

<b>PARKLAND COLLEGE</b>	<b>CATEGORY D</b>	<b>PERSONNEL AND EMPLOYEE RELATIONS</b>
<b>PERSONNEL RECRUITMENT AND SELECTION</b>	<b>POLICY #: OPR D-07</b>	<b>APPROVED: OCTOBER 9, 2012 REVIEWED: FEBRUARY 28, 2014</b>

**POLICY STATEMENT**

The College will ensure that clear procedures and criteria are developed for identifying, screening, interviewing and selecting general staff positions.

**GUIDELINES**

1. Parkland College will follow the spirit and the letter of any provisions in the Collective Bargaining Agreement which relate to recruitment and staffing.
2. Provincial and Federal statutes and regulations pertaining to the recruitment and selection of staff, such as the Labour Act, the Charter of Rights and Freedoms, and the Human Rights Act will be followed, and where appropriate should be specifically accounted for in the policies and procedures of the College.
3. Through systematic procedures and sound administrative practices, Parkland College will ensure that recruitment practices attract suitable qualified candidates who possess competencies which will enable them to perform to a high standard and efficiency.
4. Objective screening, structured interviews, and systematic reference checks, will be used to identify the most suitable candidates in respect to employment vacancies.
5. Human Resources will be involved in the Recruitment & Selection of all positions. The selection committee shall be comprised of a minimum of one member from the Human Resources Department and the Supervisor.
6. Job vacancies exceeding 240 hours or 24 occasions will be posted in accordance with Collective Agreement Guidelines.
7. Human Resources is responsible for maintaining and creating all recruitment and selection materials including, but not limited to the following: job descriptions, interview guides, reference checks, competition files, resume database, employment offers, etc.
6. Files of advertisements, letters of application, resumes, selection criteria, and notes of selection committee meetings will be retained by Human Resources for one (1) year.
7. Parkland College will not normally employ any individual in a capacity that exceeds the definition of full-time employment, as defined by the Collective Bargaining Agreement, Article 9 Hours of Work.
8. All employment offers issued by Parkland College require the Director, Human Resources signature. In the case of absence of the Director, Human Resources, the Human Resources Generalist may sign the employment offer.
9. The Selection Committee is responsible for maintaining the integrity of the College and the position to be filled by ensuring due-diligence in selecting qualified candidates.

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**PROCEDURES: IN-SCOPE POSITIONS**

1. Job vacancies for in-scope positions will be posted internally and externally in accordance with the provisions of the current Collective Bargaining Agreement. External advertising mediums may include:
  - Newspapers: local weekly papers, provincial daily papers, and possibly national or out of province newspapers, and magazines and/or newsletters specific to particular fields.
  - Internet sites specifically developed for recruiting purposes.
  - Other educational institutions and agencies: SIAST, Saskatchewan Regional Colleges, NORTEP, SUNTEP, ITEP, SIFC, Tribal Councils, professional associations.
  
3. The Selection Committee shall be comprised of no fewer than two members, and shall minimally include the following:
  - Chairperson: Director, Human Resources (for Executive positions) and Human Resource Generalist (for all other positions).
  - The immediate supervisor and/or the out of scope supervisor.
  
4. The Selection Committee will be responsible for:
  - Establishment of relevant criteria for the purposes of short listing qualified candidates.
  - Interviewing candidates in an objective and systematic manner.

Human Resources will be responsible for:

  - Development and implementation of a standardized interview format, selection tests and interview guide.
  - Conducting systematic reference checks.
  - Maintaining all competition files.
  
5. In accordance with Article 4.7 of the Collective Agreement, the Human Resource Chairperson will notify the Union of internal candidate assessments and/or interviews. The Union may appoint an observer (non-member of the committee) to observe during these interviews.
  
6. Responsibility for final decisions on appointments will ultimately be determined by consensus by the Supervisor and Human Resource Chairperson.