Recruiting Guidelines - Advertising of Vacancies

1. Scope**:**

These guidelines shall apply to all Full and Part-Time Support Staff, Faculty, and Administrative recruitment competitions.

# Guiding Principles:

* It is the exclusive function of the College to hire, transfer, assign, appoint, and promote employees
* All advertising shall comply with all appropriate Human Rights legislation.
* Where appropriate and possible, the College will endeavour to advertise using locally owned and operated businesses
* The College will endeavour in all cases to advertise externally in a cost-effective manner.

# Internal Postings

## Full-Time Support Staff and Faculty Vacancies

* + 1. In accordance with the Collective Agreements for both Support Staff (Article 17.1) and Faculty (Article 27.11A), all full-time opportunities are posted within the College for a period of at least 5 working days. (Note: The Academic Collective Agreement further stipulates that copies of postings are to be sent to other Colleges when posted internally.)
		2. As per a decision at the Support Staff Union-College Committee on December 16, 2014, Full-Time and Appendix-D Support Staff positions may be posted concurrently both internally and externally, provided that Bargaining Unit Employees continue to receive initial consideration as per Article 17.1.1
		3. Faculty positions may be posted concurrently both internally and externally.

## Administrative Vacancies – Full-Time and Fixed-Term Contract

May be posted internally and advertised externally at the same time.

## Part-Time

### Sessional Faculty Vacancies

As per the requirements under the Faculty Collective Agreement (i.e. sickness), sessional appointments are not usually posted due to the need for expediency. Sessional vacancies will be posted in the event of planned absences such as parental leaves or similar.

## Contract Faculty Pool

### Part-Time Support Vacancies

* Shall be posted and advertised simultaneously
* Wherever possible, Part-Time or Partial Load vacancies shall be filled from candidates within a pool of qualified applicants. This pool will be maintained by the Academic Chair for each School in conjunction with Human Resources. Periodically each school may choose to increase the number of candidates within each pool. This may be done by advertising internally or externally, or by reviewing previously received unsolicited applications.
* Candidates applying for the pool shall be required to complete a summary of their qualifications prior to being considered for an interview.

#  External Postings

## Tier 1 External Advertising

* The HR Consultant, in conjunction with HR Operations, will arrange for external postings in all cases excepting where a specific membership or affiliation is required to post.
* HR will arrange and provide an initial level of external advertising including placement in an appropriate newspaper for the immediate geographic labour market including Peterborough This Week, Northumberland News or Haliburton Echo.
* Full-Time vacancies may also be cross-posted to Workopolis and localwork.ca where feasible and appropriate.
* Every attempt will be made to combine multiple positions into one newspaper posting. Part-Time positions shall not be advertised individually unless specifically funded by the Hiring Department.
* Administrator positions shall also be posted on the [OCASA](http://www.ocasa.on.ca/job-postings) website
* Human Resources shall also arrange for the vacancy to be sent to relevant external agencies including diversity and aboriginal-oriented sites, and the Career Services (Orbis) posting as appropriate.
* Full-Time postings made concurrently shall contain the wording "Please note that candidates from within the Bargaining Unit will receive first consideration in accordance with the Academic / Support Staff Collective Agreement."

## Tier 2 External Advertising

* Tier 2 advertising may occur as part of the overall advertising strategy or following a previously unsuccessful advertising campaign
* When internal candidates have applied to a position but a decision is made to proceed with Tier 2 Advertising, reasonable attempts shall be made to notify internal candidates why the position is being advertised further.
* The HR Consultant will consult with the Hiring Manager to determine any appropriate additional recruitment strategies including:
	+ Additional regional or community newspapers
	+ Professional or trade magazines
	+ Radio or other media
	+ Targeted or industry-specific websites
	+ Additional paid options such as targeted or sponsored updates on social networking sites
* The Hiring Department shall fund all additional advertising
* The HR Consultant, in conjunction with HR Operations, will arrange for external postings in most cases

For some examples of external advertising sources, see Appendix A

# Recruitment Agencies

* From time to time recruiting agencies may need to be engaged due to challenges with locating an appropriate skill set, or due to privacy or confidentiality considerations.
* The cost for each search shall be borne by the hiring department.
* In all cases the College Recruitment Lead shall be consulted for assistance and approval prior to engaging an agency.
* All engagements for recruitment agencies must be compliant with Purchasing departmental policies

# Standards

* Human Resources shall maintain templates for appropriate internal and external job postings.

