



Policy Name: Hiring Practices	Policy Number: D1
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Policy Statement:

SAOC shall hire employees based on specific criteria for all temporary, probationary, contract and regular staff appointments.

Purpose:

To establish guidelines for the appointment of staff to SAOC.

Related Policies	
Review Plan: 5 years	Review Date: March 2021
	Ratification Date: March 8, 2011



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Procedure:

1. A closed position is one which is restricted to student members. All other positions shall be considered open and available for application by any qualified individual.
2. Any position for employment must be advertised through at least one forum for a minimum of one week.
  - a. Open positions must be advertised in such a manner that members of the community at large would have exposure to the advertisement.
  - b. Closed positions need only be advertised on Olds College campus.
  - c. All postings must carry a closing date, after which applications received will no longer be accepted unless no suitable applications have been received, in which case the deadline may be extended indefinitely until a suitable candidate is found.
3. Resumes and applications must be accepted at least until the close of an advertisement.
4. After applications have been collected, the Executive Council shall review the applications and short-list the most qualified applicants to be contacted for interviews.
5. Applicants will be interviewed by the Appropriate Administrative Coordinator.
  - a. One or more of the SAOC Executive Council may sit in on the interviews.
  - b. If the position being advertised is the position of Administrative Coordinator, the short-listing and interview process will be conducted by the entire Executive Council.

Supporting Documents: Alberta Labour Board Standards	
Review Plan: 5 years	Review Date: March 2021



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Procedure:

6. In cases of conflict of interest, such as nepotism, between the interviewer and the applicant, the interviewer must abstain completely from the interview process.
  - a. An additional interviewer shall sit in on all interviews for the position and the decision for appointment shall be made by that person.
7. After the interview process is complete and the successful candidate has been chosen, the candidate will be informed of the decision and offered the position.
  - a. If the applicant accepts the position, they will be asked to provide all pertinent information and to sign all necessary documentation. During this period, a contractual agreement will be negotiated.
  - b. If the applicant does not accept the position, the next most successful applicant will be contacted for the position under the same circumstances as above.
8. Resumes may be kept on file for up to one year, after which the resume will be destroyed.
9. Temporary employment includes employment in non-recurring positions, such as a replacement for an employee whose return is imminent, or for which specific time limits are set at the time of appointment. Appointment of these positions may be done without following procedures 1-8 if it is deemed necessary.
10. SAOC is an equal opportunity employer and follows all relevant legislation of the Alberta Government regarding employment.

Supporting Documents: Alberta Labour Board Standards	
Review Plan: 5 years	Review Date: March 2016