

CATEGORY: Human Resources

Policy: Employment Procedures - Hiring Process **Number 2 - 60**

Approval Date: April 30, 2002 **Approved by:** Board

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All aspects of the hiring process shall take place in accordance with the Centre's approved Hiring Policy.

The following represents the procedures which should be followed when employing personnel for the Centre where a vacancy occurs.

Where a position becomes vacant, or as a result of the Centre's restructuring the following policies 2-10, 2 – 20, 2 – 30, 2- 40, 2 – 50, 2 – 60, 2 – 65, 2 - 70 are to be followed for purposes of recruitment and selection.

Recruitment shall be in accordance with the human rights regulations of the province of Ontario unless an official request has been made to deviate from the regulations. In the interests of clients of a particular community, it may be necessary to make such a request from time to time.

The following represents the procedures which should be followed when employing personnel for the Centre where a vacancy occurs.

a) Establishment and Role of Hiring Committee:

The Personnel Committee will delegate to the Executive Director, responsibility for hiring staff. A hiring sub-committee of the Personnel Committee shall be responsible for recommending to the Board, a candidate for Executive Director.

Once the Hiring Sub-Committee is approved by the Personnel committee, or Executive Director these are the persons who will participate in the screening and interviewing process. Interviews are closed meetings and only those designated will participate. The confidentiality of the interview must be maintained.

Members of the Hiring Sub-Committee are expected to participate in the entire interviewing process. The Hiring Sub-committee will be responsible for screening

and short-listing of candidates, the interviewing of candidates, and the preparation of a report to the Personnel Committee, making appropriate recommendations.

Any person who is appointed to the Hiring Sub-committee and finds that they personally know a candidate, who has been selected for an interview, must make public to the rest of the Hiring Sub-Committee a possible conflict of interest. The Hiring Sub-Committee will then determine if a resignation is appropriate. In the event of a resignation, the Chairperson of the Personnel Committee in consultation with the Personnel Committee at large will appoint a suitable replacement.

All enquiries regarding the interviewing of candidates other than clarification of process will be addressed after the interviewing is complete and a formal report is before the Personnel Committee.

After reviewing the applicants' prior submissions, the Hiring Sub-Committee will interview potential candidates. Qualifications (as established in Policy 2-20) as well as any other conditions deemed appropriate by the Hiring Sub-committee will be the criteria for determining selection of a suitable candidate for a position.

b) Committee composition for full-time or permanent positions:

Hiring committees for all permanent staff will include the position's supervisor, as well as any or all of the following representatives: Members of the Personnel Committee, the Board of Management, Centre members. All proposed hiring committees must be approved by the Executive Director, community leaders, volunteers and local residents may also be considered.

c) Committee composition for part-time, casual, or temporary positions:

The hiring sub-committee will be established by the position's supervisor in accordance with the hiring policy. At the request of the Executive Director or Personnel Committee, one or more members of the Personnel Committee may also serve on the hiring sub committee.

d) Confidentiality:

The confidentiality of candidates, their names and all particulars of their application or interview must be maintained at all times. All discussions of matters pertaining the hiring procedure by the Hiring Sub-committee or the Personnel Committee will be held in camera.

e) Interviews:

The hiring sub-committee shall determine the scheduling, length of time, and contents of interviews. They shall endeavour to achieve a standard interview format so that candidates can be judged according to common points of reference. After

the initial round of interviews, the Committee may choose to schedule subsequent interviews in order to determine the most suitable candidate.

f) Selection:

i) for permanent or full-time positions:

A follow-up on references supplies will be undertaken by the Hiring Subcommittee and the outcome of this procedure will form part of the report to the Personnel Committee. An applicant may request that his/her current employer not be approached; such a request will be respected. In the final analysis, the most appropriate candidate will be recommended in the report of the hiring sub-committee to the Executive Director. In the event an internal applicant is an equally appropriate candidate, the internal applicant shall be selected.

ii) for part-time, casual, or temporary positions:

The most appropriate candidate shall be recommended by the hiring sub-committee to the Executive Director for final approval.

g) Confirmation of Employment:

i) For permanent full-time positions:

A letter from the Executive Director confirming the Centre's intention to employ an individual will be mailed or delivered to the successful candidate, along with any other pertinent information not already received by the applicant. Letters of confirmation must include references start date, attached job description, probationary period, performance appraisal, direct supervisor, salary and applicable benefits.

ii) For part-time, temporary or casual employees:

An employment contract shall be signed by the employee, the supervisor and the Executive Director. The contract shall include references to contract start and end date, attached job description, hourly rate or salary, probationary period, direct supervisor, hours of work and duration of contract.

iii) Duty Assignment:

Assignment of duties is the responsibility of the Executive Director within the context of the job description and employment agreement, as accepted by the Personnel Committee. Such assignments may be delegated to other appropriate staff at the discretion of the Executive Director.