

Policy and Procedure for Hiring Permanent Staff Centre for Christian Studies

Purpose:

To secure employees who will meet the needs of CCS

Policy:

Central Council shall determine vacancies in permanent staff positions and seek to fill them through a search and hiring process managed by the Human Resources Committee. A Search Committee or Hiring Panel will recommend appointments to Central Council or its Executive for approval.

Procedure for Hiring Permanent Staff

1. Determination of Vacancy

- Central Council will determine a Vacancy in permanent staff. A vacancy may arise for one of many reasons, such as:
 - Letter of resignation from member of staff
 - Announcement of retirement from member of staff
 - Decision to create a new position
 - Dismissal of member of staff.

2. Approval of Job Description

- Principal or Central Council directs Human Resources Committee to write or adapt a job description
- HR Committee reports minor changes to Central Council for information
- HR Committee recommends major changes in title or content of job description or new job description to Central Council for approval

3. Budget Considerations

- HR Committee consults with Finance Committee to ensure adequate budget for salary and benefits for anticipated employment period
- HR Committee consults with Finance Committee to establish budget for search costs
- Any major changes in salary level (that have an impact on the annual budget) are approved by Central Council.

4. Terms of Employment

- HR recommends terms of employment for approval by Central Council
 - salary, benefits
 - moving costs if any
 - desired starting date
 - probationary period
 - termination process

5. Forming a Search Committee or Hiring Panel

- Depending on level of hiring, HR Committee may recommend to Central Council to form a Search Committee or Hiring Panel
- Normally, a Search Committee is formed for Program Staff, consisting of
 - staff representative, chosen by staff
 - student representative, chosen by HR Committee
 - member of HR Committee or designate
 - member of Program Committee or Central Council chosen by Committee or Council
 - other members as appropriate or as required by denominational protocols and relationships.
- Normally, a Search Committee is formed for the Principal, consisting of
 - staff representative, chosen by staff
 - student representative, chosen by HR Committee
 - member of HR Committee or designate
 - member of Central Council, chosen by Central Council
 - - Other members as required by denominational protocols and relationships;
 - other members such as representatives of broader community, as determined by HR Committee
- Normally, a Hiring Panel is formed for Administrative or Development staff, consisting of
 - the Principal
 - a member of the Human Resources Committee
 - a member of a related Committee or Central Council as appropriate
 - other members as appropriate.

6. Hiring Check List

Principal or Central Council or HR Committee designate will ensure the following:

Advertising and Recruiting

- √ Ensure job description, salary and benefits, search budget are in place/approved
- √ Prepare advertising and information for applicants
- √ Circulate advertising – on website, among conferences and/or dioceses as appropriate, through Charity Village, Kijiji and other forums.
- √ Designate a member of the HR Committee to receive resumes and do first round of screening if appropriate.
- √ Make plans to seek, encourage, or nominate applicants as appropriate
- √ Establish a schedule for advertising, shortlisting, interviewing, deciding, seeking approval from Central Council or Executive, offering position.
- √ Determine if and how to engage staff in giving feedback on whether they could work with this person (e.g. sharing resumes, meeting with interviewees)

Selection and Interviewing

- √ Meet with Hiring Panel or Search Committee to develop selection criteria, screen resumes, prepare interview questions
- √ If appropriate, pre-screen applicants to determine comfort level with salary range, job description, workplace values
- √ In the case of Principal and program staff appointments, letters of reference may be solicited and checked
- √ Prepare list of questions to ask during interview, including exploration of past job performance, follow up questions, range of approaches to use.
- √ Arrange for and conduct the interviews, using the same format, setting and length for each candidate and using a rating guide if appropriate to evaluate answers. At end of each interview, inform candidates of procedure and time line for making a selection and offering the position.
- √ If not part of Search Committee, arrange for a final interview with Principal before checking references and making an offer.

Checking References and Making an Offer

- √ Check references of final candidate(s) to determine that information given was valid, explore suitability, and probe for areas of concern. Let candidate know you will be checking references.
- √ Make a decision and review it.
- √ Call the candidate to make an offer. Include that offer is contingent on approval of Central Council, consent to CCS Harassment Policy, and successful Police Record Check.
- √ If accepted, inform other final candidates by phone of the outcome of the recruitment process.
- √ If not accepted, determine whether to offer position to alternate candidate or conduct a new search.

Completing the hiring process

- √ For Program Staff or Principal, ensure compliance with General Council or General Synod expectations (e.g. consultation prior to short listing, seeking acknowledgment of chosen candidate by UCC General Council Office or Anglican Primate) and consult with Bishop or Presbytery as required in case of those in ordered ministry
- √ Seek approval of Central Council or Executive of proposed candidate
- √ Follow up on any details – reimbursement of incurred expenses, thank yous to selection committee
- √ Prepare an announcement of the hiring – send draft to Central Council before posting on website, issuing press release, informing other bodies as appropriate.

Documentation

- √ Prepare letter of offer with the candidate specifying salary, benefits, personnel policy, harassment policy, etc.
- √ Ensure the resume is placed in personnel file
- √ Retain notes on all decisions regarding interviews, shortlisting, rejecting candidates, to be destroyed after six months.

- √ Unsuccessful candidates may be asked for permission to forward their contact information for other searches.
- √ Evaluate the process and report to HRC.