



Laurentian University's Students' General Association
Association Générale des Étudiant(e)s de l'Université Laurentienne

HIRING AND RECRUITMENT POLICY

Category:	Human Resources
Administered by:	Chief Operating Officer (COO)
Date Ratified:	May 2023
Next Review:	May 2024
Review History:	

1. PURPOSE

- 1.1. The SGA/AGÉ believes that the recruitment of qualified personnel in the different departments contributes to the organization's overall success.
- 1.2. The SGA/AGÉ is an equal opportunity employer. It shall endeavor to be non-sexist, non-racist, non-homophobic, non-discriminatory and otherwise all-inclusive. This policy reflects the SGA/AGÉ commitment to providing fair, equal opportunities and a standardized procedure.
- 1.3. The intent of this policy is to establish the rules for advertisement, recruitment interviewing and hiring process.

2. SCOPE

- 2.1. This policy applies to internal and external candidates.
- 2.2. The SGA/AGÉ requires supervisors, managers, executives and all personnel who are in charge of advertising, recruiting, interviewing and hiring to comply with this policy when performing those activities.
- 2.3. This policy is not intended to be applied to the Board of Directors when hiring members of the Executive Team, this should be through the applicable Vice President Policy and the Constitution of the SGA/AGÉ.
- 2.4. The SGA/AGÉ, all its members and candidates are expected to operate within all applicable legislation including but not limited to the guidelines of the Ontario Human Rights Code, the Ontario Employment Standards Act (ESA) and Personal Information Act (PIA).

3. DEFINITIONS

- 3.1. **Hiring** - The process of selecting and recruiting suitable candidates to fill open positions within an organization.
- 3.2. **Ontario Human Rights Code** - Legislation in Ontario that prohibits discrimination and harassment on the basis of a protected characteristic, such as race, gender, age, or religion, in employment, housing, and other areas.
- 3.3. **Ontario Employment Standards Act (ESA)** - Provincial legislation that sets minimum standards for employment in Ontario, including minimum wage, hours of work, and overtime pay.
- 3.4. **Personal Information Act (PIA)** - A provincial law that regulates the collection, use, and disclosure of personal information by private sector organizations in Ontario.
- 3.5. **Candidate** - A person who is being considered for a job or position within an organization.
- 3.6. **Internal Candidate** - An individual who is currently employed by the organization and is applying for a job or position within the same organization.

- 3.7. **External Candidate** - A person who is not currently employed by the organization and is applying for a job or position.
- 3.8. **Entry-level jobs** - Positions that require little to no experience and are designed to provide on-the-job training.
- 3.9. **High-skilled jobs** - Positions that require specialized knowledge, education, and training.
- 3.10. **Canada Summer Jobs** - A federal program that provides wage subsidies to employers to create summer job opportunities for students.
- 3.11. **Northern Ontario Heritage Fund (NOHFC)** - A provincial fund that provides funding to support economic development and job creation in Northern Ontario.
- 3.12. **Laurentian University Work/Study Program** - A program that provides eligible students with part-time employment opportunities on campus to help them finance their education.

4. ADMINISTRATION

- 4.1. The Chief Operating Officer (COO) is responsible for administering the provisions of this policy in conjunction with the SGA/AGÉ Employee Policy and Procedures Manual.
- 4.2. In the event the COO is conflicted, the President of the SGA/AGÉ shall be responsible for administering the policy.
- 4.3. The SGA/AGÉ reserves the right to make applicable changes to this policy, when required, in order to comply with employment funding or wage subsidy programs including but not limited to: the Northern Ontario Heritage Fund (NOHFC), the Laurentian University Work/Study Program, Canada Summer Jobs, etc.

5. SGA/AGÉ EXPECTATIONS AND RESPONSIBILITIES

5.1. ADVERTISING

- 5.1.1. When advertising for a position within the SGA/AGÉ, the department head and the COO shall create a job posting with all the following information:
 - i) Position title
 - ii) Work location
 - iii) Remuneration (including all applicable benefits)
 - iv) Employment type (Full-time/Part-time and number of hours a week)
 - v) Immediate superior (who the person reports to)
 - vi) Start date and end date
 - vii) Closing date
 - viii) Information about the SGA/AGÉ and the applicable department
 - ix) Job responsibilities

- x) Qualifications (must also include that the person must be legally entitled to work in Canada)
 - xi) How to apply
 - xii) Equal opportunity employer statement
 - xiii) When the position is open for students, the following sentence shall be included in the job posting: “The SGA/AGÉ is an equal opportunities employer, however, preference will be given to our membership”
- 5.1.2. Once the job posting is created, the information shall be posted on the SGA/AGÉ website and shared through the official SGA/AGÉ platforms as as followed:
- 5.1.2.1. Entry level jobs: the above information shall be shared through a mass communication email to the most recent SGA/AGÉ database of part-time and full-time students through the sga@laurentian.ca email, this shall also be posted on the SGA/AGÉ social media. Should a successful candidate not be found within a reasonable timeframe, it is at the discretion of the COO to advertise the position through other platforms.
 - 5.1.2.2. High skilled jobs: The information shall be posted on the SGA/AGÉ social media and job search platforms (i.e. Indeed, LinkedIn, Canada Job Bank) and others at the discretion of the COO.
- 5.1.3. After the information has been made public as stated above. Employees and members are allowed to share the full, official and unaltered postings through their personal social media, or print copies for physical display/distribution.

