

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 be filed with Human Resources within one week of competition close to be retained under the *Freedom of Information and Protection of Privacy Act* (FIPPA). 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. All selection committee members agree to communicate with one another, and with candidates in a respectful and civil manner throughout the process consistent with [Policy 1500 - Code of Conduct](#) and [Policy 7507 - Harassment and Discrimination](#).
6. All Selection Committee members pledge to use inclusive and bias-free language during the interview and throughout the process.
7. All Selection Committee members respect and acknowledge the right of every candidate to a respectful and inclusive process free of discrimination based on race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, gender identity, gender expression, sexual orientation or age of that person or because that person has been convicted of a criminal or a summary conviction offense that is unrelated to the employment or to the intended employment of that person.
8. Only Human Resources can officially offer a position to the candidate(s).
9. Any potential conflicts of interest (actual or perceived) should be disclosed to the Chair and/or the Human Resources representative immediately.
10. 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.

Name: _____ Signature: _____ Date: _____

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