



Northlands College Policy Hiring - Draft

Policy Statement:

Northlands College is committed to the development of a college workforce representative of the population of northern Saskatchewan and in doing so will ensure that all employees and potential candidates are considered for employment opportunities through a consistent, fair and barrier free approach. All in-scope hiring is done in accordance with the collective agreement.

Definitions:

Candidate:	A person who applies for a job.
External Candidate:	A candidate who is not within the scope of the Collective Agreement.
Person-Job Fit:	When a job candidate has the knowledge, skills, abilities and/or competencies required by the job in question.
Person-College Fit:	When a job candidate fits the College's values and culture and has the contextual attributes desired by the College. Person-College fit is only considered during the recruitment of external candidates.
Selection:	The action or fact of carefully choosing someone as being the best or most suitable.
Qualifications:	Education

Internal Recruitment:

Internal Job Postings

As per article 4.3 of the Collective Agreement "A competition shall allow a minimum of ten (10) calendar days for applications to be submitted unless a shorter period of time is mutually agreed to... Positions may be advertised internally and externally at the same time. However, no external applicant shall be considered until all internal applications have been evaluated and it is determined that no internal applicant meets the qualifications for the vacancy."

The Human Resources department is responsible for the placement of all recruitment advertisements related to employment with the College.

Application Process

Internal candidates are required to submit their written application by email to



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HR@northlandscollge.sk.ca. Applications must include the candidate's name, address, phone number and the competition number of the position that they are applying for. It is the responsibility of the employee to ensure the Human Resources department has their current resume and contact information on file.

Screening Process

1. Pre-Screening – to ascertain if a candidate possesses the necessary qualifications, knowledge and skills as outlined in the job posting and/or class plan.
2. Interviews – interviews are to be scheduled by Human Resources and conducted by Human Resources and the hiring supervisor to ensure collective agreement and legal compliance as well as interview efficacy.

Non-supervisory positions: the applicant who possesses the necessary qualifications, knowledge and skills for the job and who has the highest amount of seniority will be interviewed for the position if they have not held the position or a similar position in the past with the College. If the applicant has held the position or a similar position in the past with the College an interview is not required. If the applicant is unsuccessful in the interview the selection committee will interview the next applicant who possesses the necessary qualifications, knowledge and skills for the job and who has the next highest amount of seniority.

Level 7 or Level 8 position with supervisory responsibilities: as per article 4.5 of the collective agreement appointments to supervisory positions shall be made on the basis of qualifications, knowledge, education and skills of the applicant relevant to the job for which the selection is being made. In circumstances where the qualifications, knowledge, education and skills of the applicants are relatively equal, seniority shall be the deciding factor. Relative equality is achieved where the assessment of the applicants are within ten percent (10%) of each other. Assessments are completed through the interview process.

At the discretion of the College, relevant performance tests may be used in the selection process when adequate certification or performance references are not available.

The Human Resources department will notify the Union of the time, place and date of the assessment of applications and/or interviews for any positions for which there are any internal applicants. The Union shall be entitled to have a representative of its choice present to function as an observer during such assessments or interviews.



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Offer of Employment

The hiring supervisor will make hiring decisions at his/her discretion and will notify Human Resources of said decision by sending a recommendation for hire form, signed by their out-of-scope Director. Once the letter of offer has been approved by the President & CEO, Human Resources will notify the hiring supervisor that they can contact the selected candidate to offer the position. The Human Resources Department will send an employment package to the selected candidate who will have 10 calendar days to sign and return the letter as acceptance of the position. In circumstances where the start date of the position is within 10 days of the offer being made the 10 calendar day signing period may be reduced.

External Recruitment

As per article 4.3 of the collective agreement “positions may be advertised internally and externally at the same time. However, no external applicant shall be considered until all internal applications have been evaluated and it is determined that no internal applicant meets the qualifications for the vacancy”.

External Job Postings

The Human Resources department is responsible for the placement of all recruitment advertisements related to employment with the College.

Application Process

External candidates are required to submit a cover letter which includes the competition number that they are applying for, a current resume, and proof of education (transcripts) when applying for a position with the College.

Screening Process

Northlands College will review all submissions, and interview only the most qualified candidates based on their knowledge, skills, abilities, and other competencies in an effort to find both the person-job and person-college fit.

1. Pre-Screening - to ascertain if a candidate possesses the necessary knowledge, skills, abilities and competencies required to successfully perform the job, every external candidate is required to submit a cover letter, resume, and proof of education.
2. Interviews - interviews are to be scheduled by Human Resources and conducted by Human Resources and the hiring supervisor to ensure legal compliance and interview efficacy. The



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interview questions shall be structured to acquire further information regarding a candidate's knowledge, skills, abilities and competencies and to help determine if the candidate(s) will be a good person-job/person-college fit. Upon completion of interviews, the results shall be reviewed by Human Resources and the hiring supervisor to determine which candidates are qualified and should proceed to the reference check portion of the selection process. Any test used by Northlands College in the screening process shall accurately assess the candidate's performance or capacity to perform the job in a safe, efficient and reliable manner, free of discrimination and shall be based on knowledge, skills, abilities and competencies. Mileage to and from an interview will be paid in accordance with the college interview rates, which are subject to change without notice.

3. Reference Checks - reference checks are designed to protect the safety of Northlands College and its employees by minimizing the risk of hiring unqualified and potentially dangerous individuals. Reference checks shall be conducted only for candidates who have been selected through the interview stage. With permission from the candidate, global referencing will be done which may include contacting present and former employers, and checking the candidate's online presence. Reference checks shall be conducted to verify information contained in the candidate's resume and provided through the interview. Northlands College will not ask questions pertaining to any prohibited ground and shall keep questions focused on the candidate's knowledge, skills, abilities and competencies.

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Criminal Record Check

All external candidates are required to submit a criminal record check as per Northlands College's Criminal Record Check Policy.



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Employee Orientation

Employee orientation shall be provided by the hiring supervisor, and will include workplace policies, rules and regulations, and other job specific information designed to assist the employee in his/her duties.

Selection Committee

The selection committee of in-scope positions shall be comprised of the Human Resources Advisor or designate and the immediate supervisor. In accordance with Section 4.6 of the Collective Agreement, the Union may appoint an observer (non-member of the committee) to sit with the committee during interviews of internal candidates. Human Resources will notify the union of all in-scope candidate interviews.

The selection committee for out-of-scope positions shall be comprised of the Human Resources Manager or designate, the hiring supervisor, and the President & CEO.

The Selection Committee for the President & CEO shall be the Board of Directors as a whole.

Responsibility for Decisions on Appointments

In-scope positions: President & CEO based on recommendations of the selection committee.

Out-of-scope positions: President & CEO based on recommendations of the selection committee.

President & CEO: Board of Directors

Policy Originated: August 1988	Approved by: President & CEO
Last Approved: April 2017	Signature: 