

Policy Number: CS-1313-2006
Policy Title: Recruiting and Selection
Policy Owner: Chief Human Resources Officer
Effective Date: September 26, 2006
Revision Date: April 2013

1. Purpose

Mohawk College strives to attract the most qualified individuals to ensure the attainment of its strategic priorities. The purpose of this Recruitment and Selection Policy is to ensure a timely, equitable and effective employee recruitment and selection process that complies with relevant employment legislation and applicable collective agreements. The recruitment and selection process must be transparent, impartial and applied consistently.

Mohawk College is also committed to promoting equal opportunities and providing an inclusive place of employment. Accordingly, the College aims through its recruitment and selection practices to ensure its workforce reflects the diversity of the community it serves.

2. Application and Scope

This policy applies to the recruitment and selection of all permanent, short-term temporary and casual (e.g. part-time, sessional, partial load, contract and students) positions below the level of President.

This policy does not apply to the procurement of contractor and consultant services.

3. Definitions

"Applicant" – An individual who has applied for employment with the College.

"Candidate" – An applicant who has been selected for the interview process.

"Conflict of interest" – A situation in which an employee engages in activities or has any personal interests which might harm, or even have the appearance of harming, the interests, obligations or duties of Mohawk College or one of our students.

"Vacancy" – An open position created through the departure of an employee or development of a new position, for which approval to fill has been granted by the appropriate senior College administrator(s).

4. Principles

Recruitment and Selection shall be proactive and founded on the vision, mission and values of the College and departmental workforce plans and strategies.

Every vacancy shall be reviewed to ensure:

- funding is within the approved annual budget plan (through the Request to Hire Process).

5. Accountability and Compliance

- The Chief Human Resources Officer (CHRO) is responsible for the interpretation of this policy. Its application and compliance with any additional applicable provincial and federal legislation, College policies and procedures, collective agreements and terms of employment are the joint responsibility of Senior Management Team (SMT) members and the CHRO.
- Deans and Chiefs are responsible for ensuring departmental compliance with this policy.
- Hiring Managers are individually accountable for adherence to this policy.

6. Responsibilities

Human Resources:

- provides strategic leadership and supporting infrastructure for the College's recruitment and selection process.
- maintains best practices in recruitment and selection.
- ensures processes and procedures are compliant with all statutory, Administrative Terms and Conditions of Employment and collective agreement requirements.
- participates on selection committee upon request.

Hiring Manager:

- works in partnership with Human Resources to recruit and select highly qualified employees within their faculty or department.
- applies the supporting infrastructure for the College's recruitment and selection process
- makes the final decision regarding selection of a candidate.
- is accountable to the College for their hiring decisions.

Selection Committee Member:

- participates in the recruitment and selection process.
- make recommendations to the hiring manager regarding the preferred candidate.

7. Accessibility

- The College will support applicants/candidates who have self-identified a disability through each stage of the recruitment and selection process.
- Job postings will include communication regarding the College's commitment to providing individual accommodation.

- Job assessment and selection materials and procedures, including application forms, testing materials and interviews, will be made available in accessible formats and methods for those applicants who have self-identified a need and requested accommodation.
- Where the successful candidate has a disability, an individual accommodation plan will be developed to support them in undertaking their new role.
- Information related to accommodation needs will be held in the strictest of confidence.

8. Awareness

- Employees involved in any aspect of recruitment and selection must be aware of and act in accordance with applicable policies, procedures, legislation, and Collective Agreements.

9. Confidentiality

- Applicant information and discussions/decisions during the recruitment and selection process are to be held in the strictest of confidence.
- All documentation relating to recruitment and selection must be treated with confidentiality in accordance with College's policies and relevant legislation.

10. Conflict of Interest

- Mohawk College does limit the hiring of individuals based on their marital or family relationship to existing employees. Employment will not be permitted where the potential employee would be subject to the supervisory control of their relative in such matters as: promotion, salary, performance or conduct, situations which could give rise to risk in internal financial controls and accounting practices, situations which could give rise to breach of confidentiality.
- To avoid conflict of interest in the hiring process, no employee shall engage in proceedings that could affect the hiring, promotion, or salary of a family member. Use of influence or authority to help ensure the hiring of a family member is strictly prohibited.
- Mohawk College limits the hiring of employees who have received a voluntary separation package. These former employees will not be employed in any capacity (independently or as part of a consulting firm) for a minimum period of time that is equivalent to the term of notice and/or payment provided upon departure from the College. Employees who are laid off under the terms of the Support Staff or Academic collective agreements and maintain their recall rights are excluded from this provision.
- Any employee whose employment with the College has been terminated for cause, will be prohibited from any future employment opportunities with the College.

11. Equity

- No applicant shall be discriminated against in any way on the basis of race, national or ethnic origin, color, religion, age, gender, sexual orientation, marital or family status, or disability.
- Mohawk College is an equal opportunity employer.

- Mohawk College only hires qualified persons. No preference will be granted to any applicant beyond bona fide requirements and qualifications for the job.

12. General Requirements

To be considered for employment, an applicant will meet the following general requirements. He/she will:

- (a) be a Canadian citizen or landed immigrant, or possess an employment visa or other authorization to work in Canada if not a Canadian citizen or landed immigrant, and;
- (b) be required to produce a Social Insurance Number issued by the Canada Employment and Immigration Commission.

Note: Criminal background checks and validation of credentials will be conducted as appropriate.

13. Policy Revision Date

May 2015

14. Specific Links

Accessibility for Ontarians with Disabilities Act

Canadian Human Rights Act

Freedom of Information and Protection of Privacy Act

Ontario Human Rights Code

Code of Conduct

Academic Employees Collective Agreement

Support Staff Employees Collective Agreement

Terms and Conditions of Employment for Administrative Staff