



HUMAN RESOURCES

44.01	Fair Hiring	POLICY
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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, Vision, and Values and support our Commitments and Promise through the recruitment and employment of highly qualified staff in a fair and effective manner.

1.2 The purpose of this policy is to ensure a transparent, consistent and accessible fair hiring process that supports NSCC in selecting candidates on the basis of demonstration of the highest qualifications and relevance with the position.

2.0 SCOPE

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

3.0 DEFINITIONS

None.

4.0 POLICY

4.1 The College’s fair hiring process will be governed by the following fundamental objectives:

- a. The hiring process must:
 - i. reflect common sense and reasonableness in its application;
 - ii. be open, objective and unbiased;
 - iii. meet the College’s standards and procedures on a consistent basis; and,
 - iv. recognize the right of every candidate to fair consideration for positions for which they are qualified.
- b. Hiring practices must be:
 - i. Efficient and cost effective; and,
 - ii. Consistent with the principles of employment equity and accessibility to employment.
- c. Our commitment to providing excellence in teaching and learning and business operations requires that we recruit highly qualified candidates with relevant experiences.
- d. As a major employer with the Province of Nova Scotia, we must be accessible to all qualified candidates. This requires that employment opportunities be clearly communicated to interested parties.

Executive Sponsor:	Policy Steward:	Approval authority:	First approved:	Date last reviewed:	Effective Date:	Next review date:
Vice President, College Services & CFO	Director, Organizational Development	Board of Governors	2016	Dec 14 2017	Jan 1 2018	Jan 1 2023



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- e. 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.
- f. 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.

5.0 POLICY SUPPORTS

Related Policies

- 41.11** Employment Equity
- 45.13** Employee Workplace Accommodation

Related Procedures

- 44.02** Fair Hiring Procedures
- 44.03** Hiring Casual Status Employees Procedure
- 44.03A** Hiring Casual Employees Appendix A: Determining Compensation
- 44.04** Reference Checking for Hiring Casual Employees
- 44.05** Hiring Guest Lecturers and Speakers
- 44.06** Employment of Relatives
- 44.07** Reference Verification Procedures

How to Apply for an NSCC position (nsc.ca)
 Hiring (8 Step Hiring Process)- on Connect

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