



HUMAN RESOURCES POLICY PERSONNEL ADVERTISING

EFFECTIVE: November 1980

REVISED: March 2009

RELATED POLICIES:

POLICY

All personnel advertising, other than for Continuing Education instructional activities must be coordinated through Human Resources at Regional. The procedure for hiring regular program personnel and regular support staff must be consistent between campus centres and costs closely controlled.

PROCEDURE

1. All position vacancies requiring an internal or external advertisement must be assigned a competition number by Human Resources.
2. When advertising is required in the region only, the local campus is responsible for placing the advertisement and using their own return address as a reference.
3. When out of region advertising is required, the advertisement will be formatted and purchased by Human Resources in consultation with the local campus. The return address will be direct to the local campus. Whenever possible the ads will be consolidated.
4. Costs for advertising regular program vacancies are charged to the Human Resources code. Costs for special projects (i.e., RAC's, contract programs, International Education) should be charged to the project.
5. All advertisements, both internal and external, will be posted at all campus centres for a minimum of seven (7) working days.
6. External advertisements will be copied to the local Canada Employment Office by the local campus. Human Resources will copy the *Job Bank* for out of region advertisements.
7. The local campuses are responsible for advising all applicants of the results of the competition. Respondents who are not interviewed should receive a letter acknowledging their application and advising them they were not successful. Applicants who are interviewed should receive a phone call and a follow-up letter thanking them for their time and interest.

8. After selection, the successful applicant's resume should be forwarded to the Human Resources office for permanent retention on the Personnel file. The offer letter will be issued by the President.
9. Resumes of the unsuccessful applicants should be forwarded to Human Resources for retention according to the Freedom of Information and Protection of Privacy legislation.
10. Human Resources will acknowledge and return unsolicited applications.