Unit No.7, 7071 Airport Rd. Mississauga, ON, Canada, L4T 4J3
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Employee Recruitment and Selection Policy

Category: Administrative (AD)
Number: AD-019
Responsibility: Vice-President of Finance and Operations, Manager of HR & Faculty Relations, and Hiring Managers
Approval: Executive Team - 2024
Amendments:

1. Purpose

At Ontario College of Business and Technology (hereafter referred to as “OCBT” or “the College”) every effort is made to preserve the sense of dignity and belonging of all our diverse members, knowing that this is integral to our collective work experience and well-being.

OCBT strives to attract and retain the most qualified and diverse individuals to ensure the attainment of its strategic priorities and aims to support existing employees to reach career goals and maximize potential. Accordingly, the College aims through its recruitment and selection practices to ensure its workforce reflects the diversity of the community it serves.

The purpose of this Recruitment and Selection Policy is to ensure a timely, equitable and effective employee recruitment and selection process that complies with relevant employment legislation. The recruitment and selection process must be transparent, impartial, and applied consistently.

2. Scope

This policy applies to the recruitment and selection of all permanent, short-term temporary and casual (e.g., part-time, sessional, partial load, contract, and students (including summer students)) positions below the level of President.

This policy does not apply to the procurement of contractor and consulting services.

3. Definitions

Accommodation: An adaptation or adjustment made to support a person with a disability in the performance of reasonable and bona-fide essential duties or requirements of a position.

Administrative Staff or Administrators: Employees who perform College managerial functions (e.g., Hiring managers are Administrators).

Applicant: An individual who makes a formal application for an employment posting at the College.

Candidate: A person who is applying for a position or role in an organization and is being considered as a potential applicant.

Direct Influence: To have an influence on people or situations means to affect what they do or what happens. In this instance, the term is used in reference to any influence an OCBT employee may have in the hiring process of a family member or friend applying to the College as a candidate for job or interfering with the conditions of employment of the family member or friend. Examples of direct influence can include, but are not limited to:

- Interfering in the employee selection process;
- Granting or refusing raises or performance compensation;
- Allocating and approving overtime;
- Negotiating salary levels;
- Managing performance reviews; and
- Distribution or guidance of work assignments.

Faculty: Employees whose principal function is the instruction of students.

Personal Information Protection and Electronic Documents Act (PIPEDA): A federal law in Canada that regulates how private-sector organizations oversee personal information. PIPEDA's purpose is to balance the needs of businesses to collect and use personal information with the right to privacy.

Position: Is a description of the specific tasks and responsibilities an employee has at a company. It is a function that an employee serves within the organization, and it helps the company achieve its goals

Recruitment: The process of actively seeking out, finding, and hiring candidates for a specific position or job. The recruitment definition includes the entire hiring process, from inception to the individual recruit's integration into the company.

Selection: Is the process of choosing the best candidate to fill a job opening within an organization. It is an important part of human resources that involves evaluating candidates' skills, experience, and expertise to identify the most qualified person for the role.

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Support Staff: Employees who perform functions that assist and support the instruction of students, the provision of student services, college administrative functions, and general college operations.

4. Policy

I. OCBT is an equal opportunity employer, values diversity, and is committed to the principles found in the Ontario Human Rights Code. The College aims to attract and select the most qualified individuals to prepare and teach students the knowledge and skills outcomes they require to achieve the credential that they are pursuing.

II. The College embraces the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) and is committed to expanding access and support to all employees with disabilities, by having as its goal a barrier-free working environment that enables employment success.

III. Hiring managers are responsible for recruiting and hiring qualified employees within their department and are accountable for their hiring decisions. They work in partnership with Human Resources, which is responsible for the overall College staff recruitment function, to promote and support best practices and hiring decisions that meet statutory and contractual requirements. Human Resources develops, communicates, and applies recruitment and selection procedures to guide those involved in the hiring process.

IV. The College shall guarantee that hiring and choosing staff members is done in a timely, respectful, professional way and in accordance with applicable employment laws.

