

RECRUITMENT AND SELECTION POLICY			
<b>Effective Date</b>	February 27, 2018	<b>Policy Type</b>	Administrative
<b>Responsibility</b>	Director, Human Resources	<b>Cross-Reference</b>	<ol style="list-style-type: none"> <li>1. Administrative Group Terms and Conditions of Employment</li> <li>2. The following Collective Agreements:</li> <li>3. Academic Staff Association (ASA)</li> <li>4. Alberta Union of Provincial Employees (AUPE)</li> <li>5. Employees' Association (EA)</li> <li>6. Employee Code of Conduct Policy</li> <li>7. Safe Disclosure Policy</li> <li>8. Employee Records Policy</li> <li>9. Progressive Discipline Policy</li> <li>10. Research Ethics Policy</li> <li>11. Respectful Work Place Policy</li> <li>12. Fit to Learn Fit to Work Policy</li> <li>13. Integrity in Research &amp; Innovation Policy</li> <li>14. Travel and Related Expenses Policy</li> <li>15. Forms:                             <ul style="list-style-type: none"> <li>• Travel Expense Claim</li> <li>• Candidate Assessment Profile</li> <li>• Reference Check Template</li> <li>• Selection Committee Recommendation Form</li> </ul> </li> </ol>
<b>Approver</b>	Executive Council	<b>Appendices</b>	<ol style="list-style-type: none"> <li>1. Administrative Procedure: Recruitment, Interview, and Hiring of Polytechnic Staff</li> <li>2. Security Records Check Screening Process</li> <li>3. Guidelines Governing Reimbursement of Relocation Expense</li> </ol>
<b>Review Schedule</b>	Every 3 years		

**1. Policy Statement**

- 1.1 Northwestern Polytechnic ("NWP") is committed to finding qualified persons for each position and will strive to remove barriers that may prevent the recruitment, hiring, retention, and fair treatment, of any individual.
- 1.2 The assessment of candidates recommended for appointment to NWP staff will encompass the applicable requirements for the position.

**2. Background**

- 2.1 The appointment of staff is an investment for the future and is a task which must be carried out effectively and efficiently.
- 2.2 NWP is bound by the recruitment and selection criteria found within collective agreements, terms and conditions of employment and other legislation as applicable.

### 3. Policy Objective

- 3.1 The objectives of this Policy are to:
  - 3.1.1 attract suitable candidates that meet the minimum qualifications for each position;
  - 3.1.2 apply defensible selection criteria for recommendations regarding hiring decisions;
  - 3.1.3 meet the obligations of all applicable legislation; and
  - 3.1.4 provide a structured recruitment and selection process to assess each applicant.

### 4. Scope

- 4.1 This Policy applies to all employees and external hires of NWP throughout the recruitment and selection process, regardless of appointment type.
- 4.2 This Policy applies to all positions at NWP.

### 5. Definitions

- 5.1 **"Association"** refers to the Alberta Union of Provincial Employees ("AUPE"), Employees' Association ("EA"), or Academic Staff Association ("ASA").
- 5.2 **"Break in Service"** is a separation of employment with NWP greater than one (1) year.
- 5.3 **"Competition File"** is the official record of the recruitment and selection process. Documents to be included in the Competition File are candidate resumes, candidate assessment profiles, interview questions, interview notes and reference check notes. The Competition File will be retained for a minimum of twelve (12) months in Human Resources.
- 5.4 **"Hiring Supervisor"** is the immediate supervisor of the candidate being hired.
- 5.5 **"Security Records Check"** is the background information of an individual that is working in a particular position that may put NWP, its information, employees or finances at risk. This includes Criminal Records Checks/Police Information Checks and/or Vulnerable Sector Checks.
- 5.6 **"Selection Committee Chair"** is designated by the applicable collective agreement or is the hiring supervisor.
- 5.7 **"Selection Committee"** is a committee that presides over the recruitment and selection processes at NWP to ensure fairness and alignment. Selection Committee composition is determined by the Selection Committee Chair.

