

Interviewing and Selection

Purpose:

This policy outlines the general principles that should govern the interviewing and selection of all potential employees. 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 members of the Hiring Committee shall be given a copy of this policy as part of their orientation, as well as copies of any bylaws which apply to the selection of positions for which they are hiring.
- Prior to the commencement of interviews, criteria for shortlisting the applications will be developed based on the job specification. Candidates will then be shortlisted to these criteria
- Where appropriate, the interviewer or Hiring Committee shall make every effort to consult with the outgoing employee in the position to be vacated, or any other person with extensive knowledge of the position to be filled, prior to the commencement of shortlisting and interviewing.
- Questions shall be developed prior to the interviews, but this shall not prevent the interviewer or members of the Hiring Committee from asking additional questions as they see fit.
- Selection of the candidate shall be made on the basis of the interviews and their application, and will be made by those members present at all of the interviews
- Before the successful applicant is notified, reference checks will be completed by the interviewer or Chair of the Hiring Committee, or their designee, where appropriate. In some cases a medical examination may be required.
- The Executive Director shall act as the Chair of each Hiring Committee unless a direct conflict of interest is declared, in which case the President will oversee the interviewing and selection process.
- Unless otherwise decided by the Hiring Committee, the Chair of the committee will act as a voting member.
- All materials and discussions presented during Hiring Committee meetings shall be kept in the strictest confidence.
- Any member of the Hiring Committee with a conflict of interest that may affect their impartiality shall recuse themselves prior to any discussion of candidates.
- All interviewees shall be notified of the results by the chair of the interview committee.