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## AUPE Permanent & Temporary Support Staff Hiring Guidelines

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**Effective Date:**

Revised August 01, 2000  
Revised November 2000

**Policy Number:**

020 002

**Preamble**

These guidelines are intended to supplement Article 11 of the AUPE Collective Agreement. They should be interpreted neither rigidly nor loosely but in a spirit of thoroughness, equability and professionalism.

It is the duty of every participant in university appointment procedures to ensure that appointment decisions are made fairly and rationally, and that the provisions of these guidelines, the Collective Agreement and any relevant legislation are fully observed, both in letter and spirit.

**Policy**

The following steps and procedures will normally be observed in the recruitment process. It is the joint responsibility of the Chair, Search Committee, and Human Resources to ensure that these procedures are followed in conjunction with the AUPE Collective Agreement and that confidentiality is maintained throughout the entire process. In the event of any discrepancies or contradictions, the Terms and Conditions of the AUPE Collective Agreement shall prevail.

**1.0 Recruitment Approval Process**

- 1.1 The department completes an Authorization to Recruit form (available on the Human Resources department web site) attaches the most up to date position description and forwards to the appropriate Executive Officer for signature.
- 1.2 The signed form is returned to Human Resources.
- 1.3 All temporary and permanent positions will be brought forward, by Human Resources, to the Vice President, Finance and Administration for budget approval.



1.4 Once budget approval is obtained, Human Resources commences the position establishment, classification and recruitment processes.

## 2.0 Search Committee

2.1 Once the authorization to recruit has been approved, the Department Head/Supervisor establishes a search committee. This usually includes the Supervisor or Department Head (as Chair), one or more individuals familiar with the requirements of the position and a Human Resources representative (non-voting).

2.2 Each member of the selection committee will receive from Human Resources, a copy of the Support Staff Hiring Guidelines.

2.3 Human Resources establishes and maintains the formal search file and ensures all relevant documentation is placed on the file.

2.4 Each committee member is responsible for ensuring confidentiality is maintained. This includes the identity of applicants, the status of the applicants, committee discussions and recommendations.

## 3.0 Advertising

3.1 The Chair and Human Resources meet to confirm and finalize the advertising arrangements.

3.2 The advertisement is normally drafted by Human Resources in consultation with the Chair.

3.3 Any necessary testing should be discussed with Human Resources in advance to determine its appropriateness. If testing is required it will be identified in the advertisement and administered by Human Resources.

3.4 The ads are placed by Human Resources externally as agreed, and internally at established locations throughout the university including CIM, ELC and CLC, Athabasca University's homepage, and via an all-staff e-mail bulletin.

3.5 Positions are normally posted internally for five working days prior to any external advertising. However, the university may advertise internally and externally simultaneously.

3.6 Internal applicants are AUPE employees who meet the criteria under Article 11.04 of the Collective Agreement. In accordance with Article 9.02, AUPE employees on a probation or trial period are not eligible to apply for vacant AUPE positions.

## 4.0 Applications

4.1 Human Resources receives all applications.



4.2 Late applications will only be considered by unanimous agreement of the search committee.

4.3 Internal applicants must submit a complete application including covering letter for each position applied for. Human Resources will not make copies of résumés or c.v.'s from personal files.

## 5.0 Shortlisting

5.1 All members of the search committee should, on their own, review the search file and prepare recommendations for the shortlist of applicants who meet the minimum qualifications for the position. The search committee then meets as a whole to select candidates to interview and establish interview dates. The committee should try to reach consensus on the final short list.

5.2 The Chair of the search committee will be required to document the short list decision for inclusion in the search file.

5.3 Human Resources will invite selected applicants for interviews.

## 6.0 Referencing

6.1 Reference checking is central to any effective recruitment process. Normally, for an internal competition, reference checks for the preferred candidate(s) are performed after the interviews. For an external process, reference checks should be conducted prior to inviting the short listed candidates for an interview.

6.2 The Chair will normally complete a minimum of two reference checks which, will be forwarded to Human Resources for inclusion in the search file.

## 7.0 Interviewing

7.1 Prior to the interviews, the search committee should establish a standard set of core questions which will be asked to all candidates. Other than specific questions, which relate to the candidate's résumé, all candidates should be asked identical, documented questions, which are clearly related to the position description.

7.2 For budgetary reasons, initial teleconference interviews may be conducted before a personal interview is decided.

7.3 Human Resources will provide each member of the search committee with an interview kit, which will include a copy of the résumés, the position description, copies of ads, and the interview schedule.

7.4 Human Resources will discuss benefits, where required, with each candidate as a separate issue after the formal interview.



## 8.0 Final Selection and Offer

- 8.1 It is the responsibility of the Chair to ensure that every effort is made to reach consensus on the final recommendation. The Chair will be required to document the rationale for the decision for inclusion in the search file.
- 8.2 The salary of the recommended candidate will be determined in discussion between the Chair and Human Resources.
- 8.3 If relevant, an allowance for relocation expenses may be discussed between the Chair and Human Resources.
- 8.4 The Chair completes the Recommendation for Appointment form (a copy of the résumé and job description is included) for the approval of the department head and appropriate Executive Officer.
- 8.5 Upon approval, Human Resources will make an offer to the preferred candidate and discuss the terms of employment.
- 8.6 Human Resources prepares the Letter of Offer for signature by the appropriate Executive Officer.

## 9.0 Regretting Unsuccessful Candidates

- 9.1 Once an offer is accepted, Human Resources will regret the remaining short-listed candidates and will invite them to contact the Chair of the Selection Committee for clarification.
- 9.2 Human Resources then regrets internal applicants not short-listed.

### **Approved By**

Executive Group - 16 August 2000

### **Related References, Policies and Procedures**

080 003 - Classification Process

### **Applicable Legislation**

[AUPE/The Governors of Athabasca University \(the Board\) Collective Agreement](#)  
[The Human Rights, Citizenship, and Multiculturalism Act](#)  
[The Canadian Charter of Rights](#)



## **Further Information**

This policy is maintained and administered by Human Resources. For further information, please contact the Human Resources Advisor. Contact information can be found on the Human Resources Department web-site at <http://www1.athabascau.ca/hr>