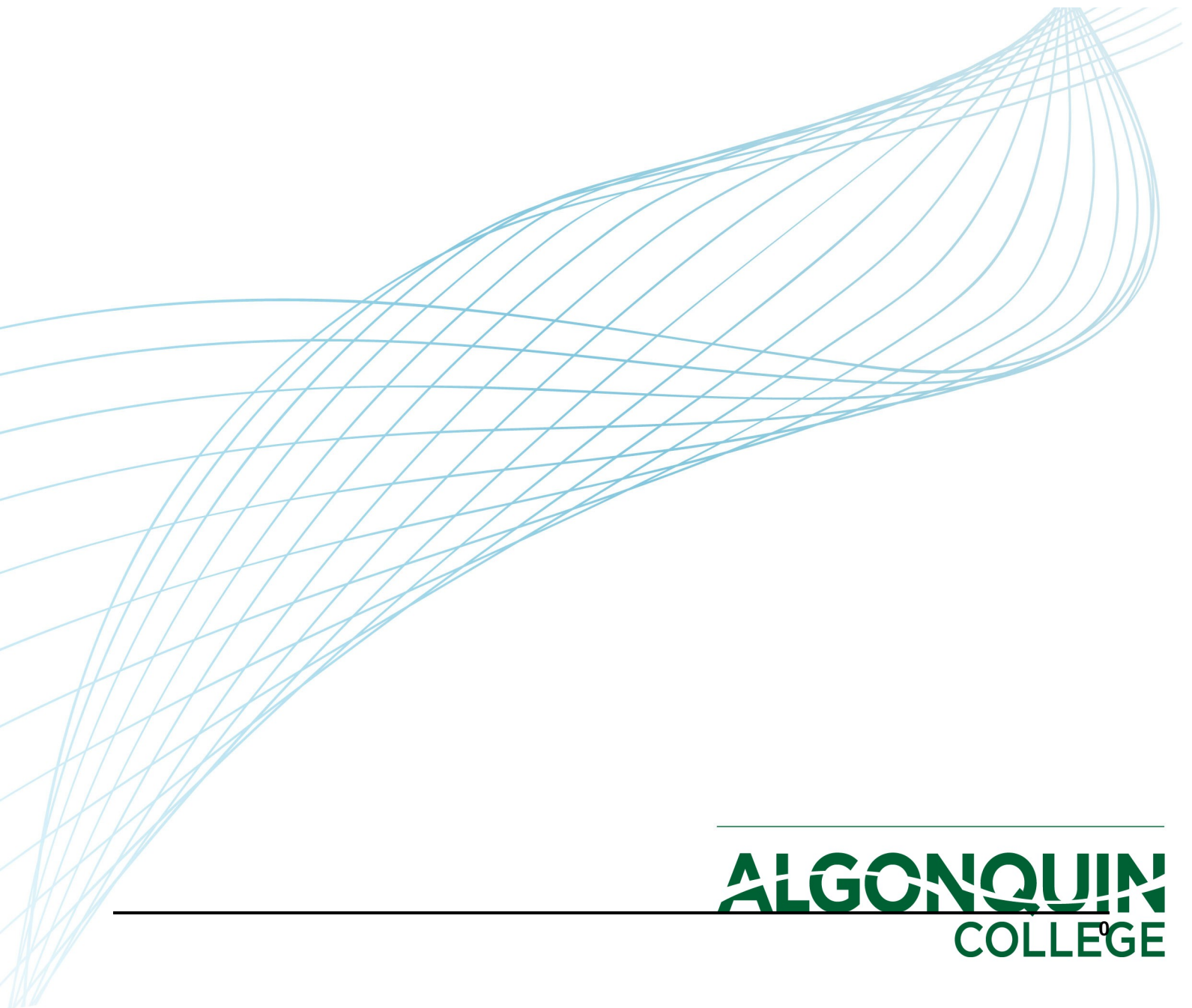Information Technology Services

Resource Management Office

ITS Part-time Hiring Process

Process ID: 14-RMO-05

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ALGONQUIN
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Revision History

Revision	Date	Description	Changed By	Approved By
Draft 0.1		Draft Version	*******¡	*******¡
1.0	May 25, 2014	Initial version that has been reviewed with appropriate team members. New ITS cover page and Process number incorporated.	*******¡	*******¡

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Director

Information Technology Services

1 Introduction

Welcome to the ITS hiring part-time process guide. We hope this document will help you go through the entire hiring part-time process at the Information Technology Services (ITS) department smoothly and in a timely manner.

