

Policy Number:	<b>8010</b>
Policy Title:	<b>Recruitment and Selection Policy</b>
Approved by:	<b>President</b>
Approval date:	<b>February 4, 2023</b>
Effective date:	<b>February 4, 2023</b>
Review date:	<b>April 5, 2023</b>
Next review date:	<b>January 2026</b>

**Policy Statement**

University Canada West (the “University”) aims to attract, recruit and hire the most qualified individual to support the University’s growth and commitment to building a diverse and inclusive community.

**Purpose**

The purpose of this policy is to provide guidelines for the University to recruit an equitable, diverse, inclusive, and high-quality workforce while providing equal employment opportunities.

**Scope**

The policy applies to all internal and external stakeholders involved in the recruitment and selection process, including but not limited to, the HR team, hiring managers, panel members, current employees, candidates, and future applicants.

**Definitions**

These definitions apply to terms as they are used in this policy:

Word/Expression	Definition
<b>HR</b>	Refers primarily to the HR Recruitment team.
<b>Hiring Manager</b>	Managers who are hiring for the position.
<b>Head of Department</b>	Refers to the executive team member overseeing the department or team.
<b>Candidates</b>	Refers to all applicants who have applied to a position at the University and may also refer to internal applicants within the organization.
<b>Request to Recruit</b>	The form that hiring managers need to submit to start a recruitment process.
<b>Referral Program</b>	A program for current University employees to refer a candidate and receive a referral reward.
<b>Interview</b>	A meeting between the candidate and the interview panel members. Interviews may be held virtually or in person.

**Associated procedure**

Procedure Number	Procedure Title
8010p	Recruitment and Selection Procedure

**Responsibility**

The Vice President, People & Culture (Human Resources) has responsibility for the decisions related to this policy.