Category:	Responsible Owner:	Effective Date:
Human Resources	Human Resources Manager	December 2019
Policy/Form Number:	**Approval Body:**	**Policy/Form Name:**
5.2	Board of Directors	Recruitment, Selection and Hiring Policy for Non-Instructional Staff & Library members

A. POLICY:

It is the Policy of Columbia College to attract, recruit and select the most qualified people who will contribute positively to the student experience and the collective success of the College. In its attraction, recruitment and selection processes, Columbia College ensures that it reflects the core values of community, integrity and quality.

PURPOSE/COMMITMENT:

Columbia College believes that the purpose of the recruitment, selection and hiring process is to hire the best candidate for the available position in support of the Mission Statement of the College:
"To prepare international and Canadian students for admission to a university by providing quality academic programs in a supportive environment."

The Recruitment and Selection Policy provides a foundation for hiring based on good practice and sound principles:

- The decision-making component of the recruitment, selection and hiring process will be fair and unbiased.

- The recruitment, selection and hiring process will comply with the provisions of the Human Rights Code and will be transparent, free of inadvertent or unintentional bias, impartial, fair and honest.

- The recruitment, selection and hiring procedures must comply with Columbia College's Employment Agreement.

SCOPE:

This policy applies to the recruitment and selection of candidates to fill continuing, term and casual opportunities.

B. PROCEDURES:

The recruitment, selection and hiring of instructors at Columbia College shall be in accordance with the Recruitment, Selection and Hiring Policy.

The Principal; Vice-Principal; HR Manager and appropriate Department Head are responsible for ensuring that the recruitment, selection and hiring process complies with the policy and administrative procedures. The recruitment, selection and hiring process will be conducted in a professional manner.

1.0 Job Requirements and Specifications

1.1 The job requirements and specifications for the job posting will be determined from the approved Job Description.

1.2 The Principal; Vice-Principal or Department's Director, in consultation with the Board of Governors, will determine the job requirements and specifications for the Non- Instructional Staff openings from the approved job description. For the Library positions, the Head of the Department in consultation with the Academic Board will determine the job requirements and specifications as follows:

1.3 review current job description;

1.4 if the proposed job requirements and specifications are different from the current job, then the current job description will be updated;

1.5 if a job description does not exist, a new job description should be created and approved by the Principal or designated;

1.6 The job requirements and specifications from the approved job description will be submitted to Human Resources for the development of a job posting.

2.0 Job Posting and Advertisement

2.1 Available positions will be posted by Human Resources internally (intranet) and externally in Columbia College website and on different job boards and professional associations.

3.0 Job Applications

3.1 An online application will only be accepted for posted or advertised positions during the posting or advertising period.

3.2 Job applicants will not be able to apply after the closing date and time and thus will not be considered.

4.0 Screening and Short-listing Candidates

4.1 The screening of applications and short-listing process will be conducted by the Human Resources Manager.

4.2 The screening of applications and decision to short-list candidates, will be based on the application letter and resume, and must consider:

    4.2.1 the requirements and specifications contained in the job posting, including

    4.2.2 experience in a related or similar job;

    4.2.3 pre-screening phone interview;

    4.2.4 Only candidates short-listed for an interview will be contacted.

    4.2.5 If there is a significant delay between the closing date for applications and the completion of the short-listing process, applicants will be advised.

5.0 Selection Interview/s

5.1 The hiring interview will be a competency-based structured interview with pre-determined job-relevant questions and conducted by a hiring committee.

5.2 For hiring Instructional Support Staff, the hiring committee will include the Principal; Vice Principal or Department's Director, other appropriate members of the department, and the Human Resources Manager. For hiring Library Staff, the hiring committee will be appointed by the Academic Board.

5.3 Using behaviour-focused interviewing methodology, Human resources will develop an interviewing guide/questionnaire for each position to reflect required skill, competency and values requirements.

5.4 The interview questions will be based on the job requirements and specifications as outlined in the job description and contained or referenced in the job posting.

5.5 The hiring committee will be responsible for interviewing in a consistent, unbiased and non-stereotypical manner with attention to the following components of fair hiring practice:

    5.5.1 provide a private, non-disruptive environment for the interview;

    5.5.2 establish and maintain rapport;

    5.5.3 ask questions with consistency;

    5.5.4 be an active listener;

    5.5.5 pay attention to nonverbal cues;

    5.5.6 provide information as freely and honestly as possible;

    5.5.7 recognize biases and stereotypes;

    5.5.8 control the course of the interview;

    5.5.9 standardize the questions asked (to increase the reliability of the interview and avoid discrimination);

    5.5.10 keep careful notes; record facts, impressions, and any relevant information, including what the applicant was told.

5.6 The hiring committee might decide to bring the finalist/s to an additional interview/s where a candidates' presentation might be requested. Other members of the division/college could be invited to participate in the following interview/s.

6.0 Selection References

6.1 Reference checks will be used in the selection process.

6.2 The Human Resources Department will check the references. Reference checks will be conducted using the reference check form.

6.3 Candidates will be required to provide the names and contact information for three (3) credible work-related references, one of whom must be the candidates' most recent immediate supervisor. All references must be able to respond to questions about the candidate's past work performance and job-relevant behaviours.

7.0 Hiring Decision

7.1 The hiring committee will be responsible for making the candidate's selection decision.

7.2 The Human Resources Manager will offer the position to the candidate selected by the hiring committee.

7.3 Upon confirmation of acceptance by the recommended candidate, the Human Resources Manager will communicate with the other short-listed candidates to thank their participation and to let them know that another candidate was selected.

7.4 The Human Resources Manager will facilitate the new instructor orientation.

All applications received by the College will be kept on file for one year.

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:

REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:

REFERENCE TO BYLAWS:
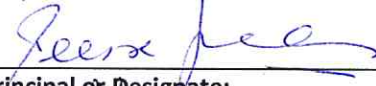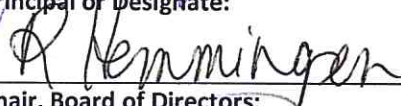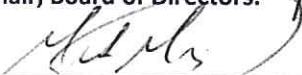
RELATED ACTS AND REGULATIONS:

RELATED POLICIES:

C. **APPROVALS:**

IF APPLICABLE:

Chair, Academic Board	Date:
Chair, Marketing and Recruitment Committee:	Date:
Chair, Finance Committee:	Date:

APPROVAL FOR ALL POLICIES:

Responsible Owner:	Date: 2020-01-10
Principal or Designate: *R Henninger*	Date: Jan. 10, 2020
Chair, Board of Directors:	Date:

Proposed Review Date: December 2024	Dates(s) revised:	Replaces Policy/Form Number: