



Medicine Hat College Policy Employment Recruitment

Policy #:	HR-14
Policy Authority:	Director, Human Resources
Executive Sponsor:	Vice-President, Administration and Finance
Approved by:	President and CEO
Effective Date:	December 14, 2022
Next Mandatory Review Date:	December 14, 2025
Frequency of Review:	Every 3 years

1. OBJECTIVE

This policy supports Medicine Hat College's (MHC) commitment to equity, diversity, and inclusion within its recruitment practices by hiring/promoting the most suitable and qualified candidates while ensuring that the process and the qualifications required are fair and equitable for all persons.

2. SCOPE

This policy applies to all individuals involved in the MHC recruitment process.

3. DEFINITIONS

- **Recruiting Authority:** the budget centre manager responsible for the position.

4. PRINCIPLES

- 4.1 MHC recognizes that equity, diversity, and inclusion in the work environment is beneficial to its students, employees, and the community.
- 4.2 MHC undertakes a fair and objective recruitment practice that hires the most suitable and qualified individuals that contribute to the advancement and betterment of the college.

5. DIRECTIVES

5.1 General

- 5.1.1 All positions require budget approval prior to the employment recruitment activity.
- 5.1.2 Human Resources will coordinate all MHC recruitment activity as per the MHC Recruitment Guide (in development.)
- 5.1.3 MHC hiring practices meet legislative requirements including the Alberta Human Rights Act, the Alberta Freedom of Information and Protection of Privacy Act, and in accordance with Canadian Immigration and Citizenship requirements.

5.2 Advertising and Posting

- 5.2.1 Employment opportunities will be posted either internally and/or on the college website and/or additional recruitment platforms as approved by Human Resources.
- 5.2.2 Consideration may be given to the inclusion of professional agencies, advocacy centers, journals, and newspapers which serve the needs and interests of designated groups.
- 5.2.3 Advertisements for MHC positions will contain this statement regarding the college's commitment to employment equity, diversity and inclusion:
'Medicine Hat College is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and we welcome applications from all qualified individuals. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents.'
- 5.2.4 Job advertisements will contain a clear and specific description of the position and qualifications. Language will be inclusive, appropriate, and unbiased. The stated qualifications must not create unnecessary barriers to potential applicants.

6. RESPONSIBILITIES

6.1 **Human Resources** is responsible for

- (a) ensuring due diligence throughout the recruitment process;
- (b) providing advice, guidance, and support to the recruiting authority throughout the recruitment process; and
- (c) ensuring all aspects of the recruitment and selection process are conducted in a fair, consistent, and non-discriminatory manner.

6.2 **Recruitment Authorities** are responsible for following the recruitment processes provided in the MHC Recruitment Guide (in development.)

7. APPLICABLE LEGISLATION/REGULATIONS

Alberta Human Rights Act
Immigration, Refugees and Citizenship Canada

8. RELATED POLICIES

FN-01 Travel and Expenses
HR-06 Employee Relocation

9. RELATED PROCEDURES

PR-FN-01-01 Travel and Expenses

10. RELATED INFORMATION

Appendix A – Policy Information Check and Vulnerable Sector Search
Appendix B – Employment Interview Expenses

MEDICINE HAT COLLEGE POLICY – EMPLOYMENT RECRUITMENT

Faculty Association Collective Agreement
AUPE Collective Agreement
Management/Excluded Terms of Employment
MHC Recruitment Guide (under development)

ORIGINAL COPY SIGNED

Kevin Shufflebotham
President and CEO

Date: December 14 2022

ORIGINAL COPY SIGNED

Wayne Resch
Vice-President, Administration and
Finance

Date: December 14, 2022

DOCUMENT HISTORY

December 2022: Revised policy approved