1.1   Purpose of this guide

The purpose of the document is to:

1. Provide you with the information you need on the hiring part-time process for the Information Technology Service (ITS) department; and

2. Guide you step by step through the entire hiring part-time process, from submitting a position for budget approval to a new employee orientation session.

1.2   How the guide is organized

The document is organized into four (4) sections:

- Introduction;
- ITS hiring part-time process;
- ITS hiring part-time process steps;
- Appendix.

1.3   Requirements of this guide

The supervisor of finance and administration (SFA) ensures that the hiring part-time process for the Information Technology Services (ITS) department is conducted correctly and completed in a timely manner.

Individuals involved in the hiring part-time process for the ITS department can consult with this guide to meet all the legal and official requirements of this process.

1.4   Location of this guide

The ITS hiring part-time process guide and reference documentation are located within the Algonquin College websites as indicated below, in the **Table 1**.

Table 1:   Location for the guide and reference documentation

Hiring Part-time Process Documentation	Location: Name & Link

ITS Hiring Part-time Process Guide	ITS/ SharePoint/ Finance and Administration/ Hiring Guide for ITS/ ITS Hiring Part-time Process Guide
The College's Strategic Plan 2012-17	Corporate Reports/ the College's Strategic Plan 2012-17
Policy HR10: New Employee Orientation	Human Resources/ Labour Relations/ HR Policies/ Policy HR10: New Employee Orientation
Job Description: Administrative Job Fact Sheet Questionnaire (JFS)	Human Resources/ Manager's Toolkit/ Forms/ Administrative Job Fact Sheet Questionnaire (JFS)
Position Description Form (PDF)	Human Resources/ Manager's Toolkit/ Forms/ Position Description Form (PDF)
Job Posting Template	Human Resources/ Manager's Toolkit/ Forms/ Recruitment & Selection/ Job Posting Template
Request to Fill a Position Form	Human Resources/ Manager's Toolkit/ Forms/ Recruitment & Selection/ Request to Fill a Position Form
Selection Committee Confidentiality Agreement Form	Human Resources/ Manager's Toolkit/ Forms/ Recruitment & Selection/ Selection Committee Confidentiality Agreement Form
Guideline-Rating Chart	Human Resources/ Manager's Toolkit/ Forms/ General Forms/ Guideline-Rating Chart
Telephone References Check Forms	Human Resources/ Manager's Toolkit/ Forms/ Recruitment & Selection/ Telephone Reference Check Forms
Summary of Candidate Selection Process	ITS/ SharePoint/ Finance and Administration/ Hiring Guide for ITS/ Summary of Candidate Selection Process
Submission for Appointment Form	Human Resources/ Manager's Toolkit/ Forms/ Recruitment & Selection/ Submission for Appointment Form
Orientation Schedule and Schedule Dates	Human Resources/ Manager's Hiring Guide/ Orientation Schedule and Schedule Dates
2014-2015 Part-time Support Terms and Conditions	Human Resources/ Manager's Toolkit/ Part-time Employee Onboarding Process/ Create Contract/ Support Staff/ 2014-2015 Part-time Support Terms and Conditions
2014-2015 Part-time Administrative Terms and Conditions Agreement	Human Resources/ Manager's Toolkit/ Part-time Employee Onboarding Process/ Create Contract/ Administrative Staff/ 2014-2015 Part-time Administrative Terms and Conditions