### 6. Guiding Principles

- 6.1 NWP will provide employment and developmental opportunities to all qualified employees and applicants, regardless of their race, religious beliefs, color, gender, disability, sexual orientation, marital status, age, ancestry, place of origin, family status or any other factor as protected by legislated statutes or governing laws.

- 6.2 Hiring for all new and vacant positions, transfers and promotions will be determined on the basis of education, experience, knowledge, ability, record of past performance, or any other relevant qualifications required to successfully meet the expectations of the position.
- 6.3 New and vacant positions will be filled using a comprehensive recruitment and selection process that is fair and consistent.
- 6.4 NWP will strive to remove identified barriers or conditions of disadvantage in NWP's employment processes.
- 6.5 Each Selection Committee member is responsible for ensuring that they do not directly or indirectly discriminate against another individual.
- 6.6 If a Selection Committee member has a relationship (i.e. friend, relative, neighbour, etc.) or bias towards an applicant, they must disclose to the Human Resources Representative.
- 6.7 Any employees with questions or concerns regarding the treatment of employment opportunities may speak in confidence to the Director, Human Resources or designate.

### **7. Guiding Principles – Recruitment and Selection**

- 7.1 Human Resources shall participate on Selection Committees unless determined otherwise by the appropriate Human Resources Representative.
- 7.2 Human Resources and the Selection Committee are responsible for ensuring that:
  - 7.2.1 selection criteria can be substantiated by legitimate job requirements;
  - 7.2.2 job requirements deemed necessary in the selection criteria developed for a specific employment opportunity are the actual job requirements necessary to perform the job as outlined in the applicable Position Description;
  - 7.2.3 the Candidate Assessment Profile aligns with job requirements and selection criteria;
  - 7.2.4 where selection criteria has been satisfied, the candidate whose profile most closely matches the identified job requirements shall be selected from the candidate pool and appointed to each employment opportunity;
  - 7.2.5 all aspects of the recruitment and selection process including recruiting, interviewing, selection, promotions, compensation and development will be conducted in a fair, consistent and non-discriminatory manner;
  - 7.2.6 strict confidentiality of candidacy will be maintained by all Selection Committee members. Failure to comply may result in Progressive Discipline;
  - 7.2.7 as per the Freedom of Information and Protection of Privacy Act, S 24(1), reference information and evaluative data used to determine an individual's suitability for employment will be not be disclosed to others outside the Selection Committee; and
  - 7.2.8 documentation is sufficient to show that the recruitment and selection process and recommendations were based on the job and that equal consideration and uniform hiring standards were applied to all applicants.

- 7.3 The Director, Human Resources will ensure that the processes outlined in Appendix 1 is followed.
- 7.4 Security Records Checks are required for the following positions at initial hire, transfer, promotion and if there has been a break in service of more than one (1) year.
  - 7.4.1 President and CEO, Vice-Presidents, Deans, Directors and Managers;
  - 7.4.2 Varsity Team Coaches;
  - 7.4.3 Wolves Club Coaches;
  - 7.4.4 Climbing Gym Workers;
  - 7.4.5 Conservatory Staff;
  - 7.4.6 Summer Camp Workers;
  - 7.4.7 Nursing Department;
  - 7.4.8 Human Services Department;
  - 7.4.9 Information Technology;
  - 7.4.10 Financial Services;
  - 7.4.11 Human Resources;
  - 7.4.12 Supervisors of individuals that are under 18 years of age; and/or
  - 7.4.13 Other positions as determined by the Director, Human Resources.
- 7.5 The minimum age to work at NWP is 16 years old.

### **8. Guiding Principles - Expenses**

- 8.1 NWP will reimburse candidates for the following interview expenses:
  - 8.1.1 Reasonable expenses incurred by candidates who are being interviewed for one trip only, to a maximum of \$1000.00.
  - 8.1.2 Luncheon and dinner reimbursement for the cost of taking a candidate to lunch or dinner to a maximum of \$100.00.
  - 8.1.3 Where exceptional costs caused by interviews are incurred, special consideration may be given with approval of the Director, Human Resources and the applicable Vice- President. Exceptional costs will be the responsibility of the applicable Department/Division.
- 8.2 Reimbursement of relocation expenses will be provided following the Guidelines Governing Reimbursement of Relocation Expenses (Appendix 3).

