

Policy History
<b>Policy No.</b> HR13
<b>Approving Jurisdiction:</b> President
<b>Administrative Responsibility:</b> Vice President Finance & Administration
<b>Effective Date:</b> December 20, 1990

## Support Staff Recruitment Policy

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

### REGULAR OR TEMPORARY POSITIONS

#### PROCEDURES

##### 1) Approval

- a) Approval to fill a regular or temporary (exceeding 6 months) support staff position which exceeds 20 hours/week is required per Policy HR3 *Processing Staffing Requests*. Temporary positions exceeding 30 calendar days but less than 6 months require approval of the appropriate Vice-President or responsible Dean / Director.

##### 2) Posting/Advertising

- a) Upon receipt of the approved POSITION REQUEST FORM, the Human Resource Services Department will post the position internally for one week consistent with
- b) If there are no qualified internal candidates, the Human Resource Services department will decide whether to advertise the position externally or fill the position from the application inventory. External job advertisements, which will conform to the established format, will be prepared by the Human Resource Services who will consult with the responsible administrative supervisor as required.

##### 3) Search Committee Mandate and Process

- a) The B.C.G.E.U. Collective Agreement, Article 29, governs the search process.
  - i) The Human Resource Consultant (HRC) is responsible for directing the recruitment process and providing institutional support.

- ii) The Search Committee normally consists of the responsible administrative supervisor, the HRC and, where appropriate, the bargaining unit supervisor or faculty member who provides functional guidance or direction.
- iii) The HRC is responsible for arranging for a union observer as required by Article 29.08 of the B.C.G.E.U. Collective Agreement. The union observer does not participate as a member of the search committee.
- iv) Task and role of committee members is to give advice to the administrative supervisor, who is the appointing officer. The HRC will ensure compliance with the B.C.G.E.U. Collective Agreement.
- v) The Search Committee will review all internal applications, including internal applicants' personnel files, and interview all internal candidates before interviewing any external applicants.
- vi) The Search Committee may assist the HRC in short-listing, according to the qualifications established by the job description, external applicants for interviews.
- vii) The Search Committee, or where this is not possible, representatives designated by the Search Committee, interview shortlisted external applicants.

viii) Confidentiality (Refer to Policy IM4 *Confidentiality*)

- a. Strict confidentiality will be maintained by all members of the Search Committee.
  - Candidates assume that their candidacy will be held in confidence. If this confidence is broken, an applicant's position at his/her own place of employment may be compromised.
  - All committee members have a duty to one another to protect absolutely the freest expression of opinion in committee discussions. In discussing individual candidates, every remark made must be taken as privileged and confidential.
- b. In accepting committee membership, each member assumes a responsibility not to mention any candidate's name or status, or the content of any committee conversation, to any non-committee person (designated Vice President, President and Human Resource Services excepted), within or outside the University. All public representations or statements about the search are made by the Dean or Vice President. The Dean is empowered to require the resignation from the committee of any committee member who breaches this responsibility.

ix) Human Rights Act

- a) The Human Rights Act forbids discrimination based on:
  - age (of 19 years or more)
  - race, colour, ancestry, place of origin
  - religion
  - sex

- marital status
- family status
- criminal or summary conviction offence unrelated to employment
- mental or physical disability (disability is relevant to the job only if it prevents that person from effectively carrying out the essential components of the job).

x) **Files**

Files and records will be retained by the responsible administrative supervisor or Personnel Officer.

xi) **Qualifications**

The required knowledge, abilities and skills are determined by the job description.

xii) **Interview Questions**

Interview questions are developed by the responsible administrator and the Human Resource Services

**4) References**

- a) The HRC will normally conduct all external reference checks. Information obtained is highly confidential and should not be available to anyone other than the responsible administrative supervisor, their supervisor or the Vice President, Human Resource Services.
- b) A minimum of two employment references are to be contacted (preferably the applicant's direct supervisor). Where a questionable or unsatisfactory evaluation is received, then a third reference check is required. A job offer will not be made to a candidate when more than one unsatisfactory evaluation is obtained. The Human Resource Services department is available for consultation and advice.

**5) Job Offer**

- a) The verbal offer of employment is made by either the administrative supervisor.
- b) Written offers of employment are prepared by the Human Resource Services department.

**6) Unsuccessful Applicants**

- a) Competition files are returned to the Human Resource Services department, including interview reports and reference checks.
- b) Applicants are informed in the posting or job advertisement that only those applicants selected for further consideration will be contacted. It is recommended that the appropriate supervisor personally contact by phone or letter those unsuccessful candidates who were interviewed, as soon as possible after the successful candidate accepts the job offer. Any letters or telephone notes should be retained in the competition file.
- c) Applications and supporting data are normally retained by the Human Resource Services department for one year.

## **7) Unsolicited Applications**

- a) Unsolicited applications are acknowledged and retained by the Human Resource Services department for one year.

### **RELATED POLICIES:**

HR3 *Processing Staffing Requests*

IM4 *Confidentiality*