

Talent Acquisition Policy

This document is the parent policy for any College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

Functional category	Human Resources
Approval date	February 21, 2024
Effective date	February 21, 2024
Policy owner	Vice President, People and Culture
Policy administrator	Director, People and Talent Operations

Objective

NorQuest College (college) strives to enable employees to realize our purpose and help us achieve our strategic goals. To do this we will attract, grow, and develop team members through a people-first approach that sparks innovation and continuous learning. As we do, we will fulfill our commitment to becoming an inclusive, anti-racist, and decolonized organization through an ongoing focus on equity, diversity, and inclusion. This will be achieved by providing a fair and equitable recruitment and selection process and a positive candidate experience.

Authority to establish this policy is derived from the [NorQuest College Board of Governor's Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Policy

The college will:

- Develop and maintain a Talent Acquisition process that outlines an evaluation process that is consistent and aligned with the college's commitments to Equity, Diversity and Inclusion.
- Ensure that recruitment practices are aimed at attracting and recruiting people from diverse backgrounds.
- Hire the best people for the college's long-term future.
- Ensure that Talent Acquisition processes are based on:
 - Position requirements
 - Related education (qualifications)
 - Directly related experience
 - Market considerations
- Ensure that the confidentiality of candidates is protected.
- Utilize a competitive selection process for hiring permanent and term positions with exemptions for exceptional circumstances. Any such exemptions will require rationale and approval by the Director, People & Talent Operations.
- Work within the college's corresponding procedures to ensure consistency and fairness related to Talent Acquisition processes and salary assignment of the successful candidate.

Definitions

N/A

Related information

NorQuest College

- [Anti-Racism Policy](#)
- [AUPE Collective Agreement](#)
- [Compensation Policy](#)
- [Faculty Collective Agreement](#)
- [Management Terms and Conditions](#)
- [NorQuest College Vision, Mission & Values](#)
- [Out of Scope Employees Terms and Conditions](#)
- [Salary Administration Procedure](#)

External

N/A

Next review date

February 2028

Revision history

Date	Version Number	Action
May 2014	V1	New (replaces Standard Practice 7.02 Recruitment and Selection).
November 2014	V2	Update for document links.
July 2015	V3	Update document standards, document links and next review date.
September 2015	V4	Update document links.
August 2019	V5	Review update including modifying policy section.
February 2024	V6	Renamed the Recruitment and Selection Policy. Minor changes and consultation with stakeholders of the Equity Office and Faculty Association, added requirement to obtain approval from the Director, People & Talent Operations when not utilizing a competitive recruitment process to fill roles.