

Approval Date: May 13, 2011 Effective Date: July 1, 2011

Parent Policy: [Recruitment Policy](#)

Support Staff Selection Procedure

Office of Administrative Responsibility:	Human Resource Consulting Services
Approver:	Board of Governors
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

The University of Alberta has established selection procedures for the purpose of consistency and objectivity in recruitment.

Purpose

The purpose of this procedure is to enable proper process in the selection of **support staff**.

PROCEDURE

1. COLLECTION OF APPLICANT INFORMATION

- a. Personal information is collected in accordance with the provisions of the Freedom of Information and Protection of Privacy Act (FOIPP).
- b. Verification of qualifications, interviews and reference checks will include only those inquiries necessary to determine an applicant's eligibility and suitability.
- c. Any costs associated with the collection of required information are the responsibility of the applicant.

2. REFERENCES

- a. Candidates must complete and sign a *Consent for Collection and Verification of Information Form* before references can be contacted or information verified.
- b. Reference checks should be completed before an offer of employment is made. It is also recommended that credentials be verified.

3. INTERVIEW PANEL

- a. A panel should include representatives who have expertise on the qualifications or are a stakeholder in the vacant position. Representatives should have an understanding of the skill set required to ensure the candidate has the competencies to successfully fill the position.
- b. It is recommended that each **recruitment competition** have an interview panel as part of the selection and appointment process.
- c. Recommended Composition
 - i. Direct supervisor of the position;

- ii. A technical expert, if appropriate;
- iii. Department Personnel or Human Resources contact; and
- iv. Any other appropriate person.

4. INTERVIEWS

- a. All short list criteria for the position must be based on objective criteria that can meet the **bona fide occupational requirement** test.
- b. The primary objective of the interview process is to provide short listed candidates an equal opportunity to present their skills and qualifications.
- c. Short listed candidates for a position will be interviewed using the same interview plan and information.
- d. Interview questions must be job-related, focusing on the knowledge, skills and abilities of the candidate as they relate to the position.

5. ADDITIONAL SELECTION TOOLS

Other methods such as testing, job related exercises, or second interviews may also be used.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top]	
Support Staff	See <i>Recruitment Policy (Appendix B) Definition and Categories of Support Staff</i>
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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[Pre-employment Reference Interview Guide](#)

[References - Consent for Collection and Verification of Information Form](#)

RELATED LINKS

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[Employment Standards Code](#) (Government of Alberta)

[Post-Secondary Learning Act](#) (Government of Alberta)