

Policy Name	Personnel Recruitment and Selection		
Policy #	725	Category	HUMAN RESOURCES
Steward	Manager, Human Resources	Date Approved	Aug. 13, 2025
Next Review Date		Date Reviewed or Revised	

POLICY

Suncrest College is committed to the principles of employment equity, and the recruitment and retention of a representative workforce reflective of the demographics in our region. The College will ensure clear procedures and criteria are in place for identifying, screening, and selecting general staff positions. These procedures and criteria will emphasize fairness, equity and transparency.

PRINCIPLES

In undertaking its recruitment and selection process, Suncrest College will adhere to the following principles:

1. Confidentiality is paramount to the entire recruitment and selection process. All selection committees must keep their materials completely confidential.
2. The College will follow any provisions in the Collective Bargaining Agreement which relate to recruitment and staffing.
3. Provincial and Federal statutes and regulations pertaining to the recruitment and selection of staff, such as the Saskatchewan Employment Act, the Charter of Rights and Freedoms, and the Saskatchewan Human Rights Act will be followed and where appropriate should be specifically accounted for in the policies and procedures of the College.
4. Through systematic procedures and sound administrative practices, Suncrest College will ensure recruitment practices attract suitable qualified candidates who possess competencies that will enable them to perform to a high standard of efficiency.
5. The Selection Committee will ensure due diligence in selecting qualified candidates. Objective screening, structured interviews, and systematic reference checks will be used to identify the most suitable candidates for employment vacancies.
6. Human Resources will participate in the Recruitment & Selection process for positions in alignment with the Suncrest College Hiring Process Workflow document.

7. Instructor and Instructor Aide vacancies exceeding 240 hours and Non-Instructional job vacancies exceeding more than 24 occasions will be posted in accordance with Collective Bargaining Agreement.
8. Human Resources is responsible for maintaining and creating all recruitment and selection materials including, but not limited to the following: job descriptions, interview guides, reference checks, competition files, application pools, employment offers, etc.
9. All employment offers issued by Suncrest College will be created and sent by the Human Resources Department.
10. Files of advertisements, letters of application, resumes, selection criteria, and notes of selection committee will be retained by Human Resources for one (1) year.
11. Suncrest College will not normally employ any individual in a capacity that exceeds the definition of full-time, as defined by the Collective Bargaining Agreement, Article 9 Hours of Work.

SCOPE

This policy applies to all Suncrest College employees involved in the Recruitment and Selection program, including but not limited to the Human Resources department and members of Selection Committees.

DEFINITIONS

N/A

PROCEDURES: IN-SCOPE POSITIONS

1. Job vacancies for in-scope positions will be posted internally in accordance with the provisions of the current Collective Bargaining Agreement.
2. When there are no qualified internal candidates, vacant positions will be recruited via external advertising mediums, which may include:
 - Newspapers;
 - Internet websites specifically developed for recruiting purposes;
 - Other education institutions and agencies: Saskatchewan Polytechnic, Saskatchewan Regional Colleges, SUNTEP, ITEP, SIIT, Tribal Councils, professional associations.
3. The Selection Committee will be comprised of the following combinations, dependent on the situation:
 - Out of scope supervisor;
 - Out of scope supervisor and in-scope supervisor;
 - Human Resources Generalist and out of scope supervisor or in-scope supervisor;
 - The Manager, Human Resources and immediate supervisor of candidates for all Executive positions.

- In instances where internal applicants are being interviewed the Selection Committee will be comprised of the Human Resources Generalist or Manager, Human Resources and the in-scope or out-of-scope supervisor.
4. The Selection Committee will be responsible for:
- Establishment of relevant criteria for the purpose of shortlisting qualified candidates.
 - Interviewing candidates in an objective and systematic manner.
- Human Resources will be responsible for:
- Maintaining all competition files.
 - Development and implementation of a standardized interview format, selection tests and interview guide.
 - Conducting systematic reference checks.
5. In accordance with Article 4.7 of the Collective Agreement, Human Resources will notify the Union of internal candidate assessments and/or interviews. The union may appoint an observer (non-member of the committee) to observe during these interviews.
6. Responsibility for final decisions on appointments will be based on the recommendations of the Selection Committee in accordance with the Management Authority Grid.

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

Saskatchewan Regional Colleges Collective Bargaining Agreement – Article 2 Scope, Article 4 Appointments, Article 9 Hours of Work.

[Saskatchewan Employment Act and associated Regulations proclaimed April 29, 2014.](#)
[Saskatchewan Human Rights Code, 2018.](#)

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES

Employment Equity Policy

Policy 304 – Management Authority Grid

Hiring Process Workflow