COLLEGE POLICY

Policy No. & Title:	**P-210 Recruitment**
Policy Sponsor:	Vice President, People & Culture and Career Services
Reference Cmtee:	Policy & Procedure Committee
Effective:	2024-06-13
Next Review:	2026-10-31

Purpose

The College recognizes that its employees are fundamental to its success. This policy provides a framework for recruiting and selecting employees based on the principles outlined.

We are committed to fostering a diverse, equitable, and inclusive environment. We recognize that diversity enriches our community, enhances our academic and professional mission, and fosters innovation and creativity. Therefore, we are dedicated to recruiting and retaining a diverse workforce that reflects the rich tapestry of backgrounds, experiences, and perspectives within our society.

We commit to actively seeking out and recruiting candidates from underrepresented groups, including but not limited to race, ethnicity, gender identity and expression, sexual orientation, disability, age, socioeconomic status, and veteran status. Our recruitment strategies will be designed to reach a broad pool of qualified candidates through diverse advertising channels, partnerships with diverse professional organizations, and participation in job fairs and networking events focused on diversity.

We continually implement and improve upon our processes and practices that mitigate bias in the hiring process. This includes training for hiring committees on implicit bias, standardized interview questions, and the use of diverse hiring panels.

Scope

This policy covers all activities that form part of the recruitment and selection process. It is applicable to all employee recruitment. This policy applies to any employee involved in any aspect of the recruitment and/or selection of employees.

Definitions

Family members: a parent, including step-parent, legal guardian, mother-in-law, or father-in-law; spouse which includes any person to whom the person is married or with whom the person is living in a conjugal relationship outside of marriage; child, step-child, son-in-law, daughter-in-law, common law dependent child, foster child; brother or sister; grandparent, grandparent-in-law, grandchild, or step-grandchild; brother-in-law or sister-in-law; and any family member who lives with the employee on a permanent basis.

PIPEDA: The *Personal Information Protection and Electronic Documents Act*
https://www.priv.gc.ca/en/privacy-topics/privacy-laws-in-canada/the-personal-information-protection-and-electronic-documents-act-pipeda/

Direct Influence includes:

- approval/denial of increments/performance pay
- assignment and approval of overtime
- negotiation of salary level
- conduct of performance appraisals discipline
- assignment or direction of work assignments
- approval of leaves of absence

Policy

1) As outlined in our Purpose, the College has a principle of open, unbiased competition in its approach to recruitment.
2) The college will post job descriptions that are objective and specific to the position, use gender-neutral language, and allow for candidates to highlight equivalent experience and skills. A job description must be reviewed and updated as appropriate for a posting to move forward.
3) The College will seek to recruit the best candidate for the job based on merit. The recruitment and selection process should ensure the identification of the person best suited to the job and the college.
4) The College will ensure that the recruitment and selection of employees is conducted in a professional, timely, and responsive manner and in compliance with current provincial employment legislation where we seek to engage candidates with diverse identities, abilities, and lived experiences.
5) The College will treat all candidates fairly, equitably, and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, respective of the outcome.
6) During the recruitment process, if the candidate is identified as a family member of a College employee the candidate will only be considered for opportunities where the candidate or the employee will not have direct influence over the conditions of employment for either the employee or the candidate. Direct influence exists even if there would be levels of supervision between the employee and candidate who are family members.
7) Employees must declare a conflict to the Vice President of People & Culture when a family relationship develops that puts them in a supervisory relationship.
8) Candidates/employees must advise the hiring panel if placement in the position they have applied for would put them in a supervisory relationship with a relative. If such a situation arises, the People & Culture representative and the hiring manager must inform the Vice President of People & Culture to determine if the appointment of an employee could be perceived as a potential conflict of interest.

9) An employee must not participate in any part of the selection process where a relative is an applicant. The selection process includes screening applications, interviews, and reference checking.
10) When a situation arises where an employee is in a supervisory position to a relative, the Vice President, People & Culture will discuss reassignment options with the employees involved. Possible solutions include:
    - offering one employee a permanent alternate position in another section of the same department
    - placing one employee on a temporary assignment
    - transferring one employee to a comparable position in another department (i.e., lateral transfer)
    - Employees' preferences should be considered when any of these options are presented. If the employee rejects all the above options, the Vice President of People & Culture will make the final decision.
11) All documentation relating to applicants will be treated confidentially in accordance with PIPEDA. Applicants will have the right to access any documentation held on them in accordance with PIPEDA and another governing provincial legislation.

Related Policies

P-203 Employment Accommodations
P-213 Referrals