

**Support Staff Competitions:  
Priority for Interviewing Memorandum**

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In accordance with Staff Selection Directive D7, please call your attention to item 3 which identifies the process each advisory committee on staff selection will adhere to. Of particular interest to Support Staff competitions are items 3.4, 3.5, 3.5.1, 3.5.2, and 3.5.3, as follows:

- 3.4 For positions in the Support Staff Bargaining Unit, members of the committee must be guided by the job posting provisions of the Support Staff Collective Agreement. The College will not interview applicants from outside the Support Staff Bargaining Unit until it has complied with the relevant article. The College will not consider applicants from outside the Bargaining Unit until it has assessed internal applicants and notified them of the results.
- 3.5 For Support Staff positions, the order of priority for interviewing is as follows:
  - 3.5.1 Members of the Support Staff Bargaining Unit,
  - 3.5.2 Other regular full-time employees of the College,
  - 3.5.3 Part-time and other temporary employees of the College and external applicants.

As was done in the past, the Human Resources Services Department will provide each committee Chairperson with the appropriate group of applicants in the proper sequence.

You are invited to familiarize yourself with the Staff Selection Directive D7 (revised 2002.04.02) prior to meeting with your committee. Should you have any questions regarding the process, please contact Human Resources Services at extension 7660.