

TOPIC PRIVATE RECRUITMENT AGENCIES

POLICY Private recruitment agencies can be used only under specific terms and conditions.

QUESTIONS AND ANSWERS

1. When can private recruitment agencies be used?
2. How does a manager hire a casual clerical employee through a private agency?

AUTHORITY

- *Civil Service Act* 13:1-2
- Civil Service Commission Board. Minute CSC 16-96/97-9

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QUESTIONS AND ANSWERS

1. *When can private recruitment agencies be used?*

Private recruitment agencies can be used to recruit candidates for **regular or term positions** when the following conditions are met:

- The normal recruitment methods have proven unsuccessful or impractical.
- The Civil Service Commission has approved the use of a private agency.
- A selection board will make its assessment and selection decision according to Civil Service Commission staffing policies.

Private recruitment agencies can be used for hiring **clerical casual employees**, as outlined in Question 2. An alternative to using private recruitment agencies is to request referrals from the Civil Service Commission's clerical skills inventory.

2. *How does a manager hire a casual clerical employee through a private agency?*

Managers use only the private recruitment agencies that are contracted to provide this service to government. The Civil Service Commission tenders the contract for casual employment and selects contractors based on cost, service quality and commitment to employment equity. Contact Human Resources for the current list of contractors.

Managers may use operating budgets to pay the costs of casual employment if a private recruitment agency was used. The agency will invoice the organization based on rates established in the contract.