9. Roles and Responsibilities

STAKEHOLDER	RESPONSIBILITIES
Executive Council	<ul style="list-style-type: none"> <li>• Approve and formally support this Policy</li> </ul>
Director, Human Resources or Designate	<ul style="list-style-type: none"> <li>• Develop and maintain this Policy</li> <li>• Manage the effective implementation and operation of this Policy</li> <li>• Provide advice on the recruitment and selection process to Selection Committee Chairpersons</li> <li>• Organize training programs for members of Selection Committees and investigate complaints</li> <li>• Ensure policies, procedures, and recruitment processes are adhered to in all recruitment and selection decisions</li> <li>• Will collaborate with the Hiring Manager in determining skill set within the Position Descriptions and Candidate Assessment Profiles</li> </ul>
Selection Committee	<ul style="list-style-type: none"> <li>• Participate in training when required</li> <li>• Maintain confidentiality of candidates and the process</li> </ul>
Selection Committee Chair	<ul style="list-style-type: none"> <li>• Responsible for following the Policy and ensuring that it is followed by all members participating in the interview process</li> <li>• Responsible for the interview and recommendation process in their area of responsibility</li> <li>• Responsible for making hiring decision(s) in collaboration with the Selection Committee</li> </ul>

10. Exceptions to the Policy

- 10.1 Exceptions to the guiding principles in this Policy must be documented and formally approved by the President and CEO.
- 10.2 Policy exceptions must describe:
  - 10.2.1 the nature of the exception;
  - 10.2.2 a reasonable explanation for why the policy exception is required;
  - 10.2.3 any risks created by the policy exception; and
  - 10.2.4 evidence of approval by the President and CEO.

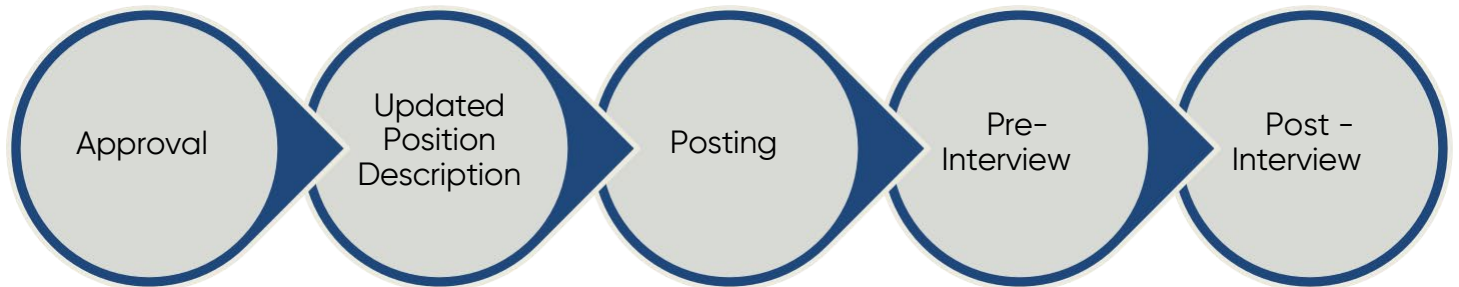
11. Inquiries

- 11.1 Inquiries regarding this Policy can be directed to the Director, Human Resources.

12. Amendments (Revision History)

- 12.1 Amendments to this Policy will be published from time to time and circulated to the NWP Community.
- 12.2 Post-Implementation Policy Review: Approved June 4, 2019

EA/Admin/AUPE Permanent, EA/Admin/AUPE Term Certain and All  
 Academic Staff Association Appointments



- Documented approval from either:
  - Budget request; or
  - Briefing note.

