

SELECTION COMMITTEE CODE OF CONDUCT

Competition # _____

Job Title: _____

By becoming a member of a Selection Committee I have read and understand the following:

1. This is a confidential process. All elements of the selection committee process must remain strictly confidential. This includes ensuring that all information about candidates and all discussions among the selection committee will be held in strict confidence and not be disclosed to any person outside of the selection committee.
2. All notes produced by each member of the Selection Committee (obtained from shortlisting, pre-screening, interview and reference checking), must under FOIPOP be filed with Human Resources within one week of competition close. It is the responsibility of the Selection Committee Chair to collect this material.
3. All selection committee members are expected to attend all meetings. If more than one meeting will be missed the individual should have an alternate appointed to the committee.
4. Selection committee members will utilize agreed upon competencies to shortlist and assess candidates during the interview.
5. Only Human Resources can officially offer a position to the candidate(s).
6. Any potential conflicts of interest (actual or perceived) should be disclosed to the Chair and/or the Human Resources representative immediately.
7. All members of the Selection Committee agree to support the final decision of the committee however this is not intended to prevent participation in the grievance process.

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