

Policies and procedures relating to the selection process at Algonquin College are described in Directive D7, revised in April 2002.

### Summary of Steps

1. The manager forwards to the Human Resources Services Department the form entitled "Request to Fill Establishment Position".
2. Human Resources Services obtains approval from the President and posts the competition internally for a minimum of 5 days. External advertisements require approval by the President.
3. Applications will be acknowledged and then sent to the hiring manager on the day following the competition closing date.
4. Formation of a Selection Committee
  - a. The manager selects the membership of the committee in accordance with the procedures established in Directive D7 (note Article 2.6).
  - b. The manager advises Human Resources Services of the composition of the selection committee prior to the interview process (note Article 2.8 of Directive D7).
  - c. The manager and the selection committee establish the selection criteria and questions by referring to the competition posting, the position description, the document entitled "Criteria for Selection of Professors", and the form entitled "A Guide to Screening and Selection in Employment".
  - d. Interviews are held for those candidates who have met the minimum criteria and who have been short listed.
  - e. The selection committee members advise the manager of their recommendation for appointment. Concensus is desirable but not required.
5. The Appointment Process
  - a. The manager submits the form entitled "Submission for Appointment" to Human Resources Services. This form requires (1) a summary of the education and experience of the candidate; (2) telephone references from two external references, to be followed up in writing when possible; (3) the recommendation for salary (with calculation form attached); (4) authorization signatures for two levels of management, i.e., the manager and Dean/Director or equivalent; (5) the candidate's original resume; and (6) a summary of the selection process.
  - b. Return to Human Resources Services all applications, evaluations, grids/charts, and other competition related materials.
  - c. Human Resources Services then approves appointment for internal full-time candidates and will seek the President's approval for part-time/external candidates, after which the hiring manager can make an official offer of employment to the successful candidate.
  - d. Human Resources services will prepare the letter of appointment for the appropriate senior manager's signature.
6. Unsuccessful candidates will be advised of the outcome of the competition, in writing, by Human Resources Services.
7. All applicants will be kept on file for six months.