



PROCEDURES

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

See the related [POLICY](#).

PROCEDURES

1. Hiring managers will consult with their human resource consultant and the director, HR advisory services for an initial determination regarding the use of a recruitment agency. As part of the determination, evidence of recruitment challenges should be provided.
2. When it is determined the use of a recruitment agency would be appropriate and beneficial, the hiring manager will discuss the recommendation with the senior out-of-scope manager and seek approval from the vice-president of their division to proceed with use of an agency to fill the vacancy.
3. Once approval has been granted, and in accordance with Management Authorities Grid policy #504-b, Section 1.e.) and Procurement policy #413-G, the hiring manger will work with their human resource consultant and the director, HR advisory services to facilitate the agency selection process.
4. The director, HR advisory services, will coordinate the recruitment campaign with an approved recruitment agency and may consult with Communications & Marketing on advertising copy and visual identity.
5. All costs associated with the use of a recruitment agency will be paid by the hiring manager.