

 THE UNIVERSITY OF BRITISH COLUMBIA Facilities	Policy No.: I-A-PR12	Approval Date: Last Revision:
	Responsible Executive:	
	Signed:	
Title: DRAFT- RECRUITING MANAGERS, TRADE HEADS & SUB HEADS		
Background & Purposes: The purpose of this procedure is to ensure that the necessary steps are taken to identify and recruit the best candidate(s) for leadership position(s) in the Facilities Department by setting up a Hiring Committee to include the Hiring Manager and a manager from Facilities Human Resources.		

1. Procedure Statement:

- i. Selection Interviewing is an essential part of the hiring process for all new leadership roles in Facilities. Leadership roles include all management, trade head and sub head positions.
- ii. It is our policy to spend time and effort on selecting candidates who can demonstrate the right combination of technical, behavioural and leadership expertise for the role.
- iii. In some instances, Facilities may use the services of an external recruitment company to identify and select candidates in place of the procedures set out below.

2. Procedure:

- 1) When a department is recruiting for any AAPS Management or Trade Heads/Sub-Heads positions, Facilities Human Resources to be contacted to set up a Hiring Committee.
- 2) The Hiring Committee shall include the hiring manager and a manager from Facilities Human Resources who has is trained and experienced in Selection Interviewing techniques.
- 3) Manager of Organizational Development and Training will be on the Hiring Committee for the recruitment of Supervisors, Superintendents and Associate Directors.
- 4) HR Communications Coordinator or another Human Resources manager will be on the Hiring Committee for recruitment of all Trade Head and Sub Head positions.
- 5) Director of Human Resources will be on the Hiring Committee for Director positions.
- 6) Interview questions will be agreed by the Hiring Committee prior to the interview.
- 7) Interview questions will be competency based behavioural questions to measure previous experience relevant to the Job Description and provide an objective view/predictor of future performance.
- 8) The Hiring Committee will select the best candidate based on the scorings of relevant technical and leadership skills demonstrated in the interview.
- 9) Where no candidates meet the minimum requirements of the role, further external adverts or the use of an external recruitment company will be agreed by the Hiring Committee/Facilities Director