APPENDIX 3.1.3 – AUXILIARY CAMPUS SAFETY OFFICER HIRING PROCESS

See Directive Appendix 3.2.9. for the Auxiliary Special Constable Job Description and Qualifications:

The hiring of an Auxiliary Campus Safety Officers is a eight (8) step process.

**Step 1** – prior to applying for an Auxiliary Campus Safety officer position with the Department of University Safety applicant must:

- possess a valid security guard licences as defined in the Ontario Private Security and Investigative Services Act, 2005; and
- must possess a valid WSIB accredited first aid certificate (standard level) with CPR level C (not expiring for at least one year from the application date).

**Step 2** - Application

Applications for all casual positions in the Department of University Safety must be submitted through the Department of University Safety website at:

http://www.carleton.ca/safety/about/dus-job-opportunities/

**Step 3** – Screening of Applications

Application screening will be conducted by Human Resources and/or the Shift Managers of the Patrol Services Division to ensure the applicant meets the basic requirements for the position.

**Step 4** – Initial Interview and Aptitude Testing

An initial interview will be conducted by the Shift Managers of the Patrol Services Division to check the suitability of applicants. This interview will be approximately 30 minutes in length and will be a general discussion of the applicants work experience. Applicants will also be required to successfully complete an aptitude test and job simulation exercise.

**Please Note:** Applicants are required to bring a current Police Record Check (for Employment with the Vulnerable Sector), and a valid First Aid and Level A CPR certificate (must not expire within the first year of employment) to the board interview.

**Step 5** – Hiring Board

Those applicants that are determined suitable at the Initial Interview will move onto the formal hiring board. This board is normally comprised of the Patrol Services Assistant Director, 1 Shift Manager, and a member of the Carleton Community. This is a behaviour and competency based interview.

**Step 6** – Reference Check

Applicants that successfully complete all required testing and assessment will then undergo a thorough reference check including a neighbourhood visit and credit check.

**Step 7** – Psychological Assessment

Those applicants that successfully complete the reference and credit checks will be required to undergo a written psychological assessment and a follow-up interview with a psychologist.
Step 8 – Offer of Employment

Applicants that pass the reference check will be offered a position and a start date will be determined.