



UNIVERSITY OF THE FRASER VALLEY SELECTION ADVISORY COMMITTEE PROCEDURES (STAFF)

This document outlines the purpose and procedures the University has established in consultation with the Faculty and Staff Association for its selection advisory processes, and is intended to assist selection advisory committee members in fulfilling their responsibilities.

The Chair of the SAC must provide each member of the committee with a copy of these procedures, and review the procedures at the first meeting of the SAC. Committee members who are unsure of their role or the process should request clarification from Human Resources.

THE ROLE OF THE SELECTION ADVISORY COMMITTEE

The members of a university selection advisory committee, both elected and appointed, represent the

CONFIDENTIALTY

Members of UFV selection advisory committees are expected to treat all applicants with respect for human rights and dignity

Committees who recommend the hiring of a non-Canadian must document why Canadian applicants did not meet the advertised qualifications before Immigration Canada will grant permission to offer employment to a foreign worker.

Additionally, anyone who is not a Canadian citizen or a permanent resident must be authorized to work in Canada. The initial permit will be for a temporary appointment. Conversion to a permanent position with UFV will occur when the status which permits this has been obtained by the individual. Human Resources will advise SAC Chairs on the implications for foreign worker canr fow(c)-4.9 (i)-3.3 (n)-0.7 (p)-0.7 (j).

The selection criteria must

The criteria and questions to be used must be submitted to Human Resources before the committee begins reviewing the applicant file. On completion of this step, all SAC members will be provided access electronically to the applications.

The SAC Chair is responsible for ensuring that every committee member is provided with a complete copy of all material submitted by each applicant prior to the committee meeting to develop a Step One (e)7.9 (s5.3h06)

Discussion of an applicant's personal character must be conducted with respect. Unsupported allegations concerning any applicant should be challenged. The SAC Chair should instruct the committee to disregard the allegations. Human Resources should be notified if this occurs and the necessity of modifying the composition of the SAC in order to protect the integrity of the decision making process will be determined.

REFERENCE CHECKING

References are to be solicited on the understanding that they are confidential to the Selection Advisory Committee and the university administrators who will recommend the appointment to the appropriate administrator.

References provide valuable information to the committee in its assessment of candidates. All candidates should be asked for the names of at least three people who will provide references upon request. Referees should be individuals who have firsthand knowledge of the candidate's work and abilities. Often they are direct supervisors of the candidate. Reference checking should be done at the conclusion of the interview, using a consistent process developed in consultation with Human Resources. In addition, if applicable, the SAC Chair asks Human Resources for the latest evaluation of recommended candidate.

When telephone references or reference checks are conducted, it is important that the caller take detailed notes, rather than relying on memory to convey information to other members of the committee. A summary should be prepared to provide a record of the telephone interview. The referee can also be asked to confirm the accuracy of notes or summary. Telephone calls are often essential to clarify certain issues and to confirm or dispel concerns.

Awkward situations may arise when the most obvious individuals are missing from the list of potential references provided by the candidate; for example, when candidates still in a position do not provide the name of their supervisor. In such cases, you may wish to ask the candidates directly for the name of a referee who would be familiar with their work at this place of employment.

Candidates who cite employment history but do not provide the name or names of direct supervisors to be contacted need to be advised that this is an essential step in completing the reference checking process; however, the committee must be sensitive to the timing of this step and the SAC Chair is expected to consult with the candidate as to when these contacts appropriately be made. Exceptions to this step will be made only on the approval of the Provost. SAC Chairs are responsible for ensuring permission for exception has been obtained.

The same set of questions should be asked of all referees, although these questions may be supplemented by specific questions where needed (e.g., to clarify information in the application).

At the conclusion of the Selection Advisory Committee process, the SAC will collect and compile all documents related to the process. All documents, including all copies of resumes and other applicant personal information must be returned to Human Resources