

Recruitment & Selection @ Fleming Brief Overview for New Hiring Managers

Key Principles of our Recruitment and Selection Process

- The College will approach the activity of recruitment in a consistent, open and transparent manner.
- The College will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with all appropriate legislation and both Collective Agreements.
- The College will at all times consider accessibility throughout the recruitment process to ensure a barrier-free experience for all candidates.
- The College shall treat all applicants fairly, equitably and efficiently, and all times with respect and courtesy with the aim of ensuring that the applicant's experience is positive, regardless of the outcome.
- The College will endeavour to promote best practices in recruitment and selection.
- The recruitment and selection process shall be conducted in a cost-effective manner that is at all times respectful of the fiscal and personal resources required.
- All documentation relating to applicants will be treated confidentially in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA).

Posting

- Hiring Leader and HR Consultant develop posting with clear, valid qualifications (with input from key content experts) based upon PDF, JFS, or program requirements
- Fulltime Support Staff
 - Positions are posted internally first for a minimum of 5 working days
 - Fulltime Support Staff who apply to internal postings must be given first consideration before any part-time or external candidates are considered
- Fulltime Faculty
 - Posted internal and external concurrently
 - Per Academic Collective Agreement, full consideration must be given to internal candidates first
- All proceedings are kept strictly confidential

Interview Process

- Hiring Leader chooses a hiring team consisting of content experts, HR Consultant, and the Hiring Manager
- All work of the Hiring Team is confidential
- Pre-meet process to develop interview criteria, and any testing, presentations or assignments to be used to assess qualified applicants

- After criteria and assessment tools are set (eg. test, draft questions, assignment), candidates are shortlisted based on the minimum qualifications of relevant education and experience as evidenced by their resume and cover letter
- Qualified candidates are interviewed and asked the questions developed through the pre-meet process
- Hiring committee records answers and assigns relative scores to be used as a guide to determine the top candidates
- Testing and assessments shall be made available in an accessible format upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

Selection Process

- After all interviews are completed, the hiring team debriefs the interviews and makes decisions on qualified candidates (rank order), areas of concern for follow up through reference checking, next steps (may include going to external applicants if a qualified internal candidate is not clear)
- The Hiring Manager completes reference checking and if positive, proceeds to offer the position to the top candidate
- HR Consultant provides advice on starting salary and terms and conditions of employment
- The Hiring Team may be called together at each stage should alternative decisions be required (eg. top 2 candidates turn down the offer, concerns are raised through reference checks)
- Once the successful candidate accepts, the Hiring Manager (with assistance from HR Consultant) contacts unsuccessful internal candidates and offers to provide feedback
- The Hiring Manager or HR Consultant will notify the Hiring Team when the process is completed
- Unsuccessful candidates who want specific feedback are directed to the Hiring Manager

Official Hiring Process

- HR prepares offer of employment letter, signed by the HR Consultant, copied to the Hiring Manager
- Hire package sent to the employee
- HR Assistant contacts the employee to arrange an orientation to benefits session to be held within two weeks of start date

Accommodation and Accessibility in the Recruitment and Selection Process

- All College job postings shall state that accommodation is available for applicants with disabilities
- Job applicants selected for an interview shall be notified that accommodations are available upon request in relation to the materials or process to be used.
- If a selected applicant requests an accommodation, the College shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.
- The decision as to which accommodation is to be provided will rest with the College.