3.16 Candidates for interviews may include applicants from across Canada or from out of country. - nce with the selection

committee or subset of the committee is required. The committee determines which candidate(s) will be part of the pre-screening process which does not have to include all candidates.

- 3.17 The purpose of pre-screening is to determine that:
  - a) the candidate is generally qualified for the position, and,
  - b) the candidate fully understands the nature of the position for which they are being considered (salary range, appointment type, location, physical requirements, special certifications, etc.) and,
  - c) there is sufficient interest from both the candidate and the Selection Committee in proceeding further in the selection process.
- 3.18 A short list of applicants for an interview is finalized by the selection committee Chair by POST.

## Interview Scheduling

- 3.19 Interviews are scheduled by the hiring department. People Services will reimburse candidates for reasonable interview expenses that fall within the parameters outlined in the Candidate Interview Expenses Procedures. *See Procedure 2.02b Candidate Interview Expenses* for further information.
- 3.20 Prior to the interview during the scheduling process the candidates should be asked what their preferred pronouns are, and this information needs to be shared with the selection committee.
- 3.21 At the start of each interview the Chair must ensure that an appropriate land acknowledgement is given, below is a possible example, depending on where the interview is located, personalizing a land acknowledgement is encouraged:

"I respectfully acknowledge that our Penticton, Kelowna and Vernon campuses are located on the traditional and unceded territory of the Syilx Okanagan, our Salmon Arm campus is located on the unceded territory of the Secwepemc, and our Revelstoke Centre is located on the unceded territories of the Ktunaxa, Secwepemc, Sinixt and Syilx.

### Union Observers

- 3.22 The Union is responsible for providing the Union Observer with any necessary instructions, directions or forms regarding their role. A Union Observer is a non-voting member of the selection committee. Their responsibility is to observe during the interviews for fairness and impartiality during the selection process. They are not involved in decision-making when selecting the preferred candidate.
- 3.23 The selection committee Chair is responsible for providing the Union Observer with the appropriate documentation related to the competition at the commencement of the scheduled interview(s).

### Selection Process and Reference Checking

- 3.24 Once the selection committee has reached a decision on the preferred candidate, information obtained through the selection process must be validated. Validation of the information provided by a candidate will be confirmed through reference checking.
- 3.25 Candidates may provide reference letters however Okanagan College requires that a minimum of three verbal reference checks be conducted by the selection committee Chair or designate. An email or written reference must not be accepted in place of a verbal reference. The references must include a minimum of two professional references while a third reference may

be a professional or personal reference. Authorization to conduct this validation has been provided by the candidate at the time of their application.

- 3.26 Before conducting reference checks, consult the *Employment References: A Guide to Obtaining References.* Reference POST will assist in the checking and recording of reference information.
- 3.27 Once reference checking is complete, the selection committee Chair will provide their recommendation to the Senior Manager, or designate, and upon approval, will indicate their candidate in POST by changing the status to

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# History / Revisions