

Policy History
Policy No. HR12
Approving Jurisdiction: President
Administrative Responsibility: Vice President Finance & Administration
Effective Date: October 1997

Recruitment / Non-Posted Auxiliary Support Staff (less than 30 calendar days) Policy

To meet its staffing needs Kwantlen Polytechnic University strives to attract the best qualified candidates through the consistent application of the selection procedures outlined in this document.

PROCEDURE

1. Hiring

- a. Human Resource Services is responsible for hiring all non-posted auxiliaries and maintaining an inventory of sufficient length, qualifications, skills and experience to meet the needs of the University.
- b. When hiring non-posted auxiliaries, Human Resource Services screens the inventory of applications on file. Where there are insufficient suitably qualified candidates on file, external advertising is undertaken.

2. Process

- a. When work assignments are available, the department requiring an auxiliary will notify Human Resource Services of the work available.
- b. Human Resource Services, in consultation with the hiring supervisor, will determine the skills and qualifications necessary to perform the work.
- c. Auxiliaries will be contacted by Human Resource Services, in order of seniority, who meet the required skills and qualifications. In emergency situations, those hiring departments approved by the Labour Management Committee, may contact the auxiliary directly.
- d. Auxiliaries may not be placed in a department where they will supervise or be supervised by a relative or family member.