLOYMENT

If you are offered employment, you will initially receive a verbal offer outlining the basic terms and conditions (salary, start date, benefits, etc.). Within one business day of the verbal offer being extended, you will receive an offer package by email detailing specific terms and conditions and including several forms that will need to be reviewed and signed. Usually you are given a maximum of five days to review and return the offer package. Once you accept, other candidates will be advised that the role has been filled.



ONBOARDING

In the ideal world, you would be able to start within two weeks of the offer date. We realize that notice periods required by other employers can vary and/or there may be extenuating factors precluding you from being able to start your new position as quickly as desired. Between the time of your offer acceptance and your start date, our Talent Acquisition team, in conjunction with your new manager, works with a variety of people at MD to ensure your onboarding experience is seamless and enjoyable. We want to make sure you have the tools, accounts and information you need on Day 1.



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