

Recruitment

Purpose:

To ensure a wide variety of applicants, it is vital that appropriate recruitment procedures exist. 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:

- The Supervisor, in conjunction with the Executive Director, and outgoing employee if appropriate, will complete a comprehensive audit 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 consultation from 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 approval from the Executive Committee.
- All positions shall be suitably advertised by the ASA to ensure a wide variety of applicants.
- 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.