



Procedures for Employee Recruitment & Selection

Parent Policy:	<i>Policies and Terms and Conditions of Employment and Collective Agreements</i>		
Procedure Reference	RSPR_2205R_SPN/HRS		
Procedure Sponsor:	AVP, People Services		
Procedure Contact:	Manager, Talent Acquisition, Learning & Inclusion		
Stakeholders:	Okanagan College Employees		
Approved by:	AVP, People Services		
Effective Date:	May 16, 2022		
Last reviewed:	October 2022	Scheduled review date:	October 2026

1. Purpose

This procedure sets out the principles and practices that inform all recruitment activity for Okanagan College. The College will hire and appoint the best qualified applicants for positions within the College, subject to the provisions of the relevant collective agreement and exempt employment policies. All qualified candidates will be encouraged to apply.

2. Scope and Application

This procedure sets out the processes to be used for all selection processes at Okanagan College.

3. Procedures

Positions, Job Descriptions and Compensation

- 3.1 The Senior Manager or their designate will consult as needed with the People Services Department regarding position vacancies, new positions, changes to existing positions, and job postings.
- 3.2 All new job descriptions and changes to existing job descriptions require the approval of and classification by the People Services Department prior to posting. The Senior Manager is responsible for providing draft job descriptions and specific information related to qualifications, including education, experience, knowledge, skills, and abilities. Through the applicable classification process the salary rate for the position is established.
- 3.3 If the continuing/regular position is not included in a Department's current budget, the Senior Manager must seek approval for the position from the appropriate Executive member.
- 3.4 Confirmation of this approval should be sent to People Services. A position may be posted as "subject to budget approval" but may not be filled before final approval is obtained.

Use of Recruitment Agencies

- 3.5 In exceptional circumstances, with the approval of the appropriate Executive member, an external recruitment agency may be engaged by the People Services Department to assist in the recruitment and selection process.

Appointment of the Selection Committee

- 3.6 At the time of initiating a posting, the Senior Manager, or designate, will determine the composition of the selection committee in accordance with the provisions of the applicable terms of employment and identify the members of the selection committee in the Posting On-line System and Tracking (**POST**). The Senior Manager, or designate, may act as a selection committee Chair or may delegate this responsibility. Replacement costs for selection committee members are the responsibility of the applicable department or Division.

Application Process

- 3.7 Applications will be accepted exclusively through the electronic job posting system, POST, until midnight of the competition closing date. Qualifications reflected in position vacancies must correspond to those identified in the approved job description for the position.
- 3.8 Costs associated with recruitment and selection are managed by the People Services Department see *Procedure 2.02b - Candidate Interview Expenses*.
- 3.9 External advertising for posted positions will be arranged through the People Services Department. Departments may choose to advertise on professional sites. Any costs associated with professional site advertising arranged by a department must be absorbed by the department or if approved in advance by the People Services Department the cost may be absorbed by the People Services Department, resources permitting. See *Procedure 2.01 Posting, Advertising and The Use of Executive Search Firms* for further information.
- 3.10 People Services employees are available to provide training on bias, recruitment and selection, and **POST**. People Services employees are also available to assist selection committees in the development of selection methods, interview questions, and to sit on selection committees as a member or in an advisory capacity.

Selection Criteria

- 3.11 Candidates will be assessed using the job description, applicable terms of employment, the competition posting and other relevant selection criteria identified by the selection committee.

Pre-Interview Process

- 3.12 At the time of initiating a competition, the selection committee Chair will identify the dates required for the selection process to be completed and confirms these dates with the committee.
- 3.13 The Chair and/or the selection committee will determine the selection methods (e.g. testing, panel interview, written questions/assignment, presentation, etc.) and develop interview questions based on the identified selection criteria. A bank of competency-based questions is available from the People Services Department.
- 3.14 For support staff and vocational competitions, where an applicant has indicated they are an internal candidate, People Services will verify their internal status to that specific bargaining unit within **POST**.

