

OLDS COLLEGE POLICY

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

CATEGORY:	C. Human Resources
SUBJECT:	Recruitment
POLICY NUMBER:	C01
CROSS REFERENCE:	
NEW \ REVISED	
Administrative Services Committee	Academic Council
May 16, 2016	

POLICY STATEMENT

Olds College practices equal opportunity and fair hiring processes when filling positions. Only the most qualified individuals are hired to ensure the success of our organization. Olds College has adopted this policy to ensure that all employees, and potential candidates, are considered for employment opportunities in a fair and consistent manner.

SPECIFIC GUIDELINES

Olds College hiring initiatives will meet the requirements established by the Alberta Human Rights Commission, and the Alberta Freedom of Information and Protection of Privacy Act.

Requests for Hiring

Olds College requires that all requests for new or additional personnel be directed in writing to Human Resources for approval. Requests for hiring shall include: the position title, essential job functions, necessary qualifications, reasons for the opening, the hours/shifts required, and the budget coding.

Recruitment

1. All vacant positions with an employment duration in excess of three hundred and forty (340) hours must be posted internally for a minimum of seven calendar days. These positions may be advertised externally in conjunction with the internal posting.
2. Department Heads / Supervisors will review vacancies within their department to determine the need for the position. The department budget owner will ensure that appropriate funds are available to support the position prior to commencement of recruitment activities. The Budget Owner and the Director of Human Resources must authorize approval for recruitment.
3. Once approved, Human Resources will provide a copy of the hiring request to Business Services.
4. Human Resources will prepare the advertisement for recruitment outlining the duties and responsibilities of the position, the qualifications required, the competition number and the closing date for accepting applications.
5. Human Resources will coordinate the placement of all recruitment advertisements.

Application and Selection Process

1. Olds College requires that all applicants submit a resume for consideration of employment.
2. Olds College will review all submitted resumes and interview the most qualified candidates.

Internal Employees

1. For the purpose of this policy, internal employees will be defined as staff members who are currently employed or have been employed by the College within the previous twelve-month period.

Former Employees

1. A former employee that left Olds College on amicable terms may be eligible for reemployment.
2. Former employees that left Olds College without proper notice, or whose employment was terminated for disciplinary reasons, may not be eligible for reemployment.

IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

The Vice President, Student and Support Services in conjunction with the Executive Director of Human Resources. This policy will be reviewed at least every five (5) years.

OLDS COLLEGE PROCEDURES

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

SUBJECT AND POLICY NUMBER	C01 Recruitment
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NEW \ REVISED

Vice President Student and Support Services	Vice President Academic and Research	Vice President Advancement
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May 16, 2016		
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A. Posting Process

1. Once a position has been vacated or a new position has been created, the Department Head / Supervisor will draft a recruitment advertisement with the assistance of the Human Resources Department (Human Resources) when necessary.
2. The Department Head / Supervisor will be responsible to complete the 'Request for Hire' form approved by the Budget Owner, and submit to Human Resources. An electronic copy of the recruitment advertisement must be sent to the appropriate Human Resources Business Partner. All employment opportunities will be posted on employment bulletin boards across campus and online.
3. Human Resources will be responsible to designate a competition number for each employment opportunity being recruited by the College.
4. Human Resources, in consultation with the Department Head / Supervisor where necessary, will be responsible to determine the appropriate range of pay.
5. Human Resources will work with the Department Head / Supervisor to determine an acceptable closing date for each competition.
6. In consultation with the Department Head / Supervisor, Human Resources will determine appropriate locations to advertise the employment opportunity.

B. General Selection Process

1. Upon competition closure, Human Resources will develop a list of all applications received. This list, along with the complete competition file, will be forwarded to the Department Head / Supervisor.
2. In consultation with Human Resources, the Department Head / Supervisor will appoint a selection committee for each competition.
3. A representative from Human Resources will participate in the selection process when internal candidates are participating in the interview process.
4. Applicants will be short-listed based on the requirements outlined in the job posting, in a fair and consistent manner.

C. Interview Process

1. Human Resources will be responsible to arrange all interviews.
2. Interview questions will be established and approved by the Department Head / Supervisor and Human Resources.
3. Interviews will be conducted by the selection committee with the support of Human Resources.
4. The selection committee will advise Human Resources of the preferred successful candidate(s).
5. References checks will be conducted on the preferred candidate(s) by a member of the selection committee. If requested, HR will complete the reference check regardless of whether they sit on the selection committee.
6. The completed reference check forms will be returned to the Human Resources Department.

D. Appointment Process

1. Permanent Appointments:
 - a. An Offer of Employment will be made by the Human Resources Department.
 - b. Human Resources will provide written confirmation of appointment to those candidates who are successful in obtaining a permanent position.
2. Temporary and/or Student Appointments
 - a. The Department Head / Supervisor or the Human Resources Business Partner will provide confirmation of appointment to those candidates who are successful in obtaining a temporary or student position.

All candidates whose employment term is in excess of 340 hours are required to undergo a Criminal Record Check and provide a copy to the Human Resources department. The candidate will be responsible for any costs associated with obtaining this check.

E. Completion Process

1. Human Resources or members of the selection committee will advise all interviewed candidates of their status in the competition once the hiring decision has been finalized. Candidates not selected for an interview will not be contacted.
2. At the close of each recruitment initiative, all interview files, questions and associated documentation will be returned to Human Resources for records retention.

Recruitment Checklist

PERMANENT Full Time and Part Time

Posting

- Contact HR via email to notify of vacancy
- Fill out "Advertising Request for Staff Vacancy" form
- Provide HR with job posting electronically
- Determine the appropriate range of pay, in collaboration with HR
- Determine an acceptable closing date for the posting, in collaboration with HR
- In collaboration with you, HR will determine appropriate locations to advertise the employment opportunity. Basic advertising costs will be covered by HR, enhanced advertisements will be at your department's expense

HR will forward you the compiled list of applicants within two business days of the competition closing.

- You will appoint a selection committee in collaboration with HR

Please note: A representative from HR will participate in the selection process when internal candidates are involved in the interview process.

- The selection committee (or part of) will shortlist applicants based on the requirements outlined in the job posting
 - Report any potential instances of nepotism to HR

HR must approve the shortlist

- Provide HR with the following in preparation for upcoming interviews:
 - Date and time availability of each committee member
 - Length of interview / time requested between interviews
 - Special requests of candidates i.e. assignments
 - Interview questions, which will be established and approved by you in collaboration with HR

Please allow for a minimum of five business days for HR to coordinate interviews to provide adequate lead time for the candidates.

- Conduct interviews

- Advise HR of the preferred successful candidate(s)
- A member of the selection committee conducts reference checks on preferred candidate(s)

Please note: Reference Check forms can be found on the [Intranet Site](#)

- Return completed reference check forms to HR electronically
- Once the successful candidate has been selected, work with HR to determine start date and initial salary offer

HR will make a verbal offer of Employment

HR will provide written confirmation to the successful candidate(s)

HR will advise all interviewed candidates of their status once the hiring decision has been finalized

- Return all interview files, questions and associated documentation to HR

Selection

Please note: All items listed above must be completed in accordance with policy C01: Recruitment

Recruitment Checklist

TEMPORARY / STUDENT / CONTRACT

(Over 340 Hours)



Posting

- Contact HR via email to notify of vacancy
- Fill out "Advertising Request for Staff Vacancy" form
- Provide HR with job posting electronically
- Determine the appropriate range of pay, in collaboration with HR
- Determine an acceptable closing date for the posting, in collaboration with HR
- In collaboration with you, HR will determine appropriate locations to advertise the employment opportunity. Basic advertising costs will be covered by HR, enhanced advertisements will be at your department's expense

HR will forward you the compiled list of applicants within two business days of the competition closing.

Interview

- You will appoint a selection committee in collaboration with HR

Please note: A representative from HR will participate in the selection process when internal candidates are involved in the interview process.

- The selection committee (or part of) will shortlist applicants based on the requirements outlined in the job posting
 - Report any potential instances of nepotism to HR

HR must approve the shortlist

- Provide HR with the following in preparation for upcoming interviews:
 - Date and time availability of each committee member
 - Length of interview / time requested between interviews
 - Special requests of candidates i.e. assignments
 - Interview questions, which will be established and approved by you in collaboration with HR

Please allow for a minimum of five business days for HR to coordinate interviews to provide adequate lead time for the candidates.

- Conduct interviews

Selection

- Advise HR of the preferred successful candidate(s)
- A member of the selection committee conducts reference checks on preferred candidate(s)

Please note: Reference Check forms can be found on the [Intranet Site](#)

- Return completed reference check forms to HR electronically
- Once the successful candidate has been selected, work with HR to determine start date and initial salary offer
- Determine whether the Department Head / Supervisor OR HR will make a verbal offer of Employment
- Department Head / Supervisor completes the required "Request for Temporary Staff" form OR Contract
- Department Head / Supervisor ensures that Tax forms and Banking information are submitted to HR

*HR will provide written confirmation to the successful candidate(s)
HR will advise all interviewed candidates of their status once the hiring decision has been finalized*

- Return all interview files, questions and associated documentation to HR

Please note: All items listed above must be completed in accordance with policy C01: Recruitment