

## Hiring Practices

### *Purpose:*

It is crucial that the Students' Association have a policy that ensures fairness in hiring for all positions. This policy outlines general principles that will guide the Students' Association in its hiring practices. These principles are binding upon all personnel hiring or appointment decisions made by the Students' Association at Augustana. This policy is, however, bound by the Bylaws of the Students' Association, any union or contract agreements the Students' Association has entered into, and also the Alberta Employment Standards Code. Persons using this policy should also refer to the more specific policies that govern the hiring of term, union, management, hourly and extraordinary employees.

### *Policy:*

- All hiring procedures will be conducted in confidence and will remain in confidence, to protect the candidates, current Students' Association employees, and the integrity of the process.
- The Augustana Students' Association shall neither differentiate nor discriminate between applicants on the basis of race, national or ethnic origin, religion, sex, sexual orientation, age, or mental or physical disability. Selections shall be made on the basis of merit.
- For all suitable positions, the Students' Association, its subsidiary services and businesses shall attempt to recruit and hire undergraduate students at Augustana who have paid their ASA fees.
- No member of the Hiring Committee is eligible to act as a reference for any candidate applying to a position for which the committee is hiring.
- In order to make an informed decision, all members of the Hiring Committee must be present for all of the interviews.