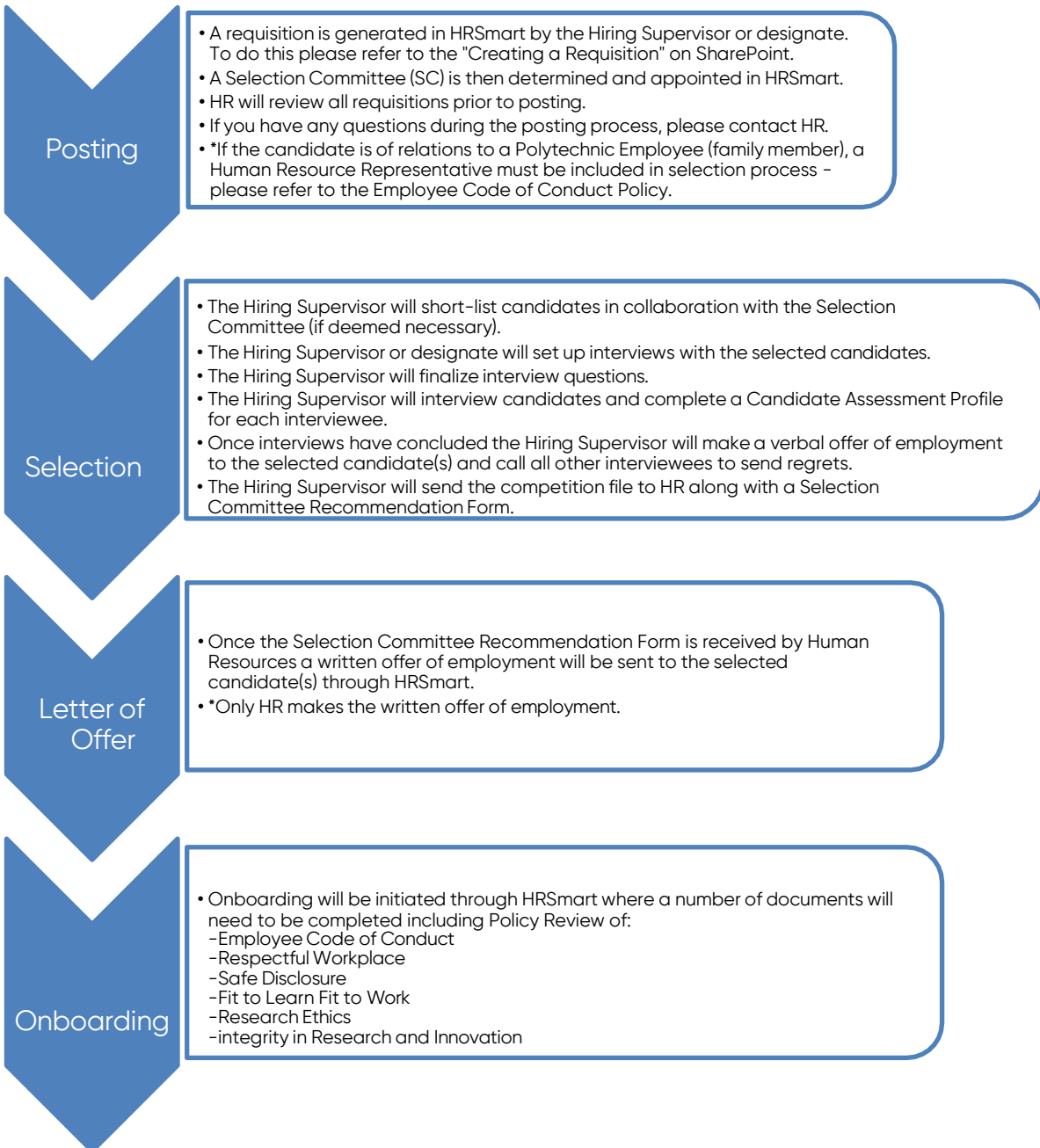
- All positions (exemption ASA) will require an updated Position Description (PD) in the new PD template prior to posting.
- If the position is already in the new PD template and no changes to the position are needed, proceed to posting.
- If the PD is NOT in the new template, make the necessary changes in the new PD template.
- Vet the updated PD through HR
- Go through the Job Evaluation Committee if required.
- Get required signatures and proceed to posting.

