



Recruitment of General Staff Policy

Policy Area: Human Resources

Approval: Board of Directors

Signature:

Date:

1. PURPOSE

The Board of Directors will ensure that general staff recruited to join Sheridan College on a full-time, part-time or casual basis are properly qualified and meet the Board's expectations of quality performance and commitment to the vision and objectives of the College.

The purpose of this policy is to assist the College to:

- Accomplish the College's vision and objectives
- Preserve the principle of recruitment based on merit
- Apply reasonable and consistent standards for recruitment of all general staff.

2. RESPONSIBILITY AND ACCOUNTABILITY

Initial approval of policy and later amendments:	Board of Directors
Amendment of procedures consistent with the policy:	Executive Principal
Distribution of policy:	Executive Principal
Implementation of policy:	Executive Principal, Faculty, Board of Directors
Monitoring and compliance of policy:	Academic Council
Evaluation and recommendations for amendments:	Academic Council, Executive Principal, Faculty

3. PRINCIPLES

- Recruitment and selection of new staff will be informed by the College's Workforce Plan.
- The College is committed to nurturing the careers of internal staff before advertising to external candidates.
- Positions will be accompanied by position descriptions and selection criteria.
- Decisions will be based on merit, and will be transparent and documented.
- References will be confirmed and qualifications will be verified, in accordance with the Verification of Qualifications Policy.
- The impact on equity and diversity within the College will be considered in the recruitment and selection process.
- General staff who do not fully meet all of the standards of knowledge, skill, qualification and experience required for the position, but who are needed to implement specific duties, will have their work performance overseen by a supervisor who meets the required standards.

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- A police clearance and, where appropriate, a Working With Children check will be required of all successful candidates.
- All general staff shall be committed Christians and sign their assent to the College Confession of Faith.
- The Board of Directors will ratify all College appointments, in accordance with the Sheridan College Governance Manual.

4. APPENDIX: DOCUMENT HISTORY AND VERSION CONTROL RECORD

Document Title: Recruitment of General Staff Policy

Source Documents:

Associated Internal Documents: Governance Manual
Confession of Faith
Workforce Plan
Verification of Qualifications Policy

Associated External Documents

Authorised Officer: Chair, Board of Directors

Approved by: Mr Michael Smith

Date of Approval: 23 August 2018

Next Review Before: December 2021

Version Number	Version Date	Authorised Officer	Amendment Details
1.00	23 Aug 2018	Chair, Board of Directors	First version of policy