

POLICY: Hiring Policy		POLICY NUMBER: AM-029-A1
		PREVIOUS/REPLACES: Employee Manual
APPROVED BY: Executive Committee	EFFECTIVE DATE AS OF: March 1, 2022	PRIOR VERSIONS: August 2020

1. Policy Statement

Herzing College strives to recruit, select, orient, promote and develop the best qualified individuals to help attain its strategic objectives and support a reputation as an employer of choice.

Its recruitment, selection, orientation, promotion, and performance development processes will reflect its values of professionalism, respect, integrity, caring and engagement (PRICE).

Its recruitment and retention programs will consider the importance of reflecting the diversity of the large community it serves and it will follow the principles of the Ontario Human Rights Code (or other applicable provincial regulation) to provide equal opportunity in employment practices.

2. Scope

This policy applies to all faculty and staff of Herzing College.

3. Procedure

1. Individual departments are responsible for the recruitment and selection of their employees, subject to approval of the Campus President and that the position is in the annual budget.
2. If the position is not in the annual budget or if revenue is significantly behind budget, the permission to hire must be obtained from the Chief Operating Officer for the Corporation.
3. Employment openings are to be circulated to all employees at the campus and advertised to make the opportunity communicated to a diverse audience.
4. The H.R. department is responsible for ensuring the employee receives a correctly completed employment agreement, a summary copy of benefits, a link to institutional policies and is enrolled in appropriate benefit programs.
5. The College is committed to:
 - a. Ensuring equal access and equal opportunity through uniform and transparent application of recruitment, selection and promotion procedures.
 - b. Embracing the requirements of applicable accessibility regulations in all recruitment activities.

- c. Assessing prospective employees requiring accommodations based on the essential duties of the job.
 - d. Ensuring no individual is disadvantaged in securing employment because of nepotism.
 - e. Prohibiting discrimination and/or harassment in accessing employment, accommodation, education, or services.
6. Orientation
- a. Orientation resources and activities are designed to welcome, enable and empower new employees to successfully begin employment. Included is an overview of the College’s vision, values, strategic plan, organizational structure, a brief history of the institution, linkages to IT required in their position, and learning opportunities for employees.
 - b. Information on critical policies will be offered to all new employees.
 - c. Supervisors will provide departmental orientation to new employees working within their specific groups.
7. Development
- a. Supervisors and managers will provide support to improve employee performance when standards are not met by:
 - providing ongoing feedback based on the performance objective for the position.
 - offering formal and informal training
 - b. The College is committed to supporting employees with professional development and advancement opportunities.

4. Administration

Department Heads, Campus President, Chief Operating Officer, and HR.

5. Review

This policy will be reviewed as required by the Executive Committee 2024.

6. Reference

- AM-018-A1 Succession Planning Policy
- AM-019-A1 Performance Reviews
- AM-020-A1 Open-Door Policy
- AM-021-A1 Employee Dispute Resolution Policy
- [Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11](#)

7. Definitions

Corporation: Herzing Institutes of Canada, Ltd.