

RECRUITMENT AND SELECTION POLICY

This document is the parent policy for any College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

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| Functional Category: | Human Resources |
| Approval Date: | April 17, 2014 |
| Effective Date: | May 1, 2014 |
| Policy Owner: | President and CEO |
| Policy Administrator: | Executive Director, Workforce Development and Human Resources |
| Objective: | <p>NorQuest College (college) strives to enable employees to realize our mission and achieve our strategic goals. To do this we will attract and retain the right talent in the right role at the right time through a fair and equitable recruitment and selection process.</p> <p>Authority to establish this policy is derived from the NorQuest College Board of Governor's Policy No. 5 which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.</p> |
| Policy: | <p>The college will:</p> <ul style="list-style-type: none"> • Hire the best people for the college's long term future • Ensure that the procedures for recruitment and selection ensures fairness and equal opportunity and are based on: <ul style="list-style-type: none"> ○ Position requirements ○ Related education (qualifications) ○ Directly related experience ○ Previous salary ○ Salary relationship to subordinates, peers, and supervisor ○ Market considerations • Utilize a competitive selection process for hiring to permanent and term positions with exemptions for exceptional circumstances. |
| Definitions: | N/A |
| Related Information: | <ul style="list-style-type: none"> • AUPE Collective Agreement • Compensation Policy • Faculty Collective Agreement • Management Terms and Conditions • Out of Scope Employees Terms and Conditions |
| Related Procedures: | <ul style="list-style-type: none"> • Criminal Check Procedure |
| Next Review Date: | March 2018 |
| Revision History: | <p>May 2014: New (replaces Standard Practice 7.02 Recruitment and Selection)</p> <p>November 2014: update for document links</p> <p>July 2015: update document standards, document links and next review date</p> <p>September 2015: update document links</p> |