

<b>University of Prince Edward Island Policy</b>	<b>Policy No.</b> admhrdrs_0001	<b>Revision No.</b> 0
<b>Policy Title</b> Staff Recruitment and Selection Policy		<b>Page 1 of 5</b>
<b>Creation Date</b> July 1993	<b>Version Date</b> January 8, 2001	
<b>Authority</b> Board of Governors	<b>Review Date</b> January 8, 2006	
<b>Responsibility</b> Human Resources		<b>Access</b> W

**1 Purpose**

The purpose of this policy is to ensure a timely, effective and equitable hiring process to attract, select and appoint non-academic employees. Accordingly, the University has established a process of recruitment and selection of employees which is consistent and objective in its application and which is in compliance with the laws of the province and the terms of its collective agreements.

**2 Scope**

This policy applies to the recruitment, selection and hiring of persons to fill non-academic positions within the University.

This policy does not apply to the recruitment, selection and appointment of faculty, senior administrators, students, graduate and post-graduate students, assistantships or post doctoral fellows, research assistants, or student internship, co-op, or on-the-job placements. It also does not apply to persons who may be located on campus but who are working for other agencies and are not employees of the University.

**3 Responsibility**

The recruitment of non-academic employees shall be the responsibility of the Human Resources Department and of the Department/Faculty wherein the vacancies exist.

The University of Prince Edward Island, in fulfilling its mandate of teaching, research and service, recognizes the major role that staff play in the attainment of that objective. It therefore strives to attract and retain qualified and motivated employees to ensure that the University operates in an effective manner and that it provides a satisfying employment experience for staff.

**Policy**

**4.1 General**

4.1.1 When a vacancy occurs or a new position is created, the Head of the Department will submit a written request to the Human Resources Department.

- 4.1.2 The written request to hire shall include:
- a) the position identification number
  - b) position title and classification level
  - c) summary of duties and qualifications
  - d) the nature and status of the position, hours/schedule, dates in the case of term appointment, whether it may be renewed or extended, etc.
  - e) budget/funding source
  - f) proposed area of search
  - g) time lines, anticipated start date
- 4.1.3 The Human Resources Department will review and discuss the request with the Department, as required, and forward the request to the Comptroller's Office for budget authorization.
- 4.1.4 The Human Resources Department will:
- a) advertise the vacancy
  - b) answer inquiries regarding the advertised position
  - c) receive applications; acknowledge applications as required
  - d) generally advise and assist the Department and its Selection Committee to ensure that the best candidate is selected in accordance with the applicable collective agreement, human rights and employment legislation and principles of equity
  - e) participate on the Selection Committee
  - f) after the closing date, forward the applications along with the selection criteria to the Chair of the Selection Committee for screening
  - g) contact the short-listed candidates for interviews or other further consideration
  - h) make the offer of employment, including preparation of the contract or employment agreement
  - i) notify the unsuccessful candidates on the short list
  - j) post the names of the successful candidate(s) on the University web site
  - k) maintain the competition file and all relevant documentation
  - l) process the employee for payroll and benefits.
- 4.1.5 The Department/Faculty will:
- a) establish the Selection Committee, to include at the discretion of Human Resources, a designate from HR

- b) screen applicants according to the established criteria
- c) complete and return the competition screening form to the Human Resources Department
- d) prepare interview questions and/or other selection tests, according to the criteria established for the position
- e) assess each short-listed candidate
- f) conduct reference checks
- g) recommend the successful candidate, with rationale and conditions of appointment, to the Human Resources Department or Office of the President, as appropriate
- h) complete and forward a Personnel Transaction Form to the Human Resources Department

4.2 Collective Agreements

Selection and appointment to positions falling within the scope of a unionized bargaining unit are subject to any relevant articles of the respective collective agreement. In such circumstances, the terms of the collective agreement will have precedence over any other hiring processes.

4.3 Priority for Canadian Citizens

In accordance with Canadian immigration regulations, priority will be given to Canadian citizens, permanent residents and landed immigrants. Any discussions with a foreign applicant regarding a possible offer must always be prefaced by stating that all Human Resources Development Canada and Citizenship and Immigration conditions of entry into Canada and of employment must be met in order for the person to be appointed and remain employed.

4.4 Area of Competition and Advertisements

4.4.1 Normally, the recruitment of administrative support and technical, physical plant and security positions shall first be advertised as “Restricted”, meaning that they are open only to employees of the University with bargaining unit seniority, before proceeding outside of the University and opening the search to temporary employees. The advertisement will clearly state “Restricted Competition”.

4.4.2 Supervisory, managerial, clinical and other positions may be advertised either as “Restricted” or simultaneously as “Restricted” and “Unrestricted”, at the discretion of the Department in consultation with Human Resources.

- 4.4.3 The area of search in unrestricted competitions will be determined by the Department of Human Resources, in consultation with the Director/Dean, based upon the availability of a potential candidate pool and the level of position being filled.
- 4.4.4 The method of advertisement will be determined by the Director/Dean in consultation with the Department of Human Resources, based on such factors past success, cost, and timeliness.
- 4.4.5 Advertisements for positions shall include as a minimum:
- a) position title (and classification if unionized)
  - b) department/location
  - c) summary of duties
  - d) basic education and other qualifications
  - e) conditions of appointment (hours/schedule, whether full or part-time, term or permanent, with dates of the term, salary, etc.)
  - f) closing date for receipt of applications
  - g) where applications are to be directed
  - h) gender equity statement
- 4.4.6 Normally, only the applications of those candidates who are invited to an interview will be acknowledged.

4.5 Conflict of Interest

4.5.1 Conflict of Interest means the existence of a situation whereby a person might benefit or cause gain or advantage for themselves or someone with whom they have a personal or business relationship, by reason of their involvement in the selection process. It may also apply to the reverse, whereby the participation of a certain person could only be to the disadvantage of another.

4.5.2 There is no general prohibition on the grounds of family relationship against persons being employed within the University or in the same department. However, situations are to be avoided which could potentially lead to conflict of interest. This would include direct involvement in decisions affecting hiring, promotion and salary of a partner, spouse, child or relative.

4.6 Reimbursement for Travel and Relocation

4.6.1 Normally, there shall be no reimbursement for travel and relocation where

the area of competition is local, regardless of the place of residence of the successful candidate.

4.6.2 Otherwise, reimbursement shall be at the discretion and the expense of the department, in consultation with the Human Resources Department.

4.6.3 Established policy on travel and relocation will apply.

### **Review**

This policy will be reviewed every five years by the Director, Human Resources.