
Type:	C (Institutional)	Last Approved:	Dec. 1, 2005
Executive Responsibility:	Vice-President Administration & Finance	Next Review:	Jan., 2013
Administrative Responsibility:	Manager, Human Resources	Policy:	43.11

STATEMENT:

All applications for employment are processed by the Human Resources Office.

The Human Resources Office maintains competition files which are passed to the appropriate senior administrator to facilitate the short-list and interview process.

All original applications are maintained for a minimum of one year in accordance with the requirements of the Freedom of Information and Protection of Privacy (FOIPOP) Act.

Resumés and supporting documentation are treated as strictly confidential material at all times, and the senior administrator is accountable for ensuring confidentiality is maintained.

At the conclusion of the hiring process, resumés, documentation, interview notes, and reference materials must be forwarded to Human Resources for appropriate retention.

Other Related Policies:

[22.03 – Advertising](#)

[43.07 – Interview Privileges for Existing Employees](#)

[43.09 – Applications for Employment](#)