

RECRUITMENT

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

Category:	C. People & Culture
Policy Number:	C01
Approval Date:	May 16, 2016
Effective Date:	May 16, 2016
Policy Owner:	Chief People & Culture Officer

Objective:	Olds College practices equal opportunity and fair hiring processes when filling positions. Only the most qualified individuals are hired to ensure the success of our organization. Olds College has adopted this policy to ensure that all employees, and potential candidates, are considered for employment opportunities in a fair and consistent manner.
Policy:	<p>Olds College hiring initiatives will meet the requirements established by the Alberta Human Rights Commission, and the Alberta Freedom of Information and Protection of Privacy Act.</p> <p>Requests for Hiring</p> <p>Olds College requires that all requests for new or additional personnel be directed in writing to People & Culture for approval. Requests for hiring shall include: the position title, essential job functions, necessary qualifications, reasons for the opening, the hours/shifts required, and the budget coding.</p> <p>Recruitment</p> <ol style="list-style-type: none"> 1. All vacant positions with an employment duration in excess of three hundred and forty (340) hours must be posted internally for a minimum of seven calendar days. These positions may be advertised externally in conjunction with the internal posting. 2. Department Heads / Supervisors will review vacancies within their department to determine the need for the position. The department budget owner will ensure that appropriate funds are available to support the position prior to commencement of recruitment activities. The Budget Owner and the Director of People & Culture must authorize approval for recruitment. 3. Once approved, People & Culture will provide a copy of the hiring request to Business Services.

4. People & Culture will prepare the advertisement for recruitment outlining the duties and responsibilities of the position, the qualifications required, the competition number and the closing date for accepting applications.
5. People & Culture will coordinate the placement of all recruitment advertisements.

Application and Selection Process

1. Olds College requires that all applicants submit a resume for consideration of employment.
2. Olds College will review all submitted resumes and interview the most qualified candidates.

Internal Employees

1. For the purpose of this policy, internal employees will be defined as staff members who are currently employed or have been employed by the College within the previous twelve-month period.

Former Employees

1. A former employee that left Olds College on amicable terms may be eligible for reemployment.
2. Former employees that left Olds College without proper notice, or whose employment was terminated for disciplinary reasons, may not be eligible for re-employment.

Definitions:

Related Information:

Related Procedures:

Review Period:

Revision History:

C01 Recruitment Procedure

3 years

New: May 1999
Revised: September 2004
Revised: May 2016