



POLICY: <p style="text-align: center;">Hiring Policy – Recruitment</p>		POLICY NUMBER: <p style="text-align: center;">PS-2-1</p>
		PREVIOUS/REPLACES: <p style="text-align: center;">Hiring Policy - Recruitment Personnel Recruitment & Staffing</p>
APPROVED BY: <p style="text-align: center;">Executive Council</p>	EFFECTIVE DATE AS OF: <p style="text-align: center;">February 8, 2022</p>	PRIOR VERSIONS: <p style="text-align: center;">May 1, 2019 September 13, 2016 November 2, 2015 May 21, 2009</p>

1. Policy Statement:

Manitoba Institute of Trades and Technology (to be referred to as MITT) is committed to employment equity, and fair hiring processes when filling positions, and hires only the most qualified individuals to ensure its success. MITT has adopted this policy to ensure that all employees and potential candidates are considered for employment opportunities in a fair and consistent manner. MITT values equity, diversity and inclusion and is committed to the principles found in the Manitoba Human Rights Code.

Staff recruitment is an opportunity for the Hiring Manager to consider their departmental needs in terms of the position being posted. Hiring Managers should always take the time to create or review the position profile to determine if the job description changes or even if the position is necessary. The Hiring Manager should evaluate whether the work can be accomplished without adding staff but by improving processes, eliminating work that does not need to be done, or dividing work differently.

Once a determination has been made that recruitment is necessary, procedural requirements are listed below.

2. Scope:

All employees below the level of President & CEO.

3. Procedure:

MITT requires that Hiring Managers follow the appropriate request and approval processes when hiring. The Hiring Manager must consult with their Departmental Director or Executive Council member, People Services, Finance and if appropriate Facilities for all hiring needs. There may be additional requirements to obtain Executive Council approval in certain circumstances which will be communicated by People Services when applicable. In such instances, the request will be placed on the agenda of Executive Council and will be reviewed with an overall corporate view to determine whether authority will be granted to recruit the requested position.



Appointment to a Position:

In special circumstances a position may be filled by appointment subject to the approval of the President or designate.

Examples of special circumstances may include:

- an individual possesses a unique skill set that is not readily available on the job market;
- an employee has filled the position on an acting basis for a significant length of time;
- a hiring decision is extremely time sensitive and is made on a contract or term basis.

Fiscal Constraints:

In times of fiscal constraint which may include hiring restrictions all requests to fill positions require approval from the President.

Job Postings:

- MITT wishes to give current employees first priority in consideration for new employment opportunities within the company, and to promote applicable employees whenever possible. Where there is a sufficient pool of internal qualified candidates, new postings of employment will only be circulated internally. Otherwise, all new postings of employment will be circulated internally and externally by People Services.
- Qualified applicants are subject to the normal hiring processes, including having an interview and completing technical tests (when applicable). External job postings will be based on necessity and budget requirements.
- People Services is responsible for the placement of all recruitment advertisements.
- All postings will identify MITT as being committed to an employment equity practice that achieves a workforce reflective of the community at large. Applicants will have an opportunity to identify themselves as a member of an under-represented group.

Application Process:

- MITT requires that all applicants submit a cover letter and resume.
- The selection committee will review all applications, and will only interview the most qualified candidates.
- Costs associated with travel to attend an interview may be covered by MITT and are subject to approval of the hiring department.

Accommodation:

All postings shall include a clause that MITT is committed to providing an inclusive, barrier-free work environment. If contacted, applicants will be asked to inform MITT if they require an accommodation. All such information will be kept confidential.



Interviews:

- Interviews shall be scheduled by People Services in consultation with the Hiring Manager.
- Interviews shall be conducted by the Hiring Manager, a second panelist of the Hiring Manager's choice and a representative from People Services when required. Other staff may be invited to be on the interview panel when deemed necessary such as in situations where subject matter expertise is required.
- Should Interview questions not be on file, the Hiring Manager will provide a list of preferred interview questions to People Services. The interview questions will be reviewed and approved by People Services prior to the interview.
- Upon completion of all scheduled interviews, the Hiring Manager will notify People Services of the successful candidate.
- People Services must be notified of all interviews conducted.
- Once a candidate is selected, People Services will notify the unsuccessful candidates regarding the closure of the position.
- All committee discussions will be kept confidential.

References and Background Checks:

- People Services will conduct reference and background checks (Criminal Record Check, with a Vulnerable Sector Search, and Child Abuse Registry Check) on candidates selected for employment at MITT.
- References shall be checked to ensure a candidate's qualification for the position. People Services will use a pre-determined list of questions to conduct the reference check. Written documentation of every reference check will be kept on file.

Offer of Employment:

- All offers of employment are to be made by People Services.
- MITT will give a conditional offer of employment to applicants that have been selected through the application and interview process.
- Job offers shall be contingent on the applicant's agreement to MITT's policies, successful reference and background checks, and any other condition applicable to the position that are required of the employee.
- Where the successful applicant is a current MITT employee, the effective date of the appointment must be agreeable to both the new and current department.
- Should the applicant accept MITT's offer of employment, they will be considered an employee, and provided with a start date and required location to report for duty. An employee orientation will be provided, and will include workplace policies, rules and regulations, and other job specific information designed to assist the employee in their duties.

4. Administration:

The Director of People Services and Organizational Development is responsible for ensuring this policy is adhered to.



5. Review:

This policy will be reviewed by Executive Council every 5 years.

6. Reference:

Human Rights Code (Manitoba)
Criminal Record Check/Child Abuse Registry
Employment Equity Policy
Equity, Diversity and Inclusion Statement
Hiring Practices – Nepotism
Probationary Period Policy
Respectful Workplace, Harassment Prevention and Non-Discrimination

7. Definitions:

Age of Majority – Every person in Manitoba attains the age of majority, and ceases to be a minor, on attaining the age of 18 years.