Support Staff Posting and Advertising Procedure

<table>
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<tr>
<th>Office of Administrative Responsibility:</th>
<th>Human Resource Services</th>
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<tbody>
<tr>
<td>Approver:</td>
<td>Vice-President (Finance and Administration)</td>
</tr>
<tr>
<td>Scope:</td>
<td>Compliance with this procedure extends to all Support Staff as outlined and defined in Recruitment Policy (Appendix A S1.0).</td>
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Overview

The University of Alberta (“University”) is committed to appointing the best-qualified candidates for its employment opportunities and aspires to achieve an equitable, diverse and inclusive community of employees consistent with the mission set out in its Strategic Plan for Equity, Diversity and Inclusivity (“EDI Strategic Plan”). By adopting EDI principles and practices into its Support Staff Selection process, the University hopes to achieve diversity in the workplace and correct employment disadvantages experienced by persons historically under-represented at the University. These principles and practices are designed to ensure that access to the University’s employment opportunities is equitable and inclusive by removing employment-related barriers, particularly those based on protected grounds. This will require periodic assessment of demographic, intellectual, and other aspects of diversity when contemplating a search.

Purpose

This procedure outlines the steps that must be followed for posting and advertising vacancies in support staff positions. The procedures comply with the Collective Agreement between the Non-Academic Staff Association and the Governors of the University.

PROCEDURE

GENERAL REQUIREMENTS FOR POSTING AND ADVERTISING JOB VACANCIES

Longer than 12 Months

1. Once it has been determined that a vacant position of longer than 12 months in duration will be filled, that position will be posted, unless one of the following occurs in order of precedence:
   a. There is an individual performing the duties who was appointed by virtue of a posting (change in employee type), or
   b. The position will be filled due to a duty to accommodate, or
   c. It is a Non-Academic Staff Association (NASA) bargaining unit position and will be filled through redeployment or recall, or
   d. The parties (NASA and the University) agree to waive the posting procedure on a bargaining unit position. Postings will be on the University of Alberta Careers website for a minimum of five days.

2. For vacancies of 12 months or less:
   a. The vacancy can be posted at the manager’s discretion.
   b. The manager may determine that it is appropriate to fill a vacancy that will last 6 to 12 months with a temporary transfer or promotion of a current employee.
i. Candidates from the immediate work group are eligible to express their interest.

ii. Where the supervisor deems it appropriate, individuals in other work groups may be invited to express their interest.

iii. The invitation to apply will normally include:
   1. Position title
   2. Department/Unit
   3. Major responsibilities and accountabilities;
   4. Qualifications, which may include education, experience and/or equivalent combination, knowledge, skills and abilities;
   5. Expected duration;
   6. Salary range;
   7. Deadline date for expression of interest and method of application; and
   8. Information about the selection process.

3. The University is committed to the principle of employment equity and welcomes applications from all qualified persons including persons historically under-represented at the University.

4. A manager may choose to restrict eligibility for a position to applicants internal to the University.

5. Postings and advertisements for vacancies at Faculté Saint-Jean may appear in English, French or both. Where the advertisement is French, it will clearly state the requirement for oral and written competency in English.

6. Advertisements will not precede postings on the University of Alberta Careers website.

7. As per the federal government immigration advertising requirements posting and advertising cannot be waived if foreign national applicants are to be considered.
   a. Advertisements must appear in designated Canadian national media.
   b. International advertisements must not precede Canadian advertisements. The number of international media advertisements must not exceed the number of Canadian national advertisements.

UNIVERSITY EMPLOYMENT EQUITY STATEMENT

8. All postings and advertisements will include the University Employment Equity Statement. Any advertisement will describe the required qualifications, skills, abilities, competencies and credentials in an objective, equitable and inclusive way.

INITIATING THE PROCESS

9. If the hiring unit uses the services of a search consultant, the consultant must work with Human Resource Services and will follow the approved standards and template for University of Alberta advertisements.

10. Hiring units initiate the posting and advertising process to create a new competition.

11. All postings and advertisements will include:
   a. Position title and type
   b. Department/Unit
   c. Major responsibilities and accountabilities
   d. Qualifications, which may include education, experience and/or equivalent combination, knowledge, skills and abilities;
e. Term of employment (if applicable)
f. Salary range
g. Deadline date for applications, if applicable
h. Contact information

ROLE OF HUMAN RESOURCE SERVICES

12. Human Resource Services will review and approve all postings and advertising to:
   a. Ensure the content is accurate and reflects the current job through cross referencing the job fact sheet and the job evaluation
   b. Ensure the content is accurate and the information and advertising reflects bona fide occupational requirements and complies with federal government immigration requirements (where applicable)
   c. Confirm the salary range and/or evaluation level
   d. Ensure compliance with the University’s posting and advertising standards and templates
   e. Screen for accommodation and recall obligations under the NASA Collective Agreement

ADVERTISING

13. If advertising is required, Human Resource Services will submit the approved advertising copy to the advertising agency for proofs and cost quotes.

