

**RECRUITMENT AND SELECTION FOR SALARIED POSITIONS**

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| Section:     | Human Resources (HR)   |
| Subject:     | Recruitment, Hiring and Appointment  |
| Legislation: |  |
| Effective:   | April 27, 1993   |
| Revision:    | November 30, 1993 (reconfirmed); October 11, 1994; August 1, 2003 (reformatted);<br>November 19, 2004, March 18, 2005; September 1, 2016 (reformatted); May 25, 2020 |

**APPROVED:** \_\_\_\_\_  
**President and CEO**

**POLICY**

The policy of the Board of Governors is for SAIT to hire the best qualified person within the resources available and without discrimination.

**PROCEDURE****GOVERNING PRINCIPLES**

1. Notwithstanding any of the following, the Board of Governors may from time to time set specific limiting conditions on recruitment processes.
2. The recruitment process for a vacant salaried position commences when:
  - a) It is a new position for which an approval to hire has been applied for and granted; or
  - b) It is an existing position from which an incumbent employee has been terminated and for which an approval to hire has been applied and granted.
3. All salaried positions will normally be advertised by Employee Services and shall be open to SAIT employees and the public.
4. Except where provided for as vesting rights within a collective agreement, all permanent positions must be applied for through a competitive process.

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5. Employee Services, working in consultation with school/department representatives, ensures that equity, fairness and consistency are exercised under the provisions of this procedure.
6. With the agreement of the manager of Employee Services and the dean, director or designate concerned, similar/comparable positions may be filled through the use of an "eligibility list" of potential candidates developed by Employee Services from prior competitions held within 12 months of the date of the approval to recruit.
7. Where a salaried position has been filled on an "acting", "seconded" or "cover off " on a continuous salaried basis, and the original incumbent subsequently leaves the position, a competitive process shall apply.
8. Specific requirements:
  - a) SAIT's Board of Governors will determine the recruitment process for the president and CEO and for other positions reporting directly to the Board.
  - b) The president and CEO will determine the recruitment process for vice presidents and for other positions reporting directly to the president and CEO.
  - c) The authority to require or limit competitions related to reorganization in order to meet operational requirements and assure institutional advantage shall be vested in the president and CEO.
  - d) Staffing adjustments required due to school/department reorganization may be excluded from these procedures.

## **PROCEDURE**

1. The hiring manager will work in collaboration with Employee Services to provide appropriate recruitment and selection actions to meet SAIT's needs.
2. The hiring manager will initiate the recruitment action by completing the following documentation and forwarding to Employee Services:
  - a) ATH 1 – Request for Approval to Hire to a Salaried Position
    - i) The Finance/budget officer and vice president approvals, as appropriate, must be obtained before forwarding to Employee Services.

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- b) ATH 2 – Position Description
  - i) The dean, director or designate is responsible for updating and signing this document. Employee Services needs to classify new position descriptions and significantly altered position descriptions prior to posting.
- c) ATH 3 – Draft Job Posting
  - i) Employee Services will consult with the hiring manager to ensure the posting accurately reflects the position's requirements.

### **POLICY/PROCEDURE REFERENCE**

|          |                                       |
|----------|---------------------------------------|
| HR.5.1   | Recruitment and Selection policy      |
| HR.5.1.5 | Staff Identification Badges procedure |
| HR.5.1.8 | Employment Equity                     |

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