

APPENDIX 3.1.4 STUDENT SAFETY PATROLLER HIRING PROCESS

See Directive 3.2.12 for the Student Safety Patroller Job Description and Qualifications.

The hiring of Student Safety Patrollers is a six (6) step process.

Step 1- Job Posting

Job postings for all Student Safety Patroller casual positions will be posted on the Campus Safety Services website at: <http://www.carleton.ca/safety/about/css-job-opportunities/>

The job posting will be posted for no less than 14 consecutive days.

Step 2 – Application

Applications for all Student Safety Patroller casual positions in Campus Safety Services must be submitted to the Program Coordinator either by e-mail or in person at the Campus Safety Services patrol office. The Student Safety Patroller application must include the application form, the applicant's cover letter and resume.

The majority of hiring is done in February for the following academic year commencing in September.

Step 3 – Screening of Applications

Application screening will be conducted by the Program Coordinator and/or the Staff Sergeants of the Patrol Services Division to ensure the applicant meets the basic requirements for the position.

Step 4 – Hiring Board & Aptitude test

Those applicants that are determined suitable will move on the hiring board. This board is normally comprised of at least two Campus Safety Services Sergeants / Staff Sergeants and one community member. This is a behaviour and competency based interview. Applicants will also be required to successfully complete an aptitude test and job simulation exercise. Both the interview and aptitude test will be scored.

Step 5 – Reference Check

Applicants that successfully pass their interview will then undergo a thorough reference check.

Step 6 – Offer of Employment

Applicants that pass the reference check may be offered a conditional offer of employment which will be reviewed and signed by the applicant and the Director. The offer is conditional on successful completion of required training and has obtained a security guard licence prior to their start date.

Please Note: successful completion of any of these stages does not guarantee moving on to the next stage or an offer of employment.