14. Upon receipt of the proofs and cost quotes, the hiring unit will advise the advertising agency and Human Resource Services of the approved cost quotes and any final edits to the proof. The cost of advertising is the responsibility of the hiring unit.

15. In selecting advertising venues, the hiring unit should identify relevant venues to reach a diverse pool of prospective qualified applicants.

DEFINITIONS

<table>
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<tr>
<th>Equity/Equitable</th>
<th>In the context of this policy, equity is about fair access to employment and the opportunity to succeed in this domain. Employment equity principles, policies, and practices promote [or facilitate] access, representation, opportunities, and meaningful participation of persons historically under-represented.</th>
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<tbody>
<tr>
<td>Diversity</td>
<td>In the context of this policy, diversity refers to the demographic and identity difference and-variety within the University’s workforce, including that based on the protected grounds. More broadly, within the University, diversity also encompasses difference or variety in education, ideas, perspectives, opinions, heuristics, disciplines, methodologies, epistemologies, faculties, skills, and learning opportunities.</td>
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<tr>
<td>Inclusion/Inclusivity</td>
<td>In the context of this policy, inclusion is a principle and practice that values and cultivates the full and meaningful participation and representation of persons historically under-represented in the University’s workforce.</td>
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<tr>
<td>Employee(s)</td>
<td>A person employed by the University and defined under Recruitment Policy (Appendix A) Definition and Categories of Academic Staff, Postdoctoral</td>
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</table>

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.
| **Persons historically under-represented** | Women, Indigenous persons (First Nations, Métis, Inuit), members of visible minority groups, persons with disabilities, persons who identify with under-represented sexual orientations, gender identity or expression. |
| **Senior Administrators** | President, Vice-Presidents, Deputy Provost, Associate Vice-Presidents, Vice-Provosts, Deans, Directors and Chairs. |
| **Protected Grounds** | Refers to those grounds set out and defined in the *Alberta Human Rights Act* and in the University’s *Discrimination, Harassment and Duty to Accommodate Policy* (UAPPOL) which are: race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, sexual orientations or political beliefs. |
| **University Employment Equity Statement** | “The University of Alberta is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; First Nations, Métis and Inuit; members of visible minority groups; persons with disabilities; persons of any sexual orientations or gender identity and expression; and all those who may contribute to the further diversification of ideas and the University to apply.” |
| **Conflict** | Conflict of interest, conflict of commitment, or institutional conflict as defined in the University of Alberta Conflict Policy – Conflict of Interest and Commitment and Institutional Conflict Policy. |
| **Student** | “Student” means any student enrolled at the University of Alberta, either full-time or part-time. The term “student” may be preceded by “undergraduate” or “graduate” or “full-time” for clarification. |
| **Person** | “Person” means any individual selected or elected by the particular group or body referred to and may include faculty members, students, other employees of the University, or persons who are neither students nor employees of the University. |
| **Postings** | An internal communication designed for the recruitment of staff placed on the University of Alberta Careers website (careers.ualberta.ca). |
| **Advertisements** | An external communication designed for the recruitment of staff in appropriate media outside the University to provide the greatest pool of qualified applicants. |
| **Proviso Statement** | "All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority." |
| **Foreign National** | Any individual who is not a Canadian Citizen or Permanent Resident of Canada (Permanent Resident must continue to meet residency requirements) |
| **Designated Canadian National Media** | Print, electronic or other media chosen by the hiring unit to provide the greatest pool of qualified applicants and accepted as Canadian (national) media for the purposes of Service Canada’s Labour Market Opinion. |
Cross Appointments | Individuals appointed from an external organization or institution to work with the University on a full or part-time basis or an individual within the University appointed to an external organization or institution to work on a full or part-time basis. This may also refer to staff under categories A, B, or C under the Recruitment Policy (Appendix A) Definition and Categories of Academic Staff, Postdoctoral Fellows, Academic Colleagues and Excluded Academic Staff who hold an unpaid appointment in another department on campus.

Search Consultant | A member of an external agency contracted by the University to undertake recruitment.

Recruitment Competition | A process where qualified candidates are interviewed for a vacant position.

Bona Fide Occupational Requirement | An objective criteria related to the skills and qualifications required for the vacant position.

FORMS

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No Forms for this Procedure.

RELATED LINKS

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University of Alberta Careers (University of Alberta)

Recruitment Policy (Appendix A) Definition and Categories of Academic Staff, Postdoctoral Fellows, Academic Colleagues and Excluded Academic Staff (UAPPOL)