

Title: Employee Recruitment

Policy Statement:

The Board wishes to ensure a timely, effective and equitable employee recruitment process which attracts and retains qualified and motivated employees.

Approved: Lynn Gullackson
(Chair of the Board)

Aug 30, 2017
(Date)

First Approval Date: Aug 30, 2017

To Be Reviewed: Aug 30, 2022

Review and Amendment Date(s):

Stakeholders Consulted (Date):

Reference to Documents:

Bylaw 2.5
Employment Standards Code

Definitions:

“Appoint or confirm” means that the Board’s Personnel Committee will conduct the recruitment and selection or the Board will confirm the recruitment and selection conducted by a senior manager.

Principles:

1. The Board must approve recruitment for a vacant or newly created position, except for temporary summer positions.
2. To avoid conflict of interest, should any applicant be immediately related to a senior manager, the Board will ensure that the senior manager does not conduct the recruitment or will assign the Personnel Committee to conduct it.
3. The senior manager conducting the recruitment is responsible to ensure the recruitment process conforms to Association constitution and bylaws, federal and provincial legislation, and personnel policies.

Procedures:

1. Vacant and newly created positions must first be posted internally for a period of ten workdays in order that current employees have an opportunity to apply. The posting shall include:
 - Job title
 - Essential requirements for education and experience
 - Knowledge and skills required

- Key areas of responsibility
 - Starting/ending date where applicable
 - Hours of work
 - Remuneration classification and scale
 - Closing date of competition
2. If a suitable applicant cannot be found through the internal process, recruitment may then take place externally, i.e. newspaper ads and other media forms. External advertising shall include internal posting requirements as well as a brief description of the Association.
 3. If time is of the essence, positions may be posted internally and externally concurrently.
 4