



Recruitment, Selection, and Hiring Directive

Rationale

This directive exists to assist SAMU management in recruiting, selecting, and hiring the best candidate for a vacant position within the organization.

Definitions

A **Relief Employee** is an employee hired to provide short term relief of a full-time, part-time, or temporary employee while a new employee is being hired or while awaiting the return of an employee on leave. Work hours are typically assigned on a casual basis.

A **Selection Panel** is the group of current SAMU staff members tasked with reviewing job applications received, interviewing selected applicants, and recommending job applicants to hire.

A **Temporary Employee** is an employee hired to fill a role for a term of six months or less.

Regulations

Hiring Approval

- 1 The General Manager has final approval of the hiring of all Employees.

Defining a position

- 2 A job description for a vacant position will be created by the position's direct supervisor in consultation with, and approved by, the General Manager.
- 3 The job description will include a comprehensive overview of the job including the position's responsibilities, qualification, competencies, relationships, working conditions, and remuneration.

Posting a position

- 4 Prior to a position posting SAMU will assess whether they currently have someone working at SAMU that is qualified to move to the new or vacant position. The General Manager will give final approval of that move.
 - 4.1 In some case it might be necessary to publicly post a position regardless of internal interest. These decisions will be made the General Manger
- 5 Vacant positions that cannot first be filled internally will be posted on the SAMU website, and on other online resources as deemed necessary.
- 6 Vacant positions will be posted for a minimum of two weeks and continue until a suitable candidate is found.



Selection panel

7 A selection panel for a full-time position will consist of the position's supervisor, and two other full-time staff members as selected by the position's director.

7.1 For a Director position the panel will consist of the General Manager, one Executive Committee member if available, and one full-time staff member. If an Executive Committee member is not available a Director will take their place.

7.2 For a Manager position the panel will consist of the Director and two full-time staff members.

7.3 For a Senior Manager position the panel will consist of the General Manager, the Director, and one full-time staff member.

8 A selection panel for a part-time position will consist of two full-time staff members with one being the position's supervisor.

9 Unless otherwise indicated, the members of the selection panel will be decided by the position's supervisor.

Interview Process

Shortlisting

10 Pre-screening and interview scheduling can be done prior to posting being completed.

11 For full-time positions, the selection panel will review all the applications and select at least three applicants, when possible, for interview.

12 For part-time positions, the position's supervisor will review all the applications and select at least three applicants, when possible, for interview.

13 The Volunteer & Hiring Manager will contact the selected applicants.

Interview

14 Interviews will be done in person when possible.

14.1 Interviews can be done by videoconferencing software or telephone if required.

15 A set of interview questions will be generated by the selection panel and circulated to all panel members at least one day prior to interviews beginning.

Post interview



16 Reference checks will be conducted for the selected candidate.

16.1 Reference checks follow standardized questions as determined by the selection panel.

Notification

17 Interviewed candidates will be notified of a decision by email within one week of an offer being accepted.

17.1 The successful applicant will be notified by email.

Contract staff

18 A contract staff member's contract may be renewed for another term, at the discretion of their supervisor and in consultation with the General Manager, based on a positive performance review.

Part-time Staff

19 For positions that exceed 15 hours, but are not considered full-time, preference will be given to MacEwan University students.

Relief and Temporary Staff

20 A relief or temporary staff's hiring is exempt from the standard hiring process.

21 A supervisor can hire a relief or temporary staff in consultation with the General Manager.

Documentation

22 HR software will be the resourcing and storage point for all hiring and hiring communication.



Fact Sheet

Approvals:

First Approval – February 12, 2024
Last Approval –

Date of Last Review: February 12, 2024

Source and Updates:

February 12, 2024: *Recruitment, Selection, and Hiring* Directive approved by Directives Group motion 2024-02-12-14. Source material taken from *Recruitment, Selection, and Hiring* Procedure.

Related Documents and Forms: