

Selkirk College Policies and Procedures		Title and number	6540 Selection Committees		
		Replaces	B6005.1		
		Effective	1999-05-21	Next review :	2004-05-21
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee		1999-05-21	
Director, Human Resources	Director, Human Resources	Recommended/Approved by Education Council		1999-06-03	
		Approved by President		1999-06-03	

1 POLICY

Selection committees will be created for positions which are filled by an open competition (internal or external). Membership on the selection committee will be determined by the senior administrator responsible for the position being filled following consultation with the Director, Human Resources. All selection committees will include the Director, Human Resources or a senior administrator.

In addition to the department head or supervisor, selection committees will include the following individuals:

1. When appropriate, a subordinate, where supervisory positions are involved.
2. For instructional positions, an instructor from the same discipline. In the event that there are currently no instructors in that discipline, an instructor from a related discipline will be included.

Throughout the selection process, the Director, Human Resources will be responsible for the administration of the selection process.

2 REGULATIONS

1. Once approval for a position to be filled has been given, the supervisor/senior administrator will initiate the creation of a selection committee. Where feasible and when time permits, the supervisor/senior administrator will prepare the specifications for the position posting.
2. The selection committee will have access to all materials submitted by all applicants.
3. The selection committee will participate in the preparation of the short list. The senior administrator will review the short list before interviews are undertaken and relay any concerns to the selection committee.
4. The selection committee will participate in the interviews of the short listed candidates. All interviews will be conducted with the same individuals from the selection committee in attendance.
5. Competency-based assessment will be employed in all hiring decisions. Candidates may be required to perform in a simulated work environment.
6. Under exceptional circumstances the selection committee or a subset of the committee may

conduct telephone interviews and may require submission of videotaped performance material.

7. A numerical scoring system of predetermined competencies will be used for the purpose of making decisions within the committee.
8. Following the interviews, the Director, Human Resources or his/her designate will complete reference checks for the candidates selected by the selection committee.
9. Following the completion of the reference checks, the selection committee will recommend to the senior administrator the candidate(s) considered acceptable by the selection committee. The selection committee may rank order the recommended candidates.
10. The senior administrator will determine which candidate is to be offered the position. This decision will be forwarded to the Director, Human Resources for implementation. In the event that the recommendation(s) of the selection committee is not accepted, the senior administrator will outline his/her reason(s) in confidence to the selection committee.
11. The Director, Human Resources will make an offer of employment to the selected candidate on behalf of the College. The results of this offer will be communicated to the senior administrator.
12. The selection committee members will be advised of the selected candidate's response. In the event that an internal candidate is selected, he or she will be responsible for informing his/her supervisor and will be advised to that effect.
13. The Director, Human Resources or his/her designate will be the only spokesperson on behalf of the College. Selection committee members will maintain confidentiality and discuss selection related activities only with members of the selection committee.

In the event that one or more members of the selection committee are dissatisfied with the process or decision reached, they may discuss their concern with the President. The President will review the concerns and communicate his/her decision to the senior administrator for implementation.

14. Notwithstanding the foregoing, the Board will establish the selection process for the President and other senior administrators consistent with collective agreements and the spirit of this policy.

Other relevant policies:

Key words:

Selection Committees