



## POLICY STATEMENT

Policy Name	<b>Recruitment Agency Use</b>		
Policy #	<b>713</b>	Category	<b>Human Resources</b>
Policy Sponsor	<b>AVP, Human Resources</b>	Previous Revision Date	<b>June 6, 2016</b>
Policy Approved by	<b>President &amp; CEO</b>	Issue or Revision Date	<b>January 15, 2024</b>
Procedures Approved by	<b>CFO &amp; VP Administrative Services</b>	Review Date	<b>January 2029</b>

See the related [PROCEDURES](#).

### PURPOSE

The purpose of this policy is to provide guidance in the use of recruitment agencies.

### SCOPE

This policy will apply to all employee positions.

### GUIDING PRINCIPLES

Saskatchewan Polytechnic (Sask Polytech) strives to ensure a recruitment process is in place that results in the selection of the best candidate for each vacant position. To achieve this there is an occasional need to utilize the services of a recruitment agency. Sask Polytech is committed to ensuring that the use of recruitment agencies balances the need to attract the optimal candidate with the need for fiscal responsibility.

### POLICY

Sask Polytech may consider the use of recruitment agencies to source candidates for positions where it has difficulty attracting a pool of candidates with appropriate breadth and depth. This policy will typically apply to senior roles and roles with specialized and/or unique skills and experience requirements.

When using a recruitment agency, the hiring manager, human resource consultant, and director, HR advisory services will consider the profile of the position and the availability of qualified candidates within Sask Polytech and in the external labour market. Sask Polytech will carefully evaluate all internal candidates to support efforts to promote from within when appropriate.

### RELATED POLICIES/DOCUMENTS

504-b Management Authorities Grid  
413-G Procurement

### APPLICABLE LEGISLATION OR REGULATIONS

n/a