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| Policy                            | O-5.15                     |
| Approved By:<br>Approval (C)-24Tc | College Executive Team     |
| Date:                             |                            |
| Policy Holder:                    | Exec. Dir. Human Resources |

## RECRUITMENT AND SELECTION POLICY

### Purpose

Camosun College strives to

9. Hiring processes will respect the privacy of applicants and the confidentiality of the information and documentation related to the hiring process, in accordance with the *Freedom of Information and Protection of Privacy Act (FIPPA)*
10. New employees will be welcomed and supported to become successful and full contributors.

## Responsibilities

College Executive, Senior Leadership and Workplace Leaders are responsible to:

- x Implement and support the College's Recruitment and Selection Policy, principles and guidelines
- x Partner with Human Resources to conduct successful hiring activities

Human Resources is responsible to:

- x Lead the application of the Recruitment and Selection Policy and principles and develop related guidelines, tools and supports
- x Provide strategic and operational leadership, education, guidance and support to hiring managers
- x Maintain and promote best practice in hiring
- x Ensure processes and procedures adhere with all Co Cnd5