

# RECRUITMENT & SELECTION POLICY

## Intent

The Alberta Library (TAL) is committed to recruiting and selecting the best candidate for each position and will incorporate the principles of equity, diversity, and inclusion in these processes.

This policy applies to all positions at TAL, regardless of appointment type.

## Policy

1. All aspects of the recruitment and selection process including recruiting, interviewing, selection, promotions, compensation, and development will be conducted in a fair, consistent and non-discriminatory manner.
2. Hiring for all vacant positions, and promotions will be determined based on education, experience, knowledge, ability, record of past performance, or any other relevant qualifications required to successfully meet the expectations of the position.
3. The assessment of candidates recommended for appointment to TAL staff will be based on the job description and the stated requirements for the position.
4. If a person involved in the selection process has a relationship with the candidate, they must disclose this information.
5. Job openings will be posted concurrently on the TAL website and externally with sources appropriate for the position being filled.
6. Current employees may apply for any vacancy and will be assessed by the same criteria as external applicants.

## RELATED DOCUMENTS

- *Employee Records Policy*
- *Recruitment & Selection Procedures*
- *Consent for Collection and Verification of Information – References form*

*Approved: 2022-01-28*