	Agreement
2014-2015 Part-Time Student Terms and Conditions Agreement	Human Resources/ Manager's Toolkit/ Part-time Employee Onboarding Process/ Create Contract/ Students/ 2014-2015 Part-time Students Terms and Conditions Agreement
Part-time Payroll Changes: Guide for Budget Officers	Human Resources/ Manager's Toolkit/ Part-time Employee Onboarding Process/ Create Contract/ Part-time Payroll Changes: Guide for Budget Officers
Additional Work Hours Approval Form (Extension Form)	Human Resources/ Manager's Toolkit/ Part-time Employee Onboarding Process/ Create Contract/ Additional Work Hours Approval Form (Extension Form)
Temporary Payroll Quick Reference Guide	Human Resources/ Manager's Toolkit/ Part-time Employee Onboarding Process/ Key Forms and Documents/ Temporary Payroll Quick Reference Guide
New Employee Checklist	Human Resources/ Manager's Hiring Guide/ New Employee Checklist
Employee Card Request Form	Human Resources/ Manager's Hiring Guide/ Employee Card Request Form
Parking Rates and Payroll Deduction	Human Resources/ Manager's Hiring Guide/ Parking Rates and Payroll Deduction

1.5   Abbreviations and terms

An abbreviation is a shortened form of a word or a few words used for brevity in place of the whole, consisting of the first letters (e.g. the Information Technology Services – ITS).

The list below, in the **Table 2,** contains the most common abbreviations used in the ITS hiring part-time process guide.

Table 2:   Terms and Definitions

Abbreviation	Term
ITS	Information Technology Services department
HR	Human Resources department
RMO	Resources Management Office
HM	Hiring Manager
SFA	Supervisor of Finance and Administration

VP	Vice President
R/SPO	Recruitment/Succession Planning Officer
PC	President Council
BO	Budget Officer
SCC	Selection Committee Chair
ADM	**Administrative,** Summary of the Candidate Selection Process for **ADM**-XXX-XX
SS	**Support Staff,** Summary of the Candidate Selection Process for **SS**-XXX-XX
HRIS	Human Resources Information System

2 ITS Hiring Part-time Process

The Information Technology Services (ITS) department at Algonquin College provides students, faculty and staff of the college with an accessible, efficient, reliable information and communications technology infrastructure that enhances and enables the best educational experience and outcomes.

The primary goal of the process is to fill all part-time jobs in the department in order to contribute to success of Algonquin College and drive support of the College's Strategic Plan 2012-17.

This ITS process is reviewed for accuracy on an annual basis or if the governing HR policy is revised.

2.1   Scope

The scope of the process is to deliver only recruitment and part-time hiring service specific to the Information Technology Services (ITS) department (**Table 3**).

The ITS hiring process is under the guidance of the ITS Resources Management Office (RMO). To hire a candidate, the RMO works in conjunction with the Human Resources (HR) department and the hiring manager (HM) of the ITS department.

The process works within the scope of the Human Resource terms and conditions on part-time employee onboarding process i.e. 2014-2015 Part-time Support Terms and Conditions, 2014-2015 Part-time Administrative Terms and Conditions Agreement.

Table 3:   **Scope Statements**

In-Scope	Out-of-Scope
• Hiring part-time process • Hiring process specific for the ITS department • The ITS Management Office (RMO) • Human Resources Recruitment & Hiring Services • 2014-2015 Part-time Support Terms and Conditions • 2014-2015 Part-time Administrative Terms and Conditions Agreement • 2014-2015 Part-time Students Terms and Conditions Agreement • Policy HR10: New employee orientation • Algonquin College's Strategic Plan 2012-17	• Hiring full-time process • Hiring contractor process • Hiring process for the other departments of Algonquin College • Policy HR07: Full-time hiring process • Policy HR08: Hiring of temporary support and administrative staff • Policy HR09: Temporary assignments

2.2   Strategic goals

To support the College's Strategic Plan 2012-17, the ITS hiring part-time process identifies its following Strategic Goals:

- Goal 7: Attract, develop and retain employees who have the knowledge and skills to be fully contributing members of the College.

- Goal 8: Create and foster an environment in which the College's model of leadership competencies and behaviours is supported.