Pre-Screening and Shortlisting

- 3.15 The selection committee can choose to pre-screen any applicants prior to a formal interview by telephone or videoconference with the selection committee or subset of the committee.

- 3.16 Candidates for interviews may include applicants from across Canada or from out of country. For such candidates, an initial “pre-screening” telephone or videoconference with the selection committee or subset of the committee is required. The committee determines which candidate(s) will be part of the pre-screening process which does not have to include all candidates.
- 3.17 The purpose of pre-screening is to determine that:
- a) the candidate is generally qualified for the position, and,
 - b) the candidate fully understands the nature of the position for which they are being considered (salary range, appointment type, location, physical requirements, special certifications, etc.) and,
 - c) there is sufficient interest from both the candidate and the Selection Committee in proceeding further in the selection process.
- 3.18 A short list of applicants for an interview is finalized by the selection committee Chair by changing the applicant’s status within **POST**.

Interview Scheduling

- 3.19 Interviews are scheduled by the hiring department. People Services will reimburse candidates for reasonable interview expenses that fall within the parameters outlined in the Candidate Interview Expenses Procedures. *See Procedure 2.02b Candidate Interview Expenses* for further information.
- 3.20 Prior to the interview during the scheduling process the candidates should be asked what their preferred pronouns are, and this information needs to be shared with the selection committee.
- 3.21 At the start of each interview the Chair must ensure that an appropriate land acknowledgement is given, below is a possible example, depending on where the interview is located, personalizing a land acknowledgement is encouraged:
- “I respectfully acknowledge that our Penticton, Kelowna and Vernon campuses are located on the traditional and unceded territory of the Syilx Okanagan, our Salmon Arm campus is located on the unceded territory of the Secwepemc, and our Revelstoke Centre is located on the unceded territories of the Ktunaxa, Secwepemc, Sinixt and Syilx.*”

Union Observers

- 3.22 The Union is responsible for providing the Union Observer with any necessary instructions, directions or forms regarding their role. A Union Observer is a non-voting member of the selection committee. Their responsibility is to observe during the interviews for fairness and impartiality during the selection process. They are not involved in decision-making when selecting the preferred candidate.
- 3.23 The selection committee Chair is responsible for providing the Union Observer with the appropriate documentation related to the competition at the commencement of the scheduled interview(s).

Selection Process and Reference Checking

- 3.24 Once the selection committee has reached a decision on the preferred candidate, information obtained through the selection process must be validated. Validation of the information provided by a candidate will be confirmed through reference checking.
- 3.25 Candidates may provide reference letters however Okanagan College requires that a minimum of three verbal reference checks be conducted by the selection committee Chair or designate. An email or written reference **must not** be accepted in place of a verbal reference. The references must include a minimum of two professional references while a third reference may

- be a professional or personal reference. Authorization to conduct this validation has been provided by the candidate at the time of their application.
- 3.26 Before conducting reference checks, consult the *Employment References: A Guide to Obtaining References*. The standard "Reference Check Script" and "Reference Check Forms" located in **POST** will assist in the checking and recording of reference information.
 - 3.27 Once reference checking is complete, the selection committee Chair will provide their recommendation to the Senior Manager, or designate, and upon approval, will indicate their candidate in **POST** by changing the status to **Recommend for Hire**.
 - 3.28 Where the preferred candidate(s) is an existing or former employee of the College, the Senior Manager or designate, may review the "evaluation", and "corrective action" sections of the candidates' personnel file in the People Services Department as part of the final selection decision.
 - 3.29 The Senior Manager, or designate, is responsible for reviewing the candidate's resume, the selection committee's recommendation and the candidate's references.
 - 3.30 The Senior Manager, or designate, or if authorized the selection committee Chair may make an initial verbal offer to the selected candidate, prior to a written offer of appointment being made.