- A posting is generated in HRSmart by the Selection Committee Chair or designate. To do this please refer to "Creating a Requisition" on SharePoint.
- A Selection Committee (SC) is determined and appointed in HRSmart.
- HR will review all requisitions prior to posting.
- If you have any questions during the posting process, please contact HR.

- The Selection Committee Chair will set up a short-listing session with the SC
- Short-listing is based on the minimum requirements set out in the position description/posting and determined by the Selection Committee Members.
- The Selection Committee Chair or designate will set up interviews with the selected candidate(s).
- The SC will finalize interview questions.
- The SC will finalize the Candidate Assessment Profile.
- The SC will determine if any additional assessments are required (written or instructional) prior to the interview.

- Reference checks must be completed by the Selection Committee Chair or designate. Please refer to the applicable Reference Check Template.
- The Selection Committee Chair will send the competition file to HR along with a Selection Committee Recommendation Form.
- HR makes a verbal offer of employment followed by a written offer of employment.
- Once the accepted offer letter is received by HR, the selected candidate(s) will have to complete their specific onboarding documents prior to the commencement of employment, all of which will be sent through HRSmart.
- Policy Review during onboarding include:
  - Employee Code of Conduct
  - Safe Disclosure
  - Respectful Workplace
  - Fit to Learn Fit to Work
  - Integrity in Research and Innovation
  - Research Ethics Policy

## All Casual/Temporary Appointments



RECRUITMENT AND SELECTION POLICY  
APPENDIX 2: SECURITY RECORDS CHECKS SCREENING PROCESS

1. Security screening is the general term to describe Criminal Checks and/or Financial Management.
2. Each level of screening has a specific process and forms.
  - 2.1. **Criminal Records Check/Police Information Check** involves a screening for the presence of criminal convictions. The screening is conducted by the applicable local police force.
  - 2.2. **Vulnerable Sector Check** involves an enhanced screening of the criminal records check to protect children and vulnerable persons.

The candidate will be referred to the appropriate police agency to obtain the Check. The candidate should take proper identification, including a birth certificate and/or driver's license to the police department office. The required authorization form will be supplied by the police agency.

3. The candidate is responsible to forward the information to the Human Resources Office.
4. Evaluating a Security Records Check Screening

A security records check screening is one component of the selection process. Job related knowledge, ability to perform the work and overall suitability are factors, which are assessed in relation to the impact of the security screening results.

If the results of the security records check screening indicates there is a concern, the importance and impact of the concern will be considered in relation to job requirements. If the results do not impact or jeopardize the candidate's scope of responsibility, the Polytechnic could extend an offer of employment.

The security records check screening results will be reviewed and assessed by the Director, Human Resources.

5. Retention of Security Records Check Screening Information

Security records check screening information is treated as restricted and confidential information. Information obtained is retained in a secure environment in Human Resources and will be stored in the employees' personnel file.

These records are kept as per the Records Management Policy.

6. It is the employee's obligation to tell the employer if, and when their status changes with respect to the Security Records Checks.



**RECRUITMENT AND SELECTION POLICY**

**APPENDIX 3: GUIDELINES GOVERNING REIMBURSEMENT OF RELOCATION EXPENSES**

1. Northwestern Polytechnic provides for the reimbursement of reasonable expenses associated with the relocation of full-time staff and their dependents (spouse, common law partner and/or dependent children) to relocate to the community or immediate district of the location of their new position. Immediate district will mean a location within a 60 km radius of the work location.
2. Reimbursement will be made upon presentation of the claim form accompanied by original receipts of expenses actually paid.
3. Receipts submitted for reimbursement must be in the claimant's name. Receipts in another traveller's name will require additional proof that the claimant reimbursed the purchaser.
4. Reimbursement up to the normal maximum available will be made to an employee for expenses incurred within each of the following categories, or any combination thereof:
  - 4.1. Cost of transporting household and personal effects to new location.
  - 4.2. Cost of personal transportation to new location by most direct route.
  - 4.3. Cost of personal food and lodging enroute to new location.
  - 4.4. Temporary living expenses caused by dislocation to a maximum of two days.
5. The cost to the employee of the termination of an existing lease and/or the effecting of a new lease is not eligible for reimbursement.
6. The cost to the employee of the disposition of a residence at the former location and/or the acquisition of a residence at the new location is not eligible for reimbursement.
7. The regulations for travel and subsistence applied to the Polytechnic as a whole shall be used in calculating food, lodging, and travel costs enroute to the new location.
8. As per the Travel and Related Expense Policy, standard allowance without receipts for meals must be between the following departure and return times:

