



## POLICY AND PROCEDURE STATEMENT

<b>SUBJECT:</b>  Recruitment Agency Use	<b>CATEGORY:</b>  Human Resources	<b>NO.</b>  713
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### **PREAMBLE**

Saskatchewan Polytechnic 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. Saskatchewan Polytechnic 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**

Saskatchewan Polytechnic 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 Saskatchewan Polytechnic and in the external labour market. Saskatchewan Polytechnic will carefully evaluate all internal candidates to support efforts to promote from within when appropriate.

### **DEFINITIONS**

n/a

### **PROCEDURE**

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.
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.

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3. Once approval has been granted, and in accordance with Management Authorities Grid policy #504-G, Section E, and Procurement policy #1002, 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.

**RELATED POLICIES/DOCUMENTS**

Management Authorities Grid #504-G  
Procurement #1002

**APPLICABLE LEGISLATION OR REGULATIONS**

n/a

**AMENDMENT HISTORY**

1. Original issue date: December 7, 2010
2. Revision dates: June 6, 2016
3. Scheduled review date: June 2021

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