



<b>SUBJECT:</b>  Selection of Employees	<b>CATEGORY:</b>  Human Resources	<b>NO.</b>  717
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**PREAMBLE**

To achieve its vision and mission, SIAST is committed to attracting and retaining qualified employees through a transparent process. SIAST will ensure due diligence by hiring sufficient full time and/or part time positions for the sustainability of programs.

**POLICY**

SIAST will have a transparent selection process that builds and sustains a fully qualified employee base that is committed to the highest academic, research and service standards and to SIAST's values.

Except for temporary acting assignments, activity involving the temporary performance of higher duties and where provided for as vesting rights within a collective agreement, persons applying for all full-time and part-time positions must apply and be selected through a competitive process. SIAST will base its selection on the principles of merit and fairness, with the goal of supporting diversity within the SIAST workforce.

All selection practices and procedures will be conducted in compliance with:

- Relevant labour and human rights legislation;
- Collective agreements;
- Accreditation requirements;
- SIAST's strategic and academic plans;
- SIAST values;
- SIAST business needs; and
- Other relevant SIAST and human resource processes/policies.

In all cases, the selection practices and procedures will be reasonable, fair, and consistent with position requirements. SIAST will strive to maintain a match between the requirements of a position and the credentials, competencies, experience, and suitability of individual candidates.

Approved by:  President & CEO	Prepared by:  Human Resources	Date Issued:  May 6, 2013	Supersedes/New  New	Page  1 of 1 #717
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