	Departure before or at	Return after
Breakfast	7:30 a.m.	7:30 a.m.
Lunch	1:00 p.m.	1:00 p.m.
Dinner	6:30 p.m.	6:30 p.m.

9. As per the Travel and Related Expense Policy, the maximum per diem allowance rates that will be reimbursed per person are as follows:
  - Breakfast \$12.00
  - Lunch \$15.00
  - Dinner \$23.00

**RECRUITMENT AND SELECTION POLICY**

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10. The maximum reimbursement for Academic Staff Association (ASA) positions shall not exceed \$2,500, as per the ASA/Board of Governors' collective agreement.

The maximum reimbursement for EA, AUPE and Administrative positions shall not exceed \$2,000. Other positions may be eligible for this reimbursement at the discretion of the Director, Human Resources.

Where exceptional costs caused by relocation are incurred, special consideration may be given with approval of the Director, Human Resources and the applicable Vice-President.

Exceptional costs will be the responsibility of the Department.

11. In the event that an employee, appointed to an annual faculty position or a permanent support staff position, resigns from the employ of the Polytechnic prior to the completion of twelve months of service, the employee shall repay the relocation allowance on a pro-rated basis for the period that the employee is short of the twelve months.

In the event that an employee appointed to a sessional or term-certain appointment, resigns prior to the completion of the appointment, the employee shall repay the relocation allowance on a pro-rated basis for the period that the employee is short of the contract.

**PROCEDURES:**

1. The employee will complete the claim form, attach receipts and forward the claim to the Director, Human Resources, for approval. Human Resources will forward it to Financial Services for payment.

**RECRUITMENT AND SELECTION POLICY**

**APPENDIX 3: GUIDELINES GOVERNING REIMBURSEMENT OF RELOCATION EXPENSES**

**REIMBURSEMENT OF RELOCATION EXPENSES (Sample)\***

*\*Form found on NWP Assistant/Forms/Human Resources/Recruitment and Selection/Relocation Expenses Regulations and Form*

EMPLOYEE INFORMATION		
First Legal Name	Last Name	Employee's New Position & Department
Previous: Address, City, Province, Postal Code		
New: Address, City, Province, Postal Code		
Name(s) of dependents relocating		
<b>Moving Expenses:</b>		
Cost of transporting household and personal effects:		\$ _____
<b>Personal Transportation From Former Residence to New Residence:</b>		
Mode of Travel: _____		
Number of kilometers: _____ (Claim .54 cents/km) or Air Fare)		\$ _____
<b>(Copy of Google Map Required if claiming Kilometers)</b>		
<b>Personal Subsistence Cost Enroute to New Residence:</b>		
Lodging: # of Nights _____		\$ _____
# of Breakfasts at \$12.00: _____		\$ _____
# of Lunches at \$15.00: _____		\$ _____
# of Dinners at \$23.00: _____		\$ _____
<b>Temporary Living Expenses (Maximum 2 Days):</b>		
Lodging: # of Nights _____		\$ _____
# of Breakfasts at \$12.00 _____		\$ _____
# of Lunches at \$15.00: _____		\$ _____
# of Dinners at \$23.00: _____		\$ _____
<b>TOTAL AMOUNT CLAIMED:</b>		\$ _____
<i>(Not to exceed maximum as stated in Employee's contract)</i>		
I certify that this claim has been made in accordance to the Regulations and Policies of Northwestern Polytechnic.		
Claimant: _____	Date: _____	
<b>TOTAL AMOUNT APPROVED:</b>		\$ _____

Director, Human Resources	Account Code	Date
Vice-President <i>(*For exceptional costs only)</i>	Account Code	Date