

1.0 PURPOSE

- 1.1 NSCC employees collectively work to build Nova Scotia's economy and quality of life through education and innovation. Our hiring practices must reflect the College's Mission and Vision, reflect our Values and support our Commitments and Promise through the recruitment and employment of highly qualified staff in a fair and effective manner.

2.0 SCOPE

- 2.1 This policy applies to all current employees regardless of status and job applicants to the College.

3.0 POLICY

- 3.1 The College's fair hiring process will be governed by the following fundamental objectives:
- a. Hiring must be undertaken with a focus on the needs of our clients, including our students, the organizations that employ them, the communities we serve, and our own internal organization.
 - b. The hiring process must reflect common sense and reasonableness in its application.
 - c. Hiring practices must be efficient and cost effective.
 - d. Our commitment to providing excellence in teaching and learning requires that we recruit highly qualified candidates with relevant industry experiences.
 - e. As a major employer within the Province of Nova Scotia, we must be accessible to all qualified candidates. This requires that employment opportunities be clearly communicated to interested parties, and that the hiring process must be open, objective and unbiased.
 - f. The hiring process must meet the College's standards on a consistent basis. This includes the development of college-wide procedural elements including, but not limited to selection criteria, job descriptions, advertisements, screening mechanisms, interview questions, referencing procedures and final hiring recommendations.
 - g. The hiring process must respect the rights and contributions of our employees. This recognizes our obligation to collective bargaining agreements, and the right of every employee to fair consideration for positions for which they are qualified.
 - h. We must strive to ensure that our employee population reflects the communities we serve. Hiring practices must be consistent with the principles of employment equity and accessibility to employment.

Executive Policy Sponsor: Vice President, Organizational Development	Policy Steward: Director, Human Resources	Approved: Board of Governors DEC 14, 2017	Effective Date: JAN 1, 2018	Next Review: DEC 2020
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Human Resources Policies & Procedures

44.01	Fair Hiring	POLICY
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4.0 POLICY SUPPORTS

Related Policies

- 41.11 Employment Equity
- 45.13 Employee Workplace Accommodation

Related Procedures

How To Apply for an NSCC position (nsc.ca)

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