

 Procedure	Title: Selection Committees	
	Policy Reference:	Policy 6540
	Effective Date:	2017-04-01

1 Procedure

- (1) An assessment of competencies either through notes and/or numerical scoring system may be used for the purpose of making decisions within the committee. Otherwise, a record may be made of how the determination of the successful candidate was made if deemed necessary.
- (2) Following the interviews, the selection committee will recommend to the hiring manager the candidate(s) or a ranking of candidates considered acceptable. The hiring manager and/or designate will complete reference checks for all final candidates selected by the selection committee. Notes from reference checks will be maintained in the interview file. The reference check will use College-approved reference questions. Obtaining a minimum of two work references is required unless an alternate arrangement is discussed with Human Resources.
- (3) The hiring manager will have the final decision which candidate is to be offered the position. In the event that the recommendation(s) of the selection committee is not accepted, the hiring manager will outline his/her reason(s) in confidence to the selection committee and the Human Resources Director.
- (4) The hiring manager will compile all the information required to make the verbal offer; e.g. placement on scale, employee relocation. The decision regarding the selected candidate and the necessary information will be forwarded to the Director, Human Resources or designate to make an official offer.
- (5) The hiring manager and/or designate will follow up and give regrets to the candidates who have been interviewed but not selected.
- (6) The Human Resources representative will create a letter detailing the offer of employment. An offer of employment to the selected candidate will be made on behalf of the College by Human Resources. The results of this offer, i.e. accepted or declined, will be communicated to the hiring manager and College by Human Resources.
- (7) The selection committee members will be advised of the selected candidate's response. In the event that an internal candidate is selected, he or she will be advised that they are responsible for informing his/her supervisor and will be advised to that effect.
- (8) For any concerns regarding recruits, the Director, Human Resources or his/her designate will be the only spokesperson on behalf of the College. Selection committee members will maintain confidentiality and discuss selection-related activities only with members of the selection committee. In the event that one or more members of the selection committee are dissatisfied with the process or decision reached, they may discuss their concern with a committee that is made up of the Vice Presidents and/or the President. The committee and/or the President will review the concerns and communicate his/her decision to the hiring manager for implementation.
- (9) If the successful candidate is a current employee of the College, the managers affected by the hire will discuss the transition and come to a reasonable agreement to facilitate the move.