APPENDIX A

Suggested External Resources for Recruitment Advertising

# FLEMING COLLEGE SOCIAL MEDIA PRESENCE

LinkedIn - [Fleming College Company Profile](http://www.linkedin.com/company/323364?trk=tyah)

Facebook - [Fleming College Career Opportunities Page](http://www.facebook.com/FlemingCareers)

Twitter - [@FlemingCareers](https://twitter.com/FlemingCareers)

Glassdoor - [Working at Fleming College](http://www.glassdoor.ca/Overview/Working-at-Fleming-College-EI_IE336340.11%2C26.htm)

# SUGGESTED RECRUITING RESOURCES

| **General Sites** |
| --- |
| **Site** | **Cost** | **Comments** |
| [Monster](http://hiring.monster.ca/?WT.mc_n=skr_www) | $725 individually, bulk discounts | * High exposure, can cross-post to BeKnown
 |
| [Indeed.ca](http://www.indeed.ca/) | Basic service is freePremium option allows employers to bid for improved placement on results. | * Broadcasts postings to a list of registered email addresses.
* Offers additional paid service based upon bids and only if (unqualified) candidates send resumes through.
 |
| [Eluta](http://www.eluta.ca/) | Basic service is freePremium option allows employers to bid for improved placement on results. | * Vertical search engine
* Joint partnership with Globe and Mail
* Broadcasts postings to a list of registered email addresses
 |
| [Facebook Adverts](http://www.facebook.com/advertising/) | Varies upon budget | Allows poster to target advertisements according to Facebook user profile information. |
| [Simplyhired.ca](http://www.simplyhired.ca/) | Packages from $69 for 15 days | * Broadcasts postings to a list of registered email addresses
 |

# LIFE AT FLEMING

Resources for candidates on working with Fleming and living in / relocating to the Kawartha’s

<https://department.flemingcollege.ca/life-at-fleming/>

| **Targeted Sites** |
| --- |
| **Site** | **Cost** | **Comments** |
| [Academica](http://www.academicacareers.com/) | 60 Days, $455 / $385 +HST | Targeted to registered higher education users |
| [Canadian Association of College and University Student Services](http://www.cacuss.ca/resources/jobpostings.htm) |  | Targeted towards Student Services |
| [Charityvillage.ca](http://www.charityvillage.ca) | $257 + HST | Targeted to fundraising and non-profit sector* Must be registered to use
 |
| [CA Source](http://www.casource.com/public-employers) | $350 per posting | Targeted to Chartered Accountants |
| [CMA Canada](http://www.cma-canada-jobs.com/frontoffice/enterRecruiterWelcomeAction.do?sitecode=pl507) | $300 non-members, $225 members | Targeted to Certified Management Accountants |
| [Hire Authority](http://www.hireauthoritycanada.com/hireauthority/index.html?s_kwcid=TC|10407|hire%20authority||S||4933601918) | Single posting $400 HRPA member, $500 if not a member | Targeted towards HR Professionals |
| [OACUHO (Ontario Association of College and University Housing Officers)](http://oacuho.com/index.php?section=myprofile&sub=editjoblisting1) | Free through Travis Doak’s membership | Targeted towards Residence & Housing Professionals |
| [OCASA](http://www.ocasa.on.ca/job-postings) | Free | Admin Staff |
| [Jobs in Education](http://jobsineducation.com/contact-us/) | $350 + HST | Variety of Education Positions |

*Updated Sept 17, 2014. Vendors may change prices without notice*