5.2. RECRUITMENT AND INTERVIEW PROCESS

- 5.2.1. The hiring manager will perform a preliminary screening of the candidates based on the information obtained as a result of the advertising efforts.
- 5.2.2. Interview meetings with pre-screened candidates will be scheduled, unsuccessful candidates will then be contacted and informed that they won't be moving onto the next step of the recruitment process.
- 5.2.3. The hiring manager and the COO will prepare a document with standard interview questions and tasks (where applicable). This document shall be fair and remain focused on the candidate's ability to perform the essential requirements of the job.
- 5.2.4. A points system will be established for all the interview questions/tasks. The decision of hiring a candidate will be made primarily based on the total of points obtained.

- 5.2.5. The interview and selection process shall be carried by a hiring panel, the panel members shall have as a minimum the following members:
 - 5.2.5.1. Entry level positions: the hiring manager and the COO.
 - 5.2.5.2. High skilled positions: the hiring manager, the executive in charge of the service and the COO.
 - 5.2.5.3. Chief Operating Officer: 3 executives.
 - 5.2.5.3.1. Other members can be added to the panel at the discretion of the executive in charge of the service.
 - 5.2.6. Once the first round of interviews is completed, the hiring panel (based on the answers provided and the numeric result of these) shall make the decision of rejecting a candidate, doing a second interview/evaluation, contact references and/or making a job offer.
 - 5.2.6.1. Where a second interview/evaluation is deemed necessary, it shall follow the standard points system as defined above.
 - 5.2.6.2. The COO at the request of any member of the panel, shall contact any references of a potential successful candidate. These questions shall be limited to job-related issues.
 - 5.2.7. Where 2 or more candidates have scored the same amount of points and the panel cannot make a unanimous decision, the hiring manager will have the final decision.
 - 5.2.8. All candidates shall receive a follow up about their application within 2 weeks of the last communication.
- 5.3. INTERNAL CANDIDATES**
- 5.3.1. When a job posting has become available and an internal candidate wants to submit an application, consideration will be given to the employees with seniority.
 - 5.3.1.1. Internal candidates shall be removed from any decision making aspect that might affect the selection process or any involvement with the hiring process that could be a conflict of interest
 - 5.3.2. The SGA/AGÉ can make an internal job advertisement for staff to respond, the deadline for employees to apply shall not be more than 14 days from the day advertised.
 - 5.3.3. The SGA/AGÉ reserves the right to offer a promotion or offer a different position to any employee, should said employee not accept the offer, this shall not be considered a primary cause for dismissal.
- 5.4. ACCOMODATION**

- 5.4.1. Candidates will be given the opportunity, without prejudice, to request accommodations throughout the entirety of the hiring process. Every effort will be made to provide the requested accommodations.
 - 5.4.2. The COO shall work with them in order to fulfill this request in compliance with the SGA/AGÉ Accessibility Policy, the Human Rights Code and any applicable laws.
 - 5.4.3. If an accommodation cannot be made, the COO, who will provide extensive reasons as per why the accommodation could not be made, then conducts a procedural review to identify and remediate accessibility concerns.
 - 5.4.4. Successfully hired candidates shall require any accommodations required to fulfill the duties of the position only after selection is completed
- 5.5. **HIRING**
- 5.5.1. Once a successful candidate has been found and a job offer has been made by the hiring manager, it is the responsibility of the COO to ensure that the new employee has signed all the required documents and to ensure compliance with all aspects of the applicable SGA/AGÉ Human Resources Policy and Procedures manual and any applicable legislations.

6. APPLICANTS EXPECTATION AND RESPONSIBILITIES

- 6.1. All candidates shall:
 - 6.1.1. Providing all the required information and documents listed on the job posting.
 - 6.1.2. Show up to the interview on time and be prepared.
 - 6.1.3. Demonstrate professionalism and necessary work knowledge.
 - 6.1.4. Provide reference information as requested.
 - 6.1.5. Communicate any needs for accommodation and take part in the accommodation process.
- 6.2. A decision to appeal a job rejection, shall only be made if the Human Rights Code, any applicable laws or this manual has been violated.
 - 6.2.1. The appeal shall be made to the Executive Committee, in writing, within 2 business days of receiving the decision.
 - 6.2.2. The submission shall state the grounds for the appeal and shall include any supporting evidence/documentation.
 - 6.2.3. The Executive Committee shall review the appeal and consult with the COO.
 - 6.2.4. The Executive Committee shall overturn a decision to reject employment only where there is clear and compelling evidence that the termination was not in adherence to this article.

- 6.2.5. A decision on the appeal shall be rendered within one week of receipt of the written submission, barring unforeseen circumstances.
- 6.2.6. At the conclusion of the appeal process, the job rejection may be upheld or overturned.
- 6.2.7. The decision shall be final, and there shall be no further right to appeal.

7. INFORMATION SHARING AND CONFIDENTIALITY

- 7.1. All SGA/AGÉ members involved in the hiring process, shall keep confidential any applicant's personal information, including but not limited to: phone numbers, email, birthdates, address, social insurance number.
- 7.2. Whenever possible, the hiring committee will refrain from collecting and utilizing information regarding the ethical background, age, biological sex or deadnames of trans-identifying Staff members.
- 7.3. The SGA/AGÉ might contact unsuccessful applicants for future openings that could be more suitable unless otherwise requested by the applicant.
- 7.4. Interviewed candidates shall have the opportunity to receive feedback regarding their interviews upon written request. This feedback will be issued through the Human Resources Department only.

8. EVALUATION

- 8.1. This policy will be reviewed and re-ratified by the Board of Directors as necessary, at least every four years.