2.3 Hiring terms and conditions

The terms and conditions are general and special requirements, rules, and standards which an individual must accept in order to be hired.

The terms and conditions apply to all future part-time employees of Algonquin College. Prior to starting work at the College, each future part-time employee should review, date and sign one of the following Terms and Conditions Agreements:

- [2014-2015 Part-time Support Terms and Conditions Agreement](#)

- [2014-2015 Part-time Administrative Terms and Conditions Agreement](#)

- [2014-2015 Part-time Students Terms and Conditions Agreement](#).

It is the responsibility of each hiring manager to familiarize and understand the content of the Terms and Conditions Agreements for hiring part-time employees.

To get familiar and understand the content of the Terms and Conditions agreements please refer to [Human Resources/ Manager's Toolkit/ Part-time Employee Onboarding Process/ Create Contract](#).

2.4 New employee orientation policy

The new employee orientation policy is a series of activities and decision points established by the College to assist a new employee to:

- Effectively integrate into the organization, and

- Quickly become a contributing member of the work team.

It is the responsibility of each hiring manager to familiarize and understand the content of the governing policy HR10: New employee orientation.

2.4.1 Policy HR010: New employee orientation

Responsible Authority: Manager, Centre for Organizational Learning;

Responsible Authority: President's Executive Committee;

Executive Sponsor: Vice President, Human Resources;

Approval Date: 2006/05/01;

Last Reviewed: 2011/01/12;

Mandatory Revision Date: 2016/01/12;

Downloadable Version: [New Employee Orientation (PDF)](#)

The purpose of the new employer orientation policy is to provide new full-time and part-time employees an orientation session to acquaint them with the College, its vision, mission, values, strategic plan and organizational structure. The policy applies to all new employees of the College.

To get familiar and understand the content of the policy please refer to Human Resources/ Labour Relations/ HR Policies/ [Policy HR10: New Employee Orientation](#) .

2.5   Sponsor

The sponsor of the process is the organizational department that provides financial resources and is responsible for the success of the process. The role of the sponsor of the process is to manage the process.

The business sponsor is Human Resources and the prime with Human Resources is the Recruitment/Succession Planning Officer (R/SPO).

2.6   Process Owner and Governance

The process owner is the individual who has the ultimate responsibility for the process performance in realizing process objectives, and has the authority and ability to make necessary changes.

The process governance provides direction to deliver on scope and to manage process programs and initiatives. The process governance involves setting standards and priorities for the process efforts, identifying organizational governance leaders and defining participants' roles. The ultimate goal of process governance is to optimize an organization's business process and make workflow more efficient and effective.

The following **Table 4** lists the Owner of the hiring part-time process for the Information Technology Services (ITS) department and the individuals who provide the governance and approvals in the process.

Table 4:   Process Owners and Governance

Organization	Title	Role and Responsibility
ITS RMO (Finance and Administration)	Supervisor of Finance and Administration	Owner, Ensures that the process has been completed successfully / as per policy and budget
ITS	Supervisor of Client Care Group	Governance, Hiring Manager and Selection Committee Chair, Provides leadership in interviewing and selecting processes
ITS	Director/ Senior Managers	Governance, Approves Request-to-Fill form for the position
HR	Recruitment/Succession Planning Officer	Governance, Validates position documentation and facilitates posting function
ITS	Selection Committee Members	Governance, Ensure that selection decisions are being made in an organized and objective fashion

2.7　Stakeholders

The stakeholders of a process are people or organizations that participate or/and have an interest in the given project. The stakeholders may be inside and/or outside of an organization.

The table 5 below, lists the stakeholders of the hiring part-time process for the Information Technology Services department (ITS).

Table 5:　　**Stakeholders**

Stakeholders	Role and Responsibility
ITS Management Employee	Hiring Manager, Prepares and performs all hiring process steps specific to the position to be filled
ITS MRO Officer	Budget Officer, Performs onboarding part-time employee process steps
College Employee	Applicant for the position Applies and goes through the position competition process
Non-College Employee	Applicant for the position Applies and goes through the position competition process
College Employee (Administrative, Support, Faculty)	1) Selection Committee Chair, Establishes Selection Committee and provides leadership in the selection process. 2) Selection Committee Member, Makes selection decisions on the leading candidate in an organized and objective process fashion.

