PREAMBLE:

Okanagan 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; however, Canadians and permanent residents will be given priority in hiring.

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.

Applications will be accepted exclusively through the electronic job posting system, POST (Posting On-line System and Tracking), until midnight of the competition closing date.

Qualifications reflected in position vacancies correspond to those identified in the approved job description for the position.

Costs associated with recruitment and selection are managed by the Human Resources Division (see Procedure 2.02 - Candidate Interviews and Expenses).

External advertising for posted positions will be arranged through the Human Resources Division. In some instances, departments may advertise on professional sites. Any costs associated with professional site advertising arranged by a department must be absorbed by the department or if approved by the Human Resources Division prior to advertising will be absorbed by the Human Resources Division. See Procedure 2.00 (Posting, Advertising and The Use of Executive Search Firms) for further information.

Replacement costs for selection committee members are the responsibility of the applicable department or Division.

Human Resources is available to provide training on recruitment and selection and POST. Human Resources is 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.
PROCEDURE:

Positions, Job Descriptions and Compensation

1. The Senior Manager or designate will consult as needed with the Human Resources Division regarding position vacancies, new positions, changes to existing positions, and job postings.

2. All new job descriptions and changes to existing job descriptions require the approval of and classification by the Human Resources Division 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.

3. If the continuing/regular position is not included in a Division’s current budget, approval for the position by the appropriate Executive member is required. A position may be posted as “subject to budget approval” but may not be filled before final approval is obtained.

4. The salary rate for an exempt position may require approval from PSEA/PSEC and will require approval of the College’s Compensation Review Committee.

Use of Recruitment Agencies

In some instances, with the approval of the appropriate Executive member, an external recruitment agency may be engaged by the Human Resources Division to assist in the recruitment and selection process.

Appointment of Selection Committees

1. 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 in POST.

2. The Senior Manager, or designate, may act as a selection committee Chair or may delegate this responsibility.

Selection Criteria

1. 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

2. 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 as well as Human Resources to assist in recruitment planning.

3. 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.

4. For support staff and vocational competitions, where an applicant has indicated they are internal, Human Resources will verify their internal status (to that specific bargaining unit) within POST.

Pre-Screening and Shortlisting

5. 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.

6. Candidates for interviews may include applicants from outside of Western Canada and Northwest US
(e.g. from beyond Manitoba or Idaho) 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.

7. The purpose of pre-screening is to determine that:

- the candidate is generally qualified for the position, and,
- 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,
- there is sufficient interest in proceeding further in the selection process.

8. 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**

9. Interviews are scheduled by the Human Resources Division. However, should the hiring department prefer to schedule the interviews they may do so.

10. If Human Resources is asked to schedule interviews, an Interview Schedule Request form will be completed and attached to the competition within POST. Five (5) working days are required to ensure adequate notice to Human Resources and the candidates.

11. Interviews will be scheduled to allow candidates sufficient time to prepare and to make travel arrangements, for Human Resources to reserve an interview space and, provide appropriate notice to candidates, and for internal candidates to make arrangements for a union observer (where applicable).

12. Where interviews are being scheduled by Human Resources, the Division will notify the selection committee Chair once interview arrangements have been completed by attaching the Interview Schedule Request form to the competition within POST.

**Information for Union Observers**

1. The Union is responsible for providing the Union Observer with any necessary instructions, directions or forms regarding their role.

2. 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).

3. 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.

**Selection Process**

1. 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. 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. 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. The standard “Reference Check Script” and “Reference Check Forms” located in POST will assist in the checking and recording of reference information.

4. 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.

5. 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 Human Resources office as part of the final selection decision.

6. The Senior Manager, or designate, is responsible for reviewing the candidate’s resume, the selection committee’s recommendation and the candidate’s references.

7. A selection committee Chair may be authorized by the Senior Manager, or designate, to verbally offer a position to the selected candidate, or the Senior Manager, or designate, may verbally offer a position to a selected candidate prior to a written offer of appointment being made.

**Formal Appointment Process**

1. When a candidate is approved for appointment, a Hiring Proposal within POST will be completed and approved with all relevant hiring documentation attached (e.g. central fund approval, references, salary placement, schedule, etc.)

   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.

2. 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.

3. All Hiring Proposal's must be approved by the Senior Manager prior to an offer of appointment being made or processed by Human Resources.

4. The Human Resources Division will prepare the appropriate offer of appointment and the candidate’s employment package.

**Notice to Unsuccessful Candidates**

The selection committee Chair will advise interviewed unsuccessful candidates, either in person or by telephone, of the selection committee’s decision.

**Reasons for Decision – Unsuccessful Candidates**

1. 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 Human Resources Division to ask for reasons why they were unsuccessful.

2. The Human Resources Division will provide a response following consultation with the selection committee Chair and/or Senior Manager.

3. 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 Selection Committee Records

1. 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.

2. All documentation related to the selection (e.g. interview notes, testing and interview score sheets, completed reference checks, etc.) must be forwarded to the Human Resources Division 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. Résumés, reference checks, credentials, credit and criminal record checks (where required) will be retained in the employee’s personnel file in the Human Resources Division.