

Procedure Number:	<b>8010p</b>
Procedure Title:	<b>Recruitment and Selection Procedure</b>
Approved by:	<b>President</b>
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## 1. Purpose

1. 1. These procedures are designed to support the Recruitment and Selection policy.

## 2. Roles and Responsibilities

2.1. Managers and HR are responsible for different parts of the recruitment process.

2.2. Several key stages must be followed while recruiting for a role. The hiring manager must thoroughly evaluate the need for the role against the department or entity budget before the recruitment and selection process can commence. It is the responsibility of the hiring manager to identify hiring needs and requirements and evaluate the department or entity skills gaps in advance to ensure the recruitment process is completed within set timeframes. Hiring needs, requirements, or skills should be discussed with the HR department or the HR Recruitment team.

2.3. For administrative staff hiring (non-teaching positions), the hiring manager is responsible for filling out the *Request to Recruit Form* (the "Form"). The hiring manager should prepare a strong business case supporting the need for the role, which includes all relevant information, to ensure the timely process of the request. The Form will then be submitted to the head of the department for approval before it is sent to HR. Upon receiving the form, HR may follow up for additional information.

2.4. For Faculty hiring, department chairs are responsible for evaluating the gaps in their respective department. HR Faculty Recruitment team will work closely with Faculty Relations for the full recruitment process.

## 3. Referral Program

3.1. UCW offers a referral program to its current employees who refer candidates who UCW may hire. Employees must read the policy in detail and fill out an online form. More information about this policy can be found in *Appendix 1*.

#### 4. Application & Selection Process

4.1. To apply for a role, candidates will send their resume and cover letter or apply online, as follows:

- Administrative (non-teaching faculty) applicants must submit their application through the job platforms where the positions are posted or submit it to [jobs@ucanwest.ca](mailto:jobs@ucanwest.ca).
- For teaching and faculty-related positions, applicants must submit their application package to [facultyjobs@ucanwest.ca](mailto:facultyjobs@ucanwest.ca).
- UCW students interested in internal positions may apply to [studentjobs@ucanwest.ca](mailto:studentjobs@ucanwest.ca), and please note that students are only eligible for casual, fixed-term positions.

#### 5. Internal Applications

5.1. Employees within the GUS Canada umbrella, including UCW employee interested in positions with UCW, may regularly check our Careers page for the most up-to-date list of open positions.

5.2. UCW supports and encourages the growth of our staff members and strongly encourages them to apply for roles internally.

5.3. Internal applicants who have successfully secured a new role within UCW will work with the HR Team to establish and coordinate a transition between the positions.

5.4. Employees interested in another position should approach the HR team to obtain the relevant information. Managers who receive inquiries about roles in their department should direct employees to HR.

#### 6. Candidate Management

6.1. The HR Recruitment team will endeavour to notify candidates who are not shortlisted.

#### 7. Confidentiality and the Management of Documentation

7.1. All files relating to candidates who go through the recruitment process are confidential documents, and this information should be carefully managed, maintained, and stored to ensure privacy. All parties are responsible for ensuring the data collated is relevant and specific to its purpose.

7.2. All interview notes, and relevant documentation will be stored with the HR Recruitment team for one (1) year, at which point they will be destroyed. However, interview notes for the successful applicant will be saved to the employee's personnel file and stored electronically.

## 8. Blackout Period and Time-Offs

8.1. For administrative staff hiring, due to the lack of availability and schedule inconsistencies leading up to the December holidays, the HR Recruitment team has reserved the last three weeks as a blackout period for recruitment activities. New requests received in the last three weeks of the year will be processed at the beginning of the new year. Positions actively hiring before the previous three weeks of December will continue to proceed.

8.2. This blackout period does not affect faculty recruitment. Hiring will proceed as usual.

## 9. Amendments to this Policy

9.1. The University reserves the right to amend or update this Procedure from time to time at its sole discretion.

**Appendix 1: Referral Program Information**

This program is for all full-time, part-time and casual employees, who are currently employed with UCW. The link to the form can be found in the full policy under HR Hub, or you may request a copy from HR recruitment.

Position type for referral	Referral Reward
Full-time, Permanent	\$500
Full-time, Fixed term*	\$200
Part-time, Permanent	\$250
Part-time, Fixed term*	\$100
Casual	\$100
Full-Time Faculty	\$500
Sessional Faculty	\$200

\* Fixed term hires must be signed to a minimum of one (1) year term for the referrer to be eligible for the referral reward.

**Terms and conditions**

- You **must** complete the referral form linked above before the candidate applies for a position at UCW
- UCW reserves the right to withdraw, vary or amend the referral program at any time
- The referral payment will be made in one (1) instalment **after** the new hire (referred candidate) has completed their probationary period<sup>1</sup>
- The payments will be paid via payroll, directly into the bank account in line with payroll cut-off date
- Payments are subject to the legal and statutory deductions
- Payments will appear on the referrer employees’ payslip as ‘miscellaneous pay’

1. For this referral program, the probationary period will be as stated in the referred candidate’s employment agreement. For example, if the probationary period is set out to be six (6) months, then the referral fee will be paid to the referrer after the six (6) months’ probation period has been successfully completed.

**Referral payment will NOT be paid under the following circumstances:**

- No payment will be made if the referred candidate has already been introduced through another source; for example a recruitment agency, direct application or referred by another employee
- No payment will be made if the referred candidate fails to start in the role
- No payment will be made for family members who have been referred to work for us
- This program does not apply to Managers or Team Leaders recruiting for their teams
- The payment will not be made if the referred candidate quits or fails to complete their probationary period for any reason

The HR Recruitment team would like to thank everyone for submitting their referrals. Due to the high volume of applicants we receive, we will contact your referral directly for the next steps in the recruitment process. You will be notified if your referral is successful and you are due your referral reward.