

 <b>Policies and Procedures</b>		Number <b>6540</b>	Title <b>Selection Committees</b>		
		Replaces	B6005.1		
		Effective	2017-04-01	Next review :	2021-03-01
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee	2017-03-15		
Director, Human Resources	Director, Human Resources	Recommended/Approved by Education Council	N/A		
		Approved by President	2017-04-24		

### A. PURPOSE

Selection committees will be created for positions that are filled by an open competition (internal or external). This policy describes the composition of the selection committee, and outlines the procedure the committee must follow in selecting candidates for consideration and for recommending which candidate to hire.

### B. SCOPE / LIMITS

This policy applies to all hiring selection committees, where not otherwise governed by a collective agreement. Notwithstanding the foregoing, the Board will establish the selection process for the President.

### C. PRINCIPLES

1. Supervisors/senior managers will obtain approval to fill a vacant position. Once approval had been provided they will designate a hiring manager or assume this role themselves.
2. The hiring manager is responsible for following College policy as well as procedures found in the applicable collective agreements in the hiring of employees at all phases of the selection process (recruitment, shortlisting, interview, post interview, hire).
3. A selection committee will be established in consultation with Human Resources and will be in accordance with the relevant collective agreement. Where appropriate, external community members and in the case of supervisory hires, a subordinate may be included. In both instances, approval from Human Resources must be obtained. All selection committees will include support from the Human Resources department.
4. The selection committee will have access to all materials submitted by all applicants and will usually participate in recommending a short list of candidates to the hiring manager. The selection committee will also participate in the formal interviews. New members cannot be added to the selection committee once the formal interviews have commenced unless there are extraordinary circumstances and the addition is approved by Human Resources. Where a selection committee member has not been able to attend a formal interview, they will not participate in the discussion of that candidate.
5. Where circumstances require, a qualifying interview to determine if a formal interview will be offered to a candidate, may be conducted by a sub-committee of the selection committee. These qualifying interviews will usually be conducted via telephone or through the use of other technology such as "Skype".

6. Competency-based assessment principles will be employed in all hiring processes. Candidates may be required to perform in a simulated work environment or participate in competency-based assessment tools.
7. The selection committee recommends a candidate to the hiring manager once the formal selection process is finished. The hiring manager or designate performs the reference check on the recommended candidate and makes the final decision on the hire.
8. Human Resources makes the formal offer of employment to all successful candidates.

#### **D. SUPPORTING FORMS**

Hiring and Retention Manual  
Board Policies  
Relocation policy