



Recruitment, Selection, and Hiring

Rationale

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

Definitions

Academic Year is September 1st – April 30th.

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 four months or less.

Regulations

Defining a position

- 1** A job description for a vacant position will be created, or reviewed if one already exists, by the position's direct supervisor in consultation with the General Manager.
- 2** 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

- 3** Vacant positions will be posted on the SAMU website, and on other online resources as deemed necessary.
- 4** Vacant positions will be posted for a minimum of two weeks.

Selection panel

- 5** A selection panel for a full time position will consist of the General Manager, the position's supervisor, and one other full time staff member.
 - 5.1** For a Director position the panel will consist of the General Manager, one Executive Committee member, and one full time staff member.
- 6** A selection panel for a part time position will consist of two full time staff members with one being the position's supervisor.



Interview Process

Shortlisting

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

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

9 The position's supervisor will contact the selected applicants.

Interview

10 Interviews will be done in person when possible.

10.1 Interviews can be done by Skype, etc when needed.

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

Post interview

12 Reference checks will be conducted.

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

Notification

13 Interviewed candidates will be notified of a decision by email within one week of a decision being made.

13.1 The successful applicant will be notified by a phone call and an email.

Contract staff

14 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

15 Excluding spring/summer positions, applicants for part-time positions must be enrolled in a minimum of 3 credits at MacEwan University during the term of their employment.

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



Relief and Temporary Staff

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

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

Documentation

18 All Resumes, Cover Letters, and any other relevant documentation must be kept for three months from date of hire, and then destroyed.



Fact Sheet

Approvals:

First Approval – July 22, 2015

Last Approval – September 16, 2015

Review By: September 16, 2016

Source and Updates:

July 22, 2015: *Recruitment, Selection, and Hiring* approved by Executive Committee motion 2015-07-22-2 on the recommendation of the Procedure Sub Committee.

September 16, 2015: *Recruitment, Selection, and Hiring* approved by Executive Committee motion 2015-09-16-2 on the recommendation of the Procedure Sub Committee. Update was the addition of Relief & Temporary Staff.

Related Documents: