

Recruitment

Purpose:

To ensure a wide variety of applicants, it is vital that appropriate recruitment procedures exist. Further, before recruitment can begin, the Students' Association must ensure that the position for which it is recruiting is appropriate and complete. This policy outlines the procedures that must be followed prior to beginning employee recruitment, as well as the recruitment procedures that must be followed by all Students' Association departments.

Policy:

- Prior to beginning recruitment for a position, the Supervisor, in conjunction with the Executive Director, and outgoing employee if appropriate, will complete a comprehensive audit of the job to ensure that the job is still current, appropriate, and complete. With the results of the job audit, the supervisor, in conjunction with the Executive Director, will develop and/or amend the job specification with the outgoing employee (if appropriate).
- If it is a new position, the supervisor will develop a job specification, in conjunction with the Executive Director, and must receive the approval from the Executive Committee for the creation of the position.
- All positions shall be suitably advertised, at least across campus, to ensure a wide variety of applicants.
- All positions suitable for students at Augustana shall be advertised in the *Dagligtale*.
- All paid positions with the Students' Association shall be advertised at the Augustana Career and Placement Services.
- All job postings must state the following:
 - a) Qualifications, including required knowledge, education, and skills;
 - b) Duties and responsibilities;
 - c) Wage, salary, or honorarium (except for management positions);
 - d) Required hours or shift;
 - e) Length of employment contract (if applicable);
 - f) Deadline for applications;
 - g) A contact person for further information
 - h) That the Students' Association is an equal opportunity employer
- Students' Association positions must be hired in accordance with the Hiring Policy.