



DURHAM  
COLLEGE  
STUDENT  
ASSOCIATION

DURHAM COLLEGE STUDENT ASSOCIATION

REVISED POLICIES OF DURHAM COLLEGE STUDENT ASSOCIATION, 2022

CHAPTER D-3

## SELECTION AND RECRUITMENT POLICY

OFFICIAL CONSOLIDATION

Current as of

May 1, 2022

## **NOTES ON OFFICIAL CONSOLIDATION**

This consolidation is current as of May 1, 2022.

The notes that appeared in the left or right margins are now in boldface text directly above the provisions to which they relate. They form no part of the enactment, but are inserted for convenience of reference only.

## Table of Contents

<i>Introduction.....</i>	<i>4</i>
<i>Financial Approval.....</i>	<i>4</i>
<i>Job descriptions.....</i>	<i>4</i>
<i>Posting a vacancy.....</i>	<i>5</i>
<i>Internal job posting.....</i>	<i>5</i>
<i>External job posting.....</i>	<i>5</i>
<i>Disclosure of applicant identity.....</i>	<i>5</i>
<i>Shortlisting applications.....</i>	<i>5</i>
<i>Internal applicants.....</i>	<i>6</i>
<i>Notification of unsuccessful candidates.....</i>	<i>6</i>
<i>Telephone Interview.....</i>	<i>6</i>
<i>Interview.....</i>	<i>6</i>
<i>Skills demonstration.....</i>	<i>6</i>
<i>Interview Rating Form.....</i>	<i>7</i>
<i>Legislative compliance.....</i>	<i>7</i>
<i>Reference checks.....</i>	<i>7</i>
<i>Making an employment offer.....</i>	<i>8</i>
<i>Contacting the final candidates.....</i>	<i>8</i>
<i>Roles and responsibilities.....</i>	<i>8</i>
<i>The vacancy in the office of the General Manager.....</i>	<i>9</i>



## DURHAM COLLEGE STUDENT ASSOCIATION (*hereinafter the "Corporation"*)

### SELECTION AND RECRUITMENT POLICY (*the "Policy"*)

#### *Introduction*

1. Durham College Student Association is an incorporated, not-for-profit, student run organization. We are your student government, your campus services, your student life, and we represent your voice on campus. Every full-time student is a member and you are encouraged to get involved in activities, understand the services provided, and participate in the events and programming we offer students.
2. Durham College Student Association is an active transparent organization supporting student first initiatives and it is important to ensure that this culture is reflected in our association.
3. This procedure is applicable to all employees, union, non-union, part-time and interns reflect this culture.
4. Any capitalized terms that are not defined herein shall have the same meaning as those defined in the By-Laws.

#### *Financial Approval*

5. The General Manager will liaise and confirm with the financial controller funds available for approval prior to posting a position.

#### *Job descriptions*

6. The job description will be jointly drafted or revised by the hiring manager and the General Manager to ensure that the qualifications required, as well as the job duties and scope of responsibility reflect the current needs of the position; including appropriate level of compensation.

#### *Posting a vacancy*

7. The posting will include an overview of the responsibilities of the position, to whom the position reports, and, where appropriate, the salary range. In addition, the posting will identify the required knowledge, skills, abilities, academic credentials and specific professional certifications, where necessary, and required recent/relevant work experience to successfully perform within the role and responsibilities of the position.

#### *Internal job posting*

8. All job opportunities will be emailed and posted in the lunch room internally for five (5) working days. Bargaining unit positions will be posted and advertised in accordance with the provisions of the Collective Agreement.
9. Once the internal posting has closed, the applications of qualified internal candidates will be forwarded to the hiring manager for review. In accordance with the Collective Agreement, when a vacancy occurs employees within the bargaining unit will be considered prior to reviewing applications from employees who are not included in the bargaining unit.

#### *External job posting*

10. External job postings are placed on the Corporation website, and through the DCIS HRIS system. Other websites, social media will be used if and when required.

#### *Disclosure of applicant identity*

11. Employees are required to contact the General Manager to disclose the identity of any family member who has applied for a position at the association.

#### *Shortlisting applications*

12. Short-listing of applicants will be done by the General Manager, who will ensure that applicants who meet or exceed the academic and experience qualifications specified in the posting, are forwarded for review by the hiring manager and selection for potential interview.

