

PROCEDURE: SUPPORT STAFF POSITION VACANCIES

SUMMARY: Departmental instructions for filling support staff position vacancies.

All support staff position vacancies should be coordinated through Personnel Services. No external advertising should occur prior to the vacancy notice being posted on Campus.

- Once CAC has approved the filling of the support staff vacancy, per CAC Policy, complete "Request for Vacancy Posting" and circulate for signatures in the order they appear on the form. When all signatures have been obtained the form will be forwarded to Personnel Services.
- Personnel Services will complete a "Job Vacancy Notice" and circulate it on Campus for posting. Copies are also sent to the Westman Coalition for Employment Opportunities, Career Connections, Society for Manitobans with Disabilities, Cambrian College and Bridgeway Academy Inc.
- The posting will be up for five working days. As noted on the posting the applications will be received in the Personnel Services Office. If Departments happen to receive applications directly, they should be forwarded to Personnel Services immediately.
- Departments wishing to advertise externally should complete the "Request for Advertisement" form and submit it to Personnel Services. The deadline for applications must be the same as appears on the internal posting.
- Once the competition is closed Personnel Services will make a list of all applicants and forward the applications to the Department. If the Department wishes, a short-list can be completed by Personnel Services using the qualifications and experience required as stated on the Posting.
- Once a short list has been determined by the Department, Personnel Services will contact the candidates and arrange for the interviews and any testing that may be required. Coordinating with the hiring department, Personnel Services will arrange suitable dates, times and location for interviews. Ideally there should be at least three persons on the interview committee and preferably not more than four. This includes one representative from Personnel Services.
- Prior to the interviews the Department should submit to Personnel Services a list of interview questions. Any changes made or suggested by Personnel will be discussed with the Department prior to the interviews. All candidates must be asked the same set of questions.
- No references are to be solicited from persons not listed on the candidates application without prior approval from the candidate. If the applicant is presently working on campus Personnel Services suggests, at the time they drop off their application, that they tell their supervisors they are applying on another job.
- After the interviews have been completed and references checked the successful candidate is offered the position by the Personnel Services representative and the unsuccessful interviewed and non-interviewed candidates are sent a regret letter from Personnel Services. Cost of postage is charged to the hiring Department.
- If the applicant accepts the position the hiring department must complete a "Request for Contract" form and submit it to Personnel Services.