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Parent Policy: [Recruitment Policy](#)

Support Staff Posting and Advertising Procedure

Office of Administrative Responsibility:	Human Resource Services
Approver:	Vice-President (Finance and Administration)
Scope:	Compliance with this university policy/procedure extends to all Academic Staff, Administrators and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B).

Overview

The University establishes a **posting** and **advertising** procedure to promote transparency in recruitment, consistency in practice and to attract qualified candidates who will contribute to the achievement of the University's goals and support the University's values. The University of Alberta hires on the basis of merit. .

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.

12 Months or Less

2. For vacancies of 12 months or less:
 - a. The vacancy can be posted at the manager's discretion. Such a posting will be classified as casual.
 - 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 women, members of visible minorities, First Nations, Metis and Inuit, persons with disabilities and sexual and gender minorities. The **University Employment Equity Statement** should be used on all postings and advertisements.

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.

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.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. ▲ Top	
Posting	An internal communication designed for the recruitment of staff placed on the University of Alberta Careers website (careers.ualberta.ca).
Advertising	An external communication designed for the recruitment of staff in appropriate media outside the University to provide the greatest pool of qualified applicants.
Support Staff	See <i>Recruitment Policy (Appendix B) Definition and Categories of Support Staff</i>
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.
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 orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the University to apply."
Search Consultant	A member of an agency contracted by the University to undertake recruitment.
Bona Fide Occupational Requirement (BFOR)	A standard or rule that is integral to carrying out the functions of a specific position. For a standard to be considered a BFOR, an employer has to establish that any accommodation or changes to the standard would create an undue hardship.

FORMS

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RELATED LINKS

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[University of Alberta Careers](#) (University of Alberta)

[Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Administrators and Colleagues](#)