

**Policy No. & Title: P212: STAFF RECRUITMENT****Policy Sponsor:** Vice President, People and Culture**Effective:** 2025-03-28**Next Review:** 2030-03-28**Approvals:** 2010-10-27/SLC-10-08; 2013-11-13/SLC-13-02; 2015-08-11; 2018-03-09; 2019-12-03

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**1. PURPOSE**

The College seeks to hire employees having the qualifications, skills and abilities necessary to perform successfully the duties and responsibilities of their position. Recruitment focuses on identifying candidates who are highly motivated to work for Fanshawe College as an employer of choice, and who demonstrate a strong potential to grow both within their position and in the organization, and in doing so, contribute to the accomplishment of the College's mission and goals. The purpose of this policy is to establish an effective staff recruitment process that achieves these objectives.

**2. POLICY**

The Policy Sponsor develops and implements a system that effectively and consistently achieves the purposes of this policy and aligns with the context.

**2.1. PRINCIPLES**

- 2.1.1. The College is an equal opportunity employer, values diversity and is committed to the principles found in the Ontario Human Rights Code.
- 2.1.2. The College embraces the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) and is committed to expanding access and support to all employees with disabilities, by having as its goal a barrier-free working environment that enables employment success. The College provides accessibility throughout the recruitment process and across all stages of the employment lifecycle of employees.
- 2.1.3. Hiring managers are responsible for recruiting and hiring qualified employees within their department and are accountable for their hiring decisions. They work in partnership with Human Resources, which is responsible for the overall College staff recruitment function, to promote and support best practices and hiring decisions that meet statutory and contractual requirements. Human Resources develops, communicates and applies recruitment and selection procedures to guide those involved in the hiring process.

### **3. REFERENCES**

#### **Legislation**

Human Rights Code  
Employment Standards Act  
Accessibility for Ontarians with Disability Act and the Integrated Accessibility Standards Regulation  
O. Reg 191/11

#### **Terms of Employment**

Academic Employees Collective Agreement  
Support Staff Collective Agreements  
Terms and Conditions of Employment for Administrative Staff

#### **Performance Development Resources**

Employee Portal – Employee Performance Conversations

### **4. ADDENDA**

Guideline A: Recruitment  
Guideline B: Credential Requirements

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*Policy No. & Title:* P212: STAFF RECRUITMENT

*Addendum:* **Guideline A: RECRUITMENT**

*Issued by:* Vice President, People and Culture

*Effective:* 2025-03-28

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## **1. PURPOSE**

The purpose of this document is to guide hiring managers on matters relating to employee recruitment.

## **2. DEFINITIONS**

*Faculty or Academic Employees:* Employees whose principal function is the instruction of students, or that of librarian or counsellor.

*Support Staff:* Employees who perform functions that assist and support the instruction of students, the provision of student services, college administrative functions, and general college operations.

*Administrative Staff or Administrators:* Employees who perform College managerial or excluded functions and are not included in a bargaining unit. Hiring managers are Administrators.

*Accommodation:* An adaptation or adjustment made to support a person with a disability in the performance of reasonable and bona-fide essential duties or requirements of a position.

## **3. APPROVAL TO RECRUIT AND HIRE FOR A FULL-TIME POSITION**

### **3.1. Approval to Recruit to Fill a Full-Time Position**

Hiring managers are responsible for obtaining approval to create and recruit for a new full-time position vacancy or to recruit for an existing full-time position from both their designated senior College administrator and from Human Resources prior to posting, advertising or seeking applicants for a position. The approval process includes assessing the need for the position, confirming the position's employee affiliation, determining the position's salary level or range, and identifying funding for the position.

Hiring managers are responsible for identifying the job-related academic, occupational and professional credentials that are required for all new or revised Academic, Support Staff and Administrative positions per Human Resources recruitment procedures. These credential requirements are included in the position posting.

The recruitment process for new and existing non-full-time Academic, Support Staff and Administrative positions follow the same principles that are applied to the hiring of full-time employees, but with fewer steps involved, as established in Human Resources recruitment procedures. The posting of position vacancies and the hiring of Academic and Support Staff bargaining unit employees meets requirements of the applicable collective agreement.

In general, we post all full-time position vacancies and regular part-time support positions to encourage applications from qualified individuals both inside and outside the College, unless restricted by the terms of a collective agreement or approved for a posting waiver for Administrative positions.

**3.2. Approval to Hire a Full-Time Employee**

Following the conclusion of the applicable posting period and the applicant selection and interviewing process, the hiring manager shall identify a preferred candidate and undertake the following steps prior to making an offer of employment:

- 3.2.1. Confirm that the preferred candidate has the academic, occupational and professional credentials required for the position.
- 3.2.2. Conduct reference checks per Human Resources procedures.
- 3.2.3. Request that Human Resources arrange for a criminal record check for any position that has a bona fide occupational requirement for this type of check.
- 3.2.4. Confirm with Human Resources the starting salary that can be offered to the preferred candidate.

The hiring manager secures the required approval from their designated senior College Administrator as may be established in Human Resources procedures. The hiring manager is responsible for making the job offer to the preferred candidate and arranging for preparation and delivery of the offer of employment letter by Human Resources.

**3.3. Orientation of New Employees**

The hiring manager, with the assistance of Human Resources, orients a new employee with the appropriated job-related and College information to assist the employee to become as effective in the position as soon as possible. All staff also receive performance evaluations; more information regarding this is available on the portal page referenced under item 3-References.

*Policy No. & Title:* P212: STAFF RECRUITMENT

*Addendum:* **Guideline B: CREDENTIAL REQUIREMENTS**

*Issued by:* Vice President, People and Culture

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## 1. PURPOSE

It is the policy of Fanshawe College to hire the most appropriate qualified candidates for all positions and that candidates' qualifications are bona fide and appropriately verified. In particular, the Ontario Postsecondary Education Quality Assessment Board's requirements for application for applied degree programs stipulate that colleges must obtain credentials directly from granting agencies and institutions. The college will ensure that staff possess the appropriate combination of experience and credentials appropriate to their program or area as required.

## 2. REQUIREMENTS

### 2.1 Academic Employees

2.1.1 Any candidate for faculty positions whether full time, part time, partial load or sessional are required to provide the College with evidence directly from the granting agency of the relevant academic credential and any required trade, skill or professional credential claimed by the candidate. An official offer of employment is contingent on this information being received within a reasonable time frame. This shall be done at the candidates' cost and kept in the employee's file.

2.1.2 Faculty hired or assigned to teach in applied degree programs will have advanced academic credentials with a minimum of at least one degree higher than that offered by the program in the field or a closely related field of study relating to the subject areas taught and related work experience of substantial depth and range. If appropriate, the applicant will also have the required professional credential in the related field of study.

2.1.3 Any existing faculty wishing to teach in a degree program will be required to provide the College with evidence directly from the granting agency of their relevant academic credential and any required trade, skill, or professional credential claimed by the faculty. This documentation shall be kept in the employee's personnel file in Human Resources.

### 2.2 Administrative/Support Employees

2.2.1 Where required by the position, any candidate for administrative or support positions will be required to provide the College with evidence directly from the granting agency of any required academic, trade, skill or professional credential claimed by the candidate. An official offer of employment is contingent on this information being received within a reasonable timeframe. This shall be done at the candidate's cost and shall be kept in the employee's personnel file in Human Resources.

## 3. VERIFICATION OF INTERNATIONAL CREDENTIALS

The equivalency of international credentials will be verified to those similarly named credentials in Canadian institutions.