2.8　Constraints

The process can be constrained by elements/factors that affect time, cost and resources. The constraints of the hiring part-time process for the Information Technology Services (ITS) department are the:

- Time within a fiscal year when the process is required to complete due to budget implication;
- Schedule to hire and approve a candidate;
- Cost of a position within budget allocation for a specific position.

3 ITS Hiring Part-time Process Steps

The following section provides information on the major process steps and sub-steps in the hiring part-time process for the Information Technology Services (ITS) department. The steps are stated from the perspective of the supervisor of finance and administration (SFA).

3.1   Submitting for Budget Approval

1. Supervisor of Finance and Administration (SFA) submits the documents on budget approval for a new (vacant or existing) part-time position;

2. Vice President of Human Resources (VP) approves the budget for the position;

3. SFA receives the budget allocated for the position;

4. SFA enters the information on the position into the Algonquin College Human Resources System and notifies Hiring Manager (HM).

3.2   Preparing to Post

1. Hiring Manager (HM) prepares the following documents:

    - *Job Description*: *Administrative Job Fact Sheet Questionnaire* (JFS) or *Position Description Form* (PDF);

    - *Job Posting Template* (hard and soft copies).

2. Supervisor of Finance and Administration (SFA) makes sure that the following documents are filled correctly:

    - *Administrative Job Fact* Sheet (JFS) *Questionnaire* or *Position Description Form* (PDF);

    - *Job Posting Template* (hard and soft copies).

3. Director/Senior Manager approves and signs *Request to Fill a Position Form.*

4. President Council/Vice President Member approves and signs *Request to Fill a Position Form.*

5. SFA submits the following documents to Recruitment/Succession Planning Officer (R/SPO) at the Human Resources (HR) department:

    - *Job Description*: *Administrative Job Fact Sheet Questionnaire* (JFS) or *Position Description Form* (PDF);

    - *Job Posting Template* filled (hard and soft copies).

3.3   Advertising the Position

1. Recruitment/Succession Planning Officer (R/SPO) at the Human Resources (HR) department finalizes the posting and is responsible for advertising the position on the College internal web site as well as distributing copies to the pre-determined posting areas.

2. After five (5) - seven (7) days, the job posting is closed.

3. R/SPO validates advertising position timeframe.

4. R/SPO filters resumes on education and core requirements of the job.

5. At noon, R/SPO emails resumes of the candidates who applied for the position to Hiring Manager (HM) at the Information Technology Services (ITS) department.

3.4   Establishing Selection Committee and Questionnaire

1. Hiring Manager (HM) establishes a selection committee. An effective selection committee assures the college community that selection decisions are being made in an organized and objective fashion.

Note: Selection Committee should be made up of a minimum three (3) persons who have been selected on the basis of their technical knowledge or perspective of important aspects of the position being filled. Selection Committee should consist of employees from different staff levels, employee groups and departments. Relatives of the candidates being interviewed should not be on the selection committee.

2. Selection Committee Chair (Hiring Manager) asks the Selection Committee members upfront if there are any reasons that would prevent them from making an objective decision.

3. Selection Committee Chair (SCC) ensures that each member of Selection Committee signs and dates *Selection Committee Confidentiality Agreement* form.

4. SCC prepares a set of questions and any employment tests and/or job simulations to be used with all candidates invited for an interview.

3.5   Short Listing Candidates

1. Selection Committee Chair (SCC) provides insight and makes a recommendation on the leading candidate to Selection Committee.

2. Selection Committee members apply the selection criteria to select candidates for interviews along with using *Guideline-Rating Chart*.

3.6   Selecting the Leading Candidate

1. Selection Committee Chair (SCC) or Supervisor of Finance and Administration (SFA) contacts all selected candidates whose resume meets the core requirements of the position to:

   • Invite for an interview;

- Give the date, time and location of the interview;

- Advise of any tests or presentation that will be given as part of the selection process.

