



Administrative and Support Staff Recruitment

Category:	Employment
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Introduction

The First Nations University of Canada is committed to quality teaching, research, and service grounded in the knowledge of First Nations teachings. To fulfill its commitments, the University must recruit and retain exceptional staff to provide high-quality programs and services to clients, communities and stakeholders. In recognition of our unique culture the University is allowed under *The Saskatchewan Human Rights Act* to undertake preferential hiring of First Nations faculty and staff.

Definitions

Department refers to an academic or an administrative department.

Hiring Supervisor refers to the employee authorized by the University to direct the work of an employee and to whom the employee reports. It is a generic term which includes or refers to the head of an academic department, the director of an administrative department, other administrative supervisor.

Policy

This policy applies to the hiring of Administrative and Support Staff (this includes members of CUPE Local 1975-01, members of the First Nations University of Canada/University of Regina Faculty Association Administrative, Professional and Technical Association Bargaining Unit (APT) and Out of Scope Managerial/ Administrative staff).

First Nations University of Canada (FNUiv) is committed to creating a quality and equitable work environment for all employees. This includes establishing effective processes for assessing candidates during the recruitment, selection and hiring process.

FNUiv's recruitment, selection and hiring processes are designed to attract, place and promote the best qualified candidates to deliver on the University's vision. The processes included in this policy allow that reasonable and justifiable measures are taken in accordance with Section 48 of the *Saskatchewan Human Rights Act* to ensure consistent steps to eliminate, redress and prevent disadvantages in

employment for Indigenous people and establish a workforce that is representative of the University's mission.

Role and Responsibilities

Hiring Supervisor is the individual within the department that is responsible for all recruitment initiatives, with the assistance of Human Resources. It is ultimately the decision of the hiring supervisor as to who is selected for vacancies so they have an obligation to ensure that the integrity of the staffing process is maintained; that the provisions of the relevant collective agreements or University policies are adhered to; and that there is consideration of the *Saskatchewan Human Rights Act* and other relevant policies.. The hiring supervisor will assess the vacancy, the staffing options and the business needs.

Human Resources is a key resource in recruitment and selection of all employee groups, serving both as a partner and a resource to departments.

Selection Committee Members will participate in the development of interview questions, screening and attend all candidate interviews and presentations.

Consequences for Noncompliance

Noncompliance could result in the process being viewed as biased and non-credible, and could negatively impact the reputation of First Nations University of Canada within its community and stakeholders.

Processes

1. Hiring Supervisors will consider specific and immediate challenges, such as departmental and strategic plans and obtain authorization from the appropriate level to commence a staffing action.
2. The Hiring Supervisor, in consultation with Human Resources, will establish a selection committee that will be responsible for overseeing the recruitment and selection process, such as advertising of the position, screening, interviewing and evaluating candidates. The search committee shall operate in a confidential and professional manner. If, during the course of the search process any member of the search committee realizes that they are related to any candidates or have a close personal relationship with any of the candidates they will inform the Hiring Supervisor of the conflict of interest and withdraw from the committee.
3. Reference checks will be done by Human Resources and must be completed on all candidates and, where required, criminal record checks may be requested of candidates.
4. An offer of employment will be prepared and all other candidates will be informed of the decision in a timely manner by telephone or email and confirmed in writing by follow up with a letter.

Related Information

- *Saskatchewan Human Rights Code* and other related employment legislation
- FNUniv/CUPE Local 1975-01 and FNUniv/Administrative, Professional and Technical (APT) Collective Agreements
- Federation of Saskatchewan Indian Nations Human Resources Management Regulations
- FNUniv Recruitment Procedures