

CHAMPLAIN REGIONAL COLLEGE

OF GENERAL AND VOCATIONAL EDUCATION



RECRUITMENT, SELECTION and HIRING POLICY

This policy was adopted for the first time by Board of Governors' resolution number 2584 on June 18, 2010.

1- Rationale

Champlain Regional College has adopted Bylaw 4 concerning human resource management, which requires that the College develop a policy and procedures related to recruitment, selection, and hiring. The policy should promote student success and academic excellence in the context of the College's Mission, Vision, and Values.

This bylaw provides the institutional framework for all human resources policies and initiatives, and outlines the objectives and values which must guide the elaboration of policies, as well as, the day-to-day management of human resources.

2- Policy Statement

This policy states the principles and provides a framework for procedures and practices upon which the College will base its recruitment, selection, and hiring process for faculty, staff, and management.

3- Field of Application

This policy applies whenever the College intends to recruit, select, and hire for a newly created, vacant, or replacement position on a full-time or part-time basis for the following categories of personnel:

- Support staff;
- Professionals;
- Faculty; and
- Management.

4- Definitions

Hiring:

The term used to identify the process by which a candidate is officially selected for a position and becomes a College employee.

Recruitment:

Actions and strategies used by the College to attract qualified individuals

needed to fill a newly created, vacant, or replacement position on a full-time or part-time basis.

Selection:

The process chosen by the College to select a candidate for a particular position, which may include but is not limited to: tests, interviews, and practical applications pertinent to the position.

5- Principles

The following principles will guide the College's processes for the recruitment, selection and hiring of employees:

- The College is committed to employment equity.
- The College will select the most competent candidate available who meets the qualifications and other requirements of the position in conformity with the applicable laws, regulations, policies, collective agreements governing the working condition of its employees.
- Where all considerations are equal, the College will give priority to candidates who are already employed by the College before hiring externally.
- In the interest of our employees wellbeing, the College will avoid wherever possible hiring an employee for more than a hundred percent workload.

6- Outcomes

The intent of the policy is to ensure that the College establishes clear and objective procedures and strategies, and that the College:

- has competent and dedicated employees that are focused on fulfilling the College's mission;
- meets its obligation to provide fair and equal opportunities of employment for everyone;
- fills positions in a fair and timely fashion.

7- Application

Given the particular structure of Champlain Regional College, each campus and service in conjunction with the Human Resource Services must establish recruitment, selection, and hiring procedures in conformity with this policy. Human Resource Services must be informed of recruitment and selection processes.

Human Resource Services will assist as needed campuses or services in their recruitment, selection, and hiring process.

Each site will establish practices that include the identification of:

- job descriptions, including the classification and required, qualifications, experience, knowledge, skills, and competencies;
- the process for establishing selection committees;
- recruitment, selection, and hiring timelines;
- the recruitment process;
- the interview process, including the process for the assessment of candidates; and
- the reference verification process.

Prior to hiring or retaining the services of an individual, approval of the Campus or Service Director must be received.

8- Responsibilities

Human Resource Services

- Assumes responsibility for this policy and ensures its application.
- Provides support to the campuses and services in order to meet the requirements of this policy.
- Ensures that the practices established by the campuses and services are in conformity with this policy.

- Is responsible for the diffusion of the policy College-wide.
- Is responsible for ensuring that the hiring process is finalized.

Director General

- Is responsible for the application of this policy for the College senior administration.

Campus and Service Directors

- Are responsible for the application of this policy and related practices and procedures for all campuses and services personnel.

Employee Representatives

- Are responsible for respecting the provisions of this policy and the local campus procedures and practices when part of a recruitment and selection process.

9- Planning

On an annual basis each location identifies its staffing needs in order to achieve the mission of the College and its own objectives as defined in the College Strategic Plan and Annual Operational Plan and in accordance with the available financial resources. This process leads to the formulation of staffing plans, which responds to its student enrolments, demographics, and financial parameters. Staffing plans at each location are communicated to Human Resource Services.

Changes in staffing that exceed the operating budget must be approved by the Director General.

10- Implementation and Revision

This policy is in effect as of its adoption by the Board of Governors and will be reviewed at least every five years or when deemed necessary.