2. SCC provides the Selection Committee members packages thirty (30) minutes in advance of the interviews. The packages are to include the:

- Interview questions;

- Candidate rating scheme;

- Resumes of all selected candidates;

- Job description; and

- Job posting.

3. Selection Committee interviews candidates and obtains consent to contact employment references.

4. After the interview of all candidates, Selection Committee selects the leading candidate.

5. SCC contacts at least two employment telephone references of the leading candidate.

Note: If Selection Committee is unable to identify a suitable candidate from the first round internal applicants, the Chair must in writing: 1) inform Human Resources that there were no suitable candidates and 2) request that the external applications be made available.

3.7   Submitting the Leading Candidate

1. Hiring Manager (HM) to prepare the documentation package on submitting the leading candidate:

- Collects all interview notes from Selection Committee members;

- Gathers all resumes submitted for the position;

- Signs and dates two (2) *Telephone References Check Forms* of the leading candidate;

- Completes and signs *Submission for Appointment Form* on the leading candidate;

- Writes *Summary of the Candidate Selection Process for ADM (administrative)/SS (support staff)-XXX-XX* (including a composition of Selection Committee and a list of candidates interviewed).

2. Supervisor of Finance and Administration (SFA) verifies that the complete documentation package from HM contains:

- All interview notes from the Selection Committee members;

- All resumes submitted for the position;

- Two (2) *Telephone References Check Forms* of the leading candidate dated and signed by HM;

- *Submission for Appointment Form* on the leading candidate completed and signed by HM;

- *Summary of the Candidate Selection Process for ADM/SS-XXX-XX* (including a composition of Selection Committee and the list of candidates interviewed);

- *Guideline-Rating Chart* from each Selection Committee member;
- *Selection Committee Confidentiality Agreement Form* dated and signed by each member of the committee and Selection Committee Chair (SCC).

3. Director/ Senior Manager dates and signs *Submission for Appointment Form*.

4. SFA provides the following documents to Recruitment/Succession Planning Officer at the Human Resources department for final approval of Vice President to hire the leading candidate for the part-time position:

- All interview notes from the Selection Committee members;
- All resumes submitted for the position;
- Two (2) *Telephone References Check Forms* of the leading candidate dated and signed by HM;
- *Submission for Appointment Form* on the leading candidate completed and signed by HM and Director/Senior Manager.
- *Summary of the Candidate Selection Process for ADM/SS-XXX-XX* (including a composition of Selection Committee and the list of candidates interviewed);
- *Guideline-Rating Chart* from each Selection Committee member;
- *Selection Committee Confidentiality Agreement Form* dated and signed by each member of the committee and SCC.

3.8 Making an Offer to the Leading Candidate

1. Recruitment/Succession Planning Officer (R/SPO) at the Human Resources (HR) department approves to hire part-time the leading candidate.

2. Hiring Manager (HM) sends email of offer and invites the leading candidate to:

- Sign a terms and conditions agreement, and
- Bring SIN and a void cheque.

3.9 Signing the Terms and Conditions Agreement

1. Hiring Manager (HM) determines which of the following *Part-time Terms and Conditions Agreement Forms* applies to the leading candidate part-time position:

- [2014-2015 Part-time Support Terms and Conditions Agreement](#)
- [2014-2015 Part-time Administrative Terms and Conditions Agreement](#)
- [2014-2015 Part-time Students Terms and Conditions Agreement](#).

Note: To download a required part-time terms and conditions agreement form, go to the http://www3.algonquincollege.com/hr/managers-toolkit/ptcontracts/ website and click on one of the three (3) links.

2. HM enters the following information in required *Part-time Terms and Conditions Agreement Form*:

- First name (of the candidate)
- Last Name (of the candidate)
- Hourly rate
- Hours per week
- Classification (of the position)
- First date (of hire)
- Last date (of hire)
- Manager/Chair/Dean name
- Signature (of the manager)
- Date (of signing the agreement)

3. HM reviews the required *Part-time Terms and Conditions Agreement* with the leading candidate.

4. Leading Candidate dates and signs the required *Part-time Terms and Conditions Agreement.*

5. HM makes two (2) photocopies of the required *Part-time Terms and Conditions Agreement* signed by the leading candidate:

- One (1) photocopy for Hiring Manager,
- One (1) photocopy for Leading Candidate.

6. HM obtains:

- SIN of the leading candidate, and
- A void cheque of the leading candidate.

3.10 Generating an Authorization for the Leading Candidate

1. HM submits to Payroll Officer (PO) of the Information Technology Services (ITS) department the following documentation package on the leading candidate:

- *The original Part-time Terms and Conditions Agreement* signed by the leading candidate,
- A void cheque of the leading candidate, and
- The SIN of the leading candidate.

Note: It is essential to submit an original Part-time Terms and Conditions Agreement in a timely manner in order to create a network account before a future part-time employee starts work. An employee will not have access to Blackboard or College email until the network account is active.

2. PO forwards the void cheque and the SIN of the leading candidate to the Payroll department.

Note: It takes two (2) business days for payroll to action.

3. PO enters the *Part-time Terms and Conditions Agreement* into the Human Resources Information System (HRIS) to create an authorization for the leading candidate work assignment.

4. PO advises HM by email to approve the authorization for the leading candidate work assignment in HRIS.

5. HM approves the authorization for the leading candidate work assignment in HRIS.

Note: A part-time terms and conditions agreement should be stored in the department for five (5) years. A hard copy of the document can be converted to an electronic file and uploaded to the department's folder in the Part-time Payroll library on the HR SharePoint site.

3.11 Creating a Network Account for the Leading Candidate

1. The Information Technology Services (ITS) Department receives an automatic request to create a network account for the leading candidate.

2. ITS Department, within forty eight (48) hours, sends to Hiring Manager an email with the specifics of the network account (including user I.D.).

3. HM provides the leading candidate with the network account information.

Note: It is strongly recommended that all part-time employees have their user ID and network account available prior to starting work in the College.

3.12 Providing a New Employee with an ID Access Card

1. Payroll Office (PO) of the Information Technology Services (ITS) department enters the information on the leading candidate into the WinPack System to activate an ID access card to certain locations of the ITS department.

2. PO hands out the ID access card to the leading candidate as a part-time employee on the first day of work.

Note: New full-time employees receive their ID access cards at the Card Service department.

3.13 New Employee Orientation

1. Human Resources (HR) invites the leading candidate to attend a mandatory new employee orientation session at Algonquin College scheduled at two (2) week intervals (see *Orientation Schedule* and *Schedule Dates*).

2. At the orientation session, the leading candidate receives *New Employee Checklist* and *Employee Card Request Form* to complete and return to the HR department for their file.

3. HR meets with the leading candidate as a new part-time employee for benefits enrollment (see *Parking Rates* and *Payroll Deduction*)

Appendix: ITS Hiring Part-time Process Forms

Preparing to Post

1. *Job Description: Administrative Job Fact Sheet Questionnaire* (JFS)

   1. Job Description-Admin J

2. *Job Description: Position Description Form* (PDF)

   2. Job Description-Position

3. *Job Posting Template* (hard and soft copies)

   3. Job Posting Template.docx

Establishing Selection Committee and Questionnaire

4. *Selection Committee Confidentiality Agreement Form*

   4. Selection Committee Confiden

Shortlisting Candidate

5. *Guideline-Rating Chart*

   5. Guidline Rating Chart.pdf

Submitting Leading Candidate

6. *Telephone Reference Check Forms*

   6. Telephone Reference Check For

Information Technology Services Part-time Hiring Process

7. *Submission for Appointment Form*

8. *Summary of the Candidate Selection Process*

New Employee Orientation

9. *Orientation Schedule* and *Schedule Dates*

Signing the Terms and Conditions Agreement

10. *2014-2015 Part-time Support Terms and Conditions Agreement*

11. *2014-2015 Part-time Administrative Terms and Conditions Agreement*

12. *2014-2015 Part-time Students Terms and Conditions Agreement*