

Policy Number	8.9.2
Approval Body	PEC
Policy Officer	HR Director
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8.9.2 PROCEDURES FOR THE RECOMMENDATION + SELECTION OF ADMINISTRATIVE STAFF + STAFF POSITIONS

ENABLING POLICY

8.9 Hiring

OBJECTIVE

The objective of these procedures is to define the process for the recommendation and selection of Emily Carr University of Art + Design (University) administrative staff and staff positions.

SCOPE

These procedures apply to all University candidates for administrative staff positions, other than those referenced in Procedures 8.9.1: Procedures for the Recommendation + Selection of Senior Academic Administrators, Procedures 8.9.3: Procedures for the Recommendation + Selection of Vice Presidents, and all candidates for other staff positions, other than teaching staff positions.

PROCEDURES

1. The search and selection procedure will be coordinated by the University Human Resources Department in collaboration with the administrator responsible for the vacant position. All proceedings will be conducted in accordance with Policy 8.9 Hiring and in compliance with relevant statutory regulations, legislation, the Collective Agreement between the University and CUPE and the Terms and Conditions for the Administrative Group provisions.
2. Positions will be advertised internally and externally as appropriate with a specified closing date. Applications will be received by Human Resources.
3. A hiring committee of appropriate representatives of the University community will be formed and chaired by the supervising administrator or designate. The hiring committee will meet to establish the required criteria based on the role description.
4. Each hiring committee member will review the applications and, based on the agreed upon criteria, create a shortlist of candidates for interviews. The hiring committee will meet to discuss shortlists and agree upon a combined shortlist.

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5. Human Resources will arrange interviews. Interview questions will be developed based on the established criteria and will be asked of each candidate.
 6. Additional assessment activities may be utilized as appropriate and agreed upon by the hiring committee.
 7. Upon conclusion of the interviews, the hiring committee will discuss each candidate and decide on a recommendation for the successful candidate, subject to satisfactory references.
 8. Human Resources will coordinate the reference checking and provide the hiring committee with the reference information to confirm the recommendation for selection decision.
 9. The selection recommendation will be made to the President or designate for approval.
 10. Once approved by the President or designate, the successful candidate will be verbally offered the position and followed up with a formal written offer of employment issued by Human Resources.