

1.0 POLICY STATEMENT

Recruitment at MacEwan University is conducted in a fair and transparent manner that is grounded in strategic objectives.

2.0 PURPOSE

This policy provides a framework for the recruitment process that enables MacEwan University to attract external and internal Candidates with the necessary Qualifications and skills to fulfill its strategic direction.

3.0 APPLICABILITY

This policy applies to all employees and Candidates of MacEwan University.

4.0 DEFINITIONS

Barrier-free

Recruitment that allows all Candidates to participate fully in the recruitment process.

Candidate

An applicant who is being considered for employment by MacEwan University.

Capital Region

The conglomerate of municipalities in Edmonton and surrounding area.

Senior Administrator/Senior Academic Administrator

Vice-President, Dean, Associate Vice-President, or Executive Director

Qualifications

Degrees, diplomas and certificates from accredited institutions, current memberships in recognized professional bodies or associations, professional designations, or other credentials required for a position.

5.0 POLICY ELEMENTS

5.1 Confidentiality

All parties involved in the recruitment process have an obligation to maintain the confidentiality of the personal information of Candidates and referees as well as any discussions that occur during the process.

5.2 Workforce Planning

Workforce plans that identify current and future staffing requirements are made as part of the annual planning and budgeting process. These plans create the framework for decisions regarding recruitment.

5.3 Recruitment

5.3.1 MacEwan University recruits and selects faculty and staff on the basis of qualifications, skills, education, and other bona fide occupational requirements.

- 5.3.2 MacEwan University is committed to hiring practices that promote diversity and are inclusive and Barrier-free.
- 5.3.3 Reference checks or position-specific background checks may be conducted on final Candidates for internal and external recruitment.
- 5.3.4 MacEwan University will validate Qualifications or necessary conditions of employment of Candidates as required for the position.
 - 5.3.4.1 Offers of employment are conditional until the Candidate’s Qualifications have been validated.
 - 5.3.4.2 MacEwan University determines the required Qualifications for the position or necessary conditions of employment. Appointment decisions are based on the Candidate's ability to meet these requirements. If there is a change to the employee's Qualifications or ability to meet necessary conditions of employment following appointment, the employee must report the change to his or her direct supervisor.

5.4 Relocation

- 5.4.1 When Candidates are recruited from outside the Capital Region, financial support for relocation may be granted by the appropriate Senior Administrator/Senior Academic Administrator or the Board of Governors for presidential relocations in consultation with Human Resources.
- 5.4.2 Financial support for relocation and expense reimbursement guidelines are in alignment with Government of Alberta Regulations and follows the Relocation Procedure.

The guidelines for the relocation amount will not exceed the following, up to a maximum of \$30,000:

Distance	Maximum Eligible Amount
Within Alberta	2 months starting salary
Within Canada	3 months starting salary
From Outside Canada	4 months starting salary

Exceptions may be granted by the President or VP in consultation with Human Resources.

- 5.4.3 In the event that an employee who has received financial support for relocation voluntarily terminates employment within twenty-four (24) months of -their hire date, the employee will repay MacEwan University on a pro-rated basis.

6.0 ASSOCIATED PROCEDURES

- Procedure for Relocation
- Procedure for Reimbursement of Allowable Expenses

7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- Employee Code of Conduct
- Employment Equity and Inclusion Policy
- Government of Alberta Public Service Relocation and Employment Expenses Regulation

8.0 ACCOUNTABILITY

Policy Sponsor

Office of Vice-President Finance and Administration and CFO

Office of Administrative Responsibility

Human Resources

9.0 HISTORY

Relevant Dates

Approved: **21.06.03**

Effective: **21.06.03**

Next Review: **2026.06**

Modification History

- 09.10.08:** New Policy approved by Board Motion 01-10-8-2009/10 (This policy replaces both D1110 Recruitment and D2092 Orientation and Pre-Service Programs.
- 11.12.09:** Terminology updated to reflect name update, inclusion of specific approvals, as well as clause related to ensuring positions are evaluated prior to recruitment.
- 12.09.27:** Amendments approved by Board Motion 01-09-27-2012/13.
- 16.05.26:** Amendments approved by Board Motion 01-05-26-2015/16.
- 21.06.03:** Revised to ensure financial support for relocation aligns with the Part 7 of the Government of Alberta Public Service Relocation and Employment Expenses Regulation. Approved by Board Motion # 01-06-03-2020/21.