



## STAFFING POLICY

### 1. PURPOSE

This policy supports McGill University's objective to recruit and retain skilled employees in line with its established vision and mission, in addition to promoting internal mobility.

### 2. SCOPE

This policy applies to all employees in the University's system.

This policy applies to all employees in their position.

(10) months.

### 3. POLICY STATEMENT

#### 3.1. Selection

3.1.1. All internal applicants who meet the requirements will be considered, and granted an interview.

3.1.2. Internal applicants with Employment Security Act (ESA) status will be given priority.

\_\_\_\_\_). Information contained in the postings will include:

- position title
- job family
- position summary
- primary responsibilities





### **3.4. Trial/Probationary Period**

**3.4.1.** Employees who are transferred or promoted will have a trial period of fixed duration in their new position. This trial period will be no less than be no l p



### **3.6. Temporary Assignments**

**3.6.1.** An employee who has successfully completed their probationary or trial period and who has been offered a temporary assignment of one (1) year or more by a Faculty, Department or Unit cannot be refused permission to accept the temporary assignment by