V. The College will guarantee that every candidate receives fair, equitable, and efficient treatment along with due respect and decency.

VI. Hiring full-time and part-time faculty for teaching positions at OCBT will be based on the following factors:
   a. Individual's academic credentials;
   b. appropriate industry experience; and,
   c. evidence of teaching experience and excellence.

VII. Where required by the position, any candidate for administrative or support positions will be required to provide the College with evidence directly of any required academic, trade, skill or professional credential claimed by the candidate. An official offer of employment is contingent on this information being received within a reasonable time.

This shall be done at the candidate's cost and shall be kept in the employee's personnel file in Human Resources.

VIII. An employee must not participate in any part of the selection process where a relative is an applicant. The selection process includes screening applications, interviews, and reference checking and employment offers. If it is discovered during the hiring process that the candidate is related to a college employee, the candidate will only be given consideration for positions in which neither the employee nor the candidate will directly affect the terms of employment. Even in situations where there would be a degree of supervision between a family member and an employee, direct influence still exists.

IX. All applicant-related records will be managed in confidence in compliance with PIPEDA. In compliance with PIPEDA, applicants will have the right to view any records that are kept about them.

5. Procedure

I. Approval to Recruit and for a full-time position

Hiring managers are responsible for obtaining approval to create and recruit for a new full-time position vacancy or to recruit for an existing full-time position from both their designated senior College administrator, and from Human Resources prior to posting, advertising, or seeking applicants for a position.

The approval process includes assessing the need for the position, confirming the position's employee affiliation, determining the position's salary level or range, and identifying funding for the position.

Hiring managers are responsible for identifying the job-related academic, occupational, and professional credentials that are required for all new or revised Academic, Support Staff and Administrative positions per Human Resources recruitment procedures. These credential requirements are included in the position posting.

II. Approval to Recruit for non-fulltime positions

The recruitment process for new and existing non-full-time Academic, Support Staff and Administrative positions follow the same principles that are applied to the hiring of full-time employees. Postings for these positions are posted internally within the College and externally to encourage applications from qualified individuals who are interested in working at OCBT.

III. Approval to Hire an Employee

Following the conclusion of the applicable posting period and the applicant selection and interviewing process, the hiring manager shall identify the preferred candidate and undertake the following steps prior to making an offer of employment:

a. Confirm that the preferred academic candidate has the occupational and professional credentials required for the position.
b. Confirm that the preferred non-academic (support staff or administrative) candidate has the occupational and professional credentials required.
c. Conduct reference checks per Human Resources procedures.
d. Request that Human Resources arrange for a criminal record check for any position that has a bona fide occupational requirement for this type of check.
e. Confirm with Human Resources the starting salary that can be offered to the preferred candidate.
f. The hiring manager secures the required approval from their designated senior college administrator as established in Human Resources procedures.
g. The hiring manager is responsible for making the job offer to the preferred candidate and arranging for preparation and delivery of the offer of employment letter by Human Resources.

IV. Orientation of New Employees

The hiring manager, with the assistance of Human Resources, orients a new employee with the appropriate job-related and College information to assist the employee to become effective in the position as soon as possible. All staff also receive performance evaluations during the academic year.

6. Related Policy and Procedure

AD-002 Academic Integrity Policy and Procedure
AD-006 Accommodation for Employees with Disabilities Policy and Procedure
AD-017 Employee Code of Conduct Policy and Procedure
AD-018 Employee Performance Review Policy and Procedure
AD-023 Information Technology Acceptable Use Policy and Procedure
AD-026 Privacy Policy and Procedure
AD-028 Sexual Violence and Harassment Policy
AD-037 Whistleblower Policy and Procedure

7. References

Accessibility for Ontarians with Disabilities Act

Occupational Health and Safety Act

Ontario Human Rights Code

Personal Information Protection and Electronic Documents Act (PIPEDA), 2000

The development of this policy and procedure was informed by the review of similar policies and procedures developed by Ontario Colleges of Applied Arts and Technology and Ontario registered career colleges.