### *Internal applicants*

13. Where internal applicants do not possess the necessary academic credentials, experience, knowledge, skills, abilities, and/or posted qualifications required to meet the job requirements, the internal candidate will be contacted by the General Manager to advise that they will not be interviewed.

### *Notification of unsuccessful candidates*

14. The notification to any unsuccessful internal candidate(s) must be made prior to advertising externally or giving consideration to external candidates. It is important that identity of the internal applicant is held in confidence.

### *Telephone Interview*

15. A telephone interview is an efficient method of screening to decide which shortlisted candidates will be invited for an in-person interview. The General Manager can provide support to hiring managers wishing to utilize this approach.

### *Interview*

16. It is the responsibility of the General Manager to determine if a panel, 1:1 or simulation is required. The General Manager is also responsible to ensure that no conflict of interest is present by participating in the interview process. Individuals will remove themselves from participating in a selection process that involves family members, previous colleagues or close personal friends. There may be other situations that constitute a conflict of interest; where there is any doubt, please consult with the General Manager prior to conducting interviews.
17. All interview candidates must be invited to indicate whether they require accommodation of a disability in order to support their participation in the selection process. This will be the responsibility of Corporation employee contacting the applicants to advise the candidates of the details with regard to the interview time, place and expectations of the interview (e.g. teaching demonstrations, skills tests) and confirm candidate requests for accommodation.

### *Skills demonstration*

18. A skills demonstration such as a work simulation, presentation, role play, testing, or pre-interview assignment, may be incorporated into the selection process. A skills

demonstration should be sent to the General Manager prior to the interviews, for review.

19. Candidates must be advised of any skills demonstration that will be administered in the selection process at the time that their interview is scheduled.

#### *Interview Rating Form*

20. Record notes to compare interviewees and determine the most suitable candidates based on the interviews. In the competency column, managers should identify the skill or behavior each question is designed to measure.
21. Each candidate will be ranked and documented to support the hiring decision. Circle the proper rating based on the candidate's responses using the scale (1 = very weak, 5 = very strong). It is imperative that the committee take accurate notes during the interview process. Documenting the types of answers and proper use of the evaluation form will provide support for hiring decisions.

#### *Legislative compliance*

22. The Ontario Human Rights Code states that it is prohibited to "discriminate in employment on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status and handicap". Questions cannot be asked directly or indirectly in regard to any of these items during the recruitment process.
23. The job description, job posting and the entire selection process must include statements and questions related to bona fide requirements.
24. Accessibility for Ontarians with Disabilities Act (AODA) Considerations. In accordance with the AODA, all candidates selected for an interview will be offered the opportunity for accommodation of a disability in order to participate in the selection process.

#### *Reference checks*

25. The reference check is a confidential process used to validate and confirm the information provided by a candidate. This information includes: confirming academic and employment history; verifying experience and qualifications; and obtaining knowledge of past or current work performance.
26. The General Manager will conduct the reference checks for chosen applicants. The General Manager will work with hiring managers to identify any specific areas they wish to verify.
27. Before forwarding a candidate's references to the General Manager, ensure that they have signed a consent form to grant permission to obtain information from his or her selected references. A copy of this form will be included in interview packages.
28. Candidates should provide a list of references to contact, which should include current and previous supervisors. It may also include customers or clients and peers who have direct knowledge of the candidate's work record and performance.

#### *Making an employment offer*

29. A verbal offer of employment can be made once the offer letter has been reviewed and signed by the General Manager.
30. Once the offer letter has been signed, the General Manager will inform the hiring manager who will then make the offer to the successful candidate and advise the Financial Controller of the candidate's acceptance of the offer.

#### *Contacting the final candidates*

31. The hiring manager will contact all unsuccessful candidate(s) interviewed and advise them that they were not selected for the position. The General Manager may be asked to assist with this task.

#### *Roles and responsibilities*

32. The General Manager is responsible for ensuring that this policy is fully implemented. The Assistant General Manager will assist all hiring managers with the tools and resources to



implement this policy. The hiring manager is responsible for ensuring compliance with this procedure when participating in the recruitment cycle.

*The vacancy in the office of the General Manager*

33. Whenever there is a vacancy in the office of the General Manager, the Board of Directors shall appoint a search committee to fulfill the duties on this policy and make a recommendation to the Board of Directors regarding the hiring of a new General Manager. The Chairperson shall be the Chair of the Committee, and shall carryout the duties as delegated to the General Manager under this policy.