



Type:	C - Institutional	Last Approved: Dec. 1, 2005
Executive Responsibility:	Vice-President Administration & Finance	Next Review: Jan., 2012
Administrative Responsibility:	Manager, Human Resources	Procedure:

STATEMENT:

Current employees who apply for vacant administrative positions will be considered for a personal interview provided they possess the required qualifications, including education and experience. It is the responsibility of the applicant to ensure an up-to-date resumé is provided so an assessment of eligibility can be made.

Interviews for bargaining unit vacancies will be conducted consistent with relevant contractual provisions.