Appointment Process

- 3.31 When a candidate is approved for appointment, a **Hiring Proposal** within **POST** will be completed by the Department and approved by the Senior Manager or designate with all relevant hiring documentation attached e.g. central fund approval, references, salary placement, schedule, etc.
- 3.32 Approval from the appropriate Vice President must be obtained for any candidates for Faculty and Vocational positions who are recommended for salary placement above Step 7. Approval from the appropriate Vice President must be obtained for any appointments to Exempt positions above the entry level salary grade/step. Approval from the AVP, People Services is required for BCGEU Support Staff recommended for appointment above the minimum salary placement.
- 3.33 The hiring department will ensure that the **Hiring Proposal** includes the candidate's legal name, current address, birthdate and Social Insurance Number as required for the creation of an employee identification number in Banner and to generate a written offer of appointment. All Hiring Proposal's must be approved by the Senior Manager prior to an offer of appointment being made or processed by People Services.
- 3.34 The People Services Department will prepare the appropriate offer of appointment and the candidate's employment package.

Unsuccessful Candidates

- 3.35 The selection committee Chair will advise interviewed unsuccessful candidates, either in person or by telephone, of the selection committee's decision.
- 3.36 Under the *BCGEU Vocational and Support Staff Collective Agreements*, internal candidates who were interviewed but subsequently unsuccessful, may apply in writing within specific timelines to the People Services Department to ask for reasons why they were unsuccessful. The People Services Department will provide a response following consultation with the selection committee Chair and/or Senior Manager.

- 3.37 In all other circumstances, queries from interviewed unsuccessful candidates requesting an explanation as to why they were not selected will be directed to the selection committee Chair.

Confidentiality and Record Retention

- 3.38 Individuals who are involved in the recruitment and selection process will protect the privacy of applicants by maintaining confidentiality about applicants, the recruitment and selection process and selection outcomes.
- 3.39 All information collected through the selection process is confidential personal information and all selection committee members, including any Union Observers, must conform to the requirements of the *Freedom of Information and Protection of Privacy Act* and the College's record management system.
- 3.40 All documentation related to the selection (e.g. interview notes, testing and interview score sheets, completed reference checks, etc.) must be forwarded to the People Services Department upon completion of the selection process. This documentation will be retained consistent with the requirements of the *Freedom of Information and Protection of Privacy Act* and the College's record management system.
- 3.41 Résumés, credentials, credit and criminal record checks (where required) will be retained in the employee's personnel file in the People Services Department. Reference checks are retained on the People Services Department.

4. Related Acts and Regulations

College and Institute Act
Freedom of Information and Protection of Privacy Act
Employment and Standards Act (if applicable)

5. Supporting References, Policies, Procedures and Forms

Policies and Collective Agreements

Administrative Policy Number E.2.8.C (Recruitment and Selection)
Excluded Support Policy Number E.2.8.C (Recruitment and Selection)
Faculty Article 14 (Acquisition of the Right of Accrual and Conversion of Employees from Term to Continuing Appointment Within a Classification), Article 15 (Selection of Employees)
Senior Managers Policy Number E.2.8.C (Recruitment and Selection)
Support Staff Collective Agreement Article 22 (Selection of Employees)
Vocational Instructors Collective Agreement Article 11 (Selection of Employees)

Resources

POST System on [MyOkanagan > Employee > Administrative Functions > Administration > Posting On-line System & Tracking \(POST\)](#)

Procedures

Candidate Interview Expenses Procedure 2.02b
Direct Appointments to Exempt Positions Procedure 2.11
Posting, Advertising and The Use of Executive Search Firms Procedure 2.01
Relocation Expenses Procedure 2.04a
Student Employees Procedure 2.09

History / Revisions

Date	Action
2022-05-16	<i>Approved by Policy Sponsor - AVP, People Services (G. Henderson): Procedures for Recruitment and Selection</i>
2016-03-24	<i>Recruitment and Selection (2.01) Approved by Director, People Services (C. Rawson)</i>