

Policy Title: Recruitment Permanent and Term Employees
Policy Approver: President's Office
Policy Holder: Human Resources
Category: Operational
Original Date: May 2003
Last Revised: October 2016
Next Review: September 2019

Policy Statement

The University will endeavor to hire the best qualified person, within available resources with due consideration to employment equity, collective agreements and succession planning.

Approval Statement

With the consent of the Senior Executive Committee and approval of the President of Yukon College, this policy is hereby deemed in effect the 11th day of October, 2016.

Karen Barnes

October 11, 2016

President, Yukon College

Date

1. Purpose of Policy

To provide Advisory Selection Committees an opportunity to review all qualified candidates, short list to a reasonable pool of probable candidates, conduct interviews and rank and recommend those candidates for appointment.

2. Governing Legislation and Relevant Documents

Collective Agreement Employment Equity Act Position Description Statement of Qualifications Yukon University Employment Equity Plan Yukon Human Rights Act.

3. Scope

All permanent and term positions will normally be advertised using the University web site and other media as determined by Human Resources in conjunction with the appropriate Dean or Director. Unless a robust pool of candidates exists internally, recruitment will normally be open to the public.

In situations where succession planning has identified developmental opportunities for internal candidates, they may be assigned to excluded roles for up to one year, or in the case of unionized roles, according to the length of the term prescribed by the collective agreement.

4. Definitions

- **Advisory Selection Committee:** representatives of the University community consisting of unionized and management staff who are responsible for identifying and ranking suitable candidates based on resume review, interview, documented past performance and practical assignment / testing.
- **Developmental Assignment:** work opportunity designed to provide training to an employee in order to broaden their experience and skills.
- **Employment Equity Plan:** proactive employment practices designed to increase the representation of women, people with disabilities, Aboriginal peoples and visible minorities in the University as determined by a gap analysis.
- **Succession Planning:** process for identifying and developing existing employees who have the potential to fill upcoming vacancies in the University.

5. Procedures

1. Prior to advertising the employment opportunity, the Dean or Director must seek authorization, using the Staffing Request Form.
2. Human Resource Services will determine and initiate advertising of the opportunity or recommend a developmental assignment where applicable.
3. The committee will assess applicants who meet the minimum qualifications of the role based on their resume, curriculum vitae and cover letters in order to create a short list for interviews.
4. All applicants invited to interview will be provided with a self-identification declaration.
5. Human Resource Services in conjunction with members of the committee will develop interview questions and practical assignments to assess knowledge, skills and abilities articulated in the Statement of Qualifications. In situations where face to face interactions are not possible web-based technologies will be encouraged. Human Resource Services may arrange travel for up to three candidates if required, subject to available funds.
6. The committee will rank suitable candidates. In ranking, consideration will be given to the employment equity declaration of any candidate vis-à-vis the Employment Equity Plan and the union seniority of the applicant if considering a unionized position. (If no suitable candidates are identified, the competition will be declared unproductive.)
7. The committee will recommend suitable candidates in rank order to the hiring manager.
8. When the identified candidate would be required to relocate, the Director of Human Resources in conjunction with the Dean or Director will determine, subject to the results of the competition and funding available, if a relocation allowance will be made available.
9. Reference checks will be conducted by the hiring manager or the Human Resources representative on the committee.
10. Offer letter and the relocation agreement will be prepared by the Human Resources Department.

6. Problem Solving

Any issues or concerns surrounding interpretation should be discussed with the Director of Human Resources at the earliest opportunity at any stage in the recruitment process.

7. Other Related and/or Accompanying Documents

Forms:

Position Description Statement of Qualifications Staffing Request Form

Travel authorization and claim form Travel budget estimate form

Travel agency authorization form

Addendum A - Policy Communication Checklist

ADDENDUM A - POLICY COMMUNICATION CHECKLIST

Policy Name: Recruitment
Policy Number: HR 24
Submitted by: Brian Bonia

List those consulted with in preparation of this policy:

Name	Department	Date
Linda Murray	Human Resources	September 2016

The order for communication and/or consultation for a new or revised policy is as follows:

1. SEC – initial review and recommendations from SEC membership;
2. Identified stakeholders within Yukon College in order of priority – see below;
3. SEC – to be briefed on any issues arising out of stakeholder consultations;
4. Staff – SEC members to bring policy to their staff for feedback (*SEC member introducing this policy is responsible for sending to SEC, requesting that it be circulated to their staff for feedback*);
5. SEC – final draft supported by SEC membership and approved by the President.

This checklist must be completed prior to the final draft of a policy being presented to SEC for presidential approval.

Body	Communication Planned	Completed	Comments
Sec Initial Review	Share with staff	April 2016	Added explanation regarding relationship to Employment Equity.
SEC for Final Review	September 2016	October 2016	