

RECRUITMENT

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

Category:	G. People & Culture
Parent Policy:	G19
Approval Date:	May 16, 2016
Effective Date:	May 16, 2016
Procedure Owner:	Chief People & Culture Officer

Overview:	
Procedures:	<p>Posting Process</p> <ol style="list-style-type: none"> 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 People & Culture Department 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 People & Culture. An electronic copy of the recruitment advertisement must be sent to the appropriate People & Culture Business Partner. All employment opportunities will be posted on employment bulletin boards across campus and online. 3. People & Culture will be responsible to designate a competition number for each employment opportunity being recruited by the College. 4. People & Culture, in consultation with the Department Head / Supervisor where necessary, will be responsible to determine the appropriate range of pay. 5. People & Culture will work with the Department Head / Supervisor to determine an acceptable closing date for each competition. 6. In consultation with the Department Head / Supervisor, People & Culture will determine appropriate locations to advertise the employment opportunity. <p>General Selection Process</p> <ol style="list-style-type: none"> 1. Upon competition closure, People & Culture 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 People & Culture, the Department Head / Supervisor will appoint a selection committee for each competition. 3. A representative from People & Culture 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.

Interview Process

1. People & Culture will be responsible for arranging all interviews.
2. Interview questions will be established and approved by the Department Head / Supervisor and People & Culture.
3. Interviews will be conducted by the selection committee with the support of People & Culture.
4. The selection committee will advise People & Culture 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, People & Culture 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 People & Culture Department.

Appointment Process

1. Permanent Appointments:
 - a. An Offer of Employment will be made by the People & Culture Department.
 - b. People & Culture 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 People & Culture 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 People & Culture department. The candidate will be responsible for any costs associated with obtaining this check.

Completion Process

1. People & Culture 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 People & Culture for records retention.

Definitions:

Related Information:

Review Period:

3 years

Revision History:

New: May 1999
Revised: September 2004
Revised: May 2016

Recruitment Checklist for PERMANENT full and part time employees

Posting

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

P&C 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 P&C

Please note: A representative from P&C 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

Interview

- Report any potential instances of nepotism to P&C

P&C must approve the shortlist

- Provide P&C 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 P&C

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

- Conduct interviews

- Advise P&C 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 P&C electronically
- Once the successful candidate has been selected, work with P&C to determine start date and initial salary offer

P&C will make a verbal offer of Employment

P&C will provide written confirmation to the successful candidate(s)

P&C will advise all interviewed candidates of their status once the hiring decision has been finalized

- Return all interview files, questions and associated documentation to P&C

Selection

Recruitment Checklist for TEMPORARY/STUDENT/CONTRACT employees

Posting

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

P&C 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 P&C

Please note: A representative from P&C 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 P&C

Interview

P&C must approve the shortlist

- Provide P&C 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 P&C

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

- Conduct interviews

- Advise P&C 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 P&C electronically
- Once the successful candidate has been selected, work with P&C to determine start date and initial salary offer
- Determine whether the Department Head / Supervisor OR P&C 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 P&C

P&C will provide written confirmation to the successful candidate(s)

P&C will advise all interviewed candidates of their status once the hiring decision has been finalized

- Return all interview files, questions and associated documentation to P&C