Lakehead UNIVERSITY | University Secretariat

Employment Recruitment

Category: Human Resources;

Jurisdiction: Vice President, Administration and Finance;

Approval Authority: Executive Team;

Established on: June 13, 1972;

Amendments: October 1989; October 2011; November 26, 2012; November 3, 2020; April, 2026

Most Recent Review: *April 2026*.

Purpose

This policy defines Lakehead University's compliance with legislative requirements while maintaining due diligence in hiring and replacing staff to ensure all financial and organizational implications are carefully studied and considered.

The University aims to recruit and employ the highest qualified applicants for the positions available and strives to have all new hires set up for success. The University strives to ensure that anyone offered a position at Lakehead has gone through the proper review process to confirm they are the best suited candidate for the role.

Scope

This policy applies to all non-union positions in the University unless otherwise determined by the Board of Governors pursuant to section 12 of the Lakehead University Act.

Compliance Statement

Lakehead University is committed to maintaining fair, transparent, accessible, and legally compliant Talent Acquisition practices. The organization strives to ensure that its recruitment and hiring practices comply with all applicable federal and provincial legislation governing employment-related recruitment activities in the Province of Ontario.

Policy Guidelines

1. Prior to submitting a request to hire, hiring managers must conduct an operational assessment once a vacancy occurs or is expected to occur. This assessment will provide an opportunity to review current departmental processes, determine personnel requirements, and reimagine the way in which work is done within the department, with the ultimate objective of maximizing service performance while optimizing current resources.

   This operational assessment shall include, but not be limited to, the following considerations:
   a) The necessity to continue the position with the same list of responsibilities
   b) Continuing the position with a modified list of responsibilities
   c) Concluding the vacated position and creating a new position that is relevant to current requirements
   d) Determining that the vacant position's activities are largely redundant
   e) Reassign responsibilities among other departmental positions in order to effectively utilize resources
2. Prior to submitting requests for new positions, the hiring supervisor must demonstrate that a departmental review has determined the duties envisioned for a new position cannot be handled within the existing staff complement.
3. Hiring Managers must submit hiring requests for <u>any</u> vacancies, including:
   a) New positions
   b) Existing positions that are or will become vacant
   c) Temporary contracts and secondments
   d) Contract or secondment extensions
   e) Any other full time, part time or casual vacancy that requires coverage

   Hiring managers should follow the established approval processes and documentation requirements outlined by the Office of Human Resources.

4. All permanent positions, and contract positions for one year or more, must be advertised internally and/or externally for a minimum of 10 business days (total). The hiring manager shall consult with the Talent Acquisition team, in the Office of Human Resources, to determine an appropriate advertising strategy.

   a) This one-year threshold is considered to be the minimum for contract length that requires posting.
   b) Positions of shorter duration can be advertised at the discretion of the hiring manager.
5. The cost of advertising for recruiting purposes shall be charged to the hiring department.
6. All recruitment practices will be conducted in a fair and transparent manner, guided by established best practices and the University's commitment to equity, diversity, and inclusion.
7. Expenses incurred for transporting a candidate to the University campus will be subject to the provisions and limitations set out in the Travel & Hospitality Expense Policy.
8. Familial relations should not be employed in the same department in the relative positions of employee and supervisor.
   a) If this situation arises due to a family relation being the most qualified and appropriate candidate for a position, an alternate supervision plan will be established, delegating all functions of the hiring supervisor's responsibilities to another supervisor who would not be in a conflict of interest. This alternate supervision plan shall be established by the hiring supervisor in consultation with the Office of Human Resources.

Review Period: 5 years;

Next Review Period: 2031;

Related Policies and Procedures: Travel & Hospitality Expense Policy;

Policy Superseded by this Policy: Recruitment, Selection, Hiring (Non-Academic) (previously named)

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: univsec@lakeheadu.ca.