Policy	O-5.15
Approved By:	**College Executive Team**
Approval Date:	**June 22, 2017**
Amendment Date:	
Policy Holder:	**Exec. Dir. Human Resources**

RECRUITMENT AND SELECTION POLICY

Purpose

Camosun College strives to hire for excellence, by attracting and hiring employees who will contribute positively to the student experience and the collective success of the College. We are looking for individuals who:

- Demonstrate the skills, qualifications and attributes required for employment; and
- Resonate with the College's core values and strengthen our vibrant college community.

The Recruitment and Selection Policy provides a foundation for hiring based on good practice, sound principles and reflects the College's strategic direction.

Scope

This policy applies to the recruitment and selection of candidates to fill continuing, term and casual opportunities in all employee groups at the College.

This policy is not intended to interfere with related legislation nor the rights and obligations specified in current collective agreements. Where collective agreements include specific language regarding recruitment and selection, the collective agreement language will prevail.

Principles

The College's Recruitment and Selection practices will be guided by the following principles and supported by the Recruitment and Selection Toolkit for Workplace Leaders.

1. A recruitment and selection process will be applied for continuing, term and casual opportunities for all employee groups.

2. Hiring decisions will be based on a process that fairly and consistently considers applicant qualifications, capabilities and past work performance as they relate to a particular position, resulting in the appointment of the most suitable and qualified candidate.

3. Hiring practices will integrate and reflect the College's Core Values.

4. Hiring practices will support Equity, Diversity and Inclusion.

5. Hiring practices will support the College's Indigenization Plan.

6. Hiring practices will integrate the College's Capabilities Framework.

7. Hiring practices will comply with the provisions of the *Human Rights Code* and will be transparent, free of inadvertent or unintentional bias, impartial, fair and honest.

8. Applicants will be treated respectfully throughout the hiring process.

9. Hiring processes will respect the privacy of applicants and the confidentiality of the information and documentation related to the hiring process, in accordance with the *Freedom of Information and Protection of Privacy Act (FIPPA)*.

10. New employees will be welcomed and supported to become successful and full contributors.

Responsibilities

College Executive, Senior Leadership and Workplace Leaders are responsible to:

- Implement and support the College's Recruitment and Selection Policy, principles and guidelines
- Partner with Human Resources to conduct successful hiring activities

Human Resources is responsible to:

- Lead the application of the Recruitment and Selection Policy and principles and develop related guidelines, tools and supports
- Provide strategic and operational leadership, education, guidance and support to hiring managers
- Maintain and promote best practice in hiring
- Ensure processes and procedures adhere with all Collective Agreement requirements and the Terms and Conditions of Employment for Exempt Employees

RELATED RESOURCES AND LINKS

LINKS TO RELATED POLICIES AND LEGISLATION

Camosun College Policy O-5.10 Respectful Workplace

Camosun College Policy 0-5.11 Standards of Conduct

Camosun College Policy O-6.1 Freedom of Information and Protection of Privacy

Freedom of Information and Protection of Privacy Act

BC Human Rights Code

COLLECTIVE AGREEMENTS

BCGEU Collective Agreement 2014-2019

CCFA Collective Agreement 2014-2019

CUPE Local 2081 Agreement 2014–2019

Terms and Conditions of Employment for Exempt Employees

HIRING AND ONBOARDING RESOURCES - Camosun College's Hiring Toolkit for Workplace Leaders