**RECRUITMENT AND SELECTION GUIDELINES**



**FOR FILLING FULL-TIME SUPPORT STAFF VACANCIES**

**PREPARATION**

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| **PROCESS:** | **STEPS:** | **TIMELINES:** |
| **Identification of Vacancy / Updating of PDF** | * Hiring Manager reviews their current and anticipated future departmental staffing needs with their supervisor and HR Consultant * A decision is made by the Hiring Manager to either update the existing position or create a new one * Hiring Manager prepares the PDF as appropriate and sends it to their HR Consultant for review. * HR Consultant arranges for the PDF to be re-classified if required | Within 1 to 2 weeks  Note: If major changes to the position require a classification review, the timeline will be extended to 3 weeks.  ↓ |
| **Requisition and Internal Posting** | * Hiring Manager prepares Complement Management Form and obtains necessary approvals, providing it to the HR Consultant when completed * HR Consultant prepares draft posting for Hiring Manager approval based upon the updated PDF * HR Consultant arranges initial internal posting of vacancy through HR Operations | Posting prepared within 1 week and posted on next available date (Mon, Wed, Fri)  ↓ |
| **Interview Preparation** | * HR Consultant liaises with Hiring Manager to determine the composition of the Hiring Committee. * HR Consultant (in conjunction with HR Operations if required) coordinates the review of applications, Hiring Criteria, and any appropriate pre-interview testing with Hiring Manager. This process may take place in a formal pre-meet, electronically, or a combination of both and may also include the Hiring Committee. * HR Consultant forwards finalized Hiring Criteria, testing, list of possible candidates and possible interview dates to HR Operations. HR Operations contacts candidates to arrange testing and interviews. | Within 1 to 2 weeks from date of posting  ↓ |

**POSTING AND SELECTION**

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| **PROCESS** | **TIMELINES** | **INTERNAL** | **EXTERNAL** |
| **Advertisement**  **(if no internal candidates)** | Within one week of internal posting closing and only after all non-FT internal candidates have been notified why they were unsuccessful and that the position is being advertised.  ↓ | N/A | HR Consultant liaises with Hiring Manager to determine advertising and recruiting strategy.  HR Consultant arranges placement of ad(s) through HR Operations |
| **Resume review & short listing of candidates** | Within 1 week of posting / advertisement closing  ↓ | HR Consultant arranges and oversees the review of resumes | HR Consultant arranges and oversees the review of resumes |
| **Interviewing & Testing** | Within 1 to 2 weeks  ↓ | HR Operations arranges testing and interviews based upon direction from HR Consultant. | HR Operations arranges testing and interviews based upon direction from HR Consultant. |
| **Reference checking and presentation of employment offer** | Within 1 week of interviews  ↓ | Hiring Manager checks references and makes initial verbal offer after reviewing references and offer specifications with HR Consultant | Hiring Manager checks references and makes initial verbal offer after reviewing references and offer specifications with HR Consultant |
| **Appointment letter** | In keeping with Payroll deadline  ↓ | HR Consultant arranges for appointment letter for successful candidate. Letter prepared by HR Operations | HR Consultant arranges for appointment letter for successful candidate. Letter prepared by HR Operations |
| **Notification of unsuccessful candidates** | Within three business days of offer having been accepted by successful candidate | Hiring Manager notifies unsuccessful internal candidates with some explanation why they were not selected. | Hiring Manager notifies unsuccessful internal candidates with some explanation why they were not selected. HR Consultant notifies external interviewees. |

**Note:**

* **In order to ensure a smooth process, it is important for Hiring Managers to keep PDFs updated regularly.**
* **It is recognized that extenuating circumstances may arise during the selection process which could adversely affect the above timelines. These circumstances will be shared with the Support Staff Union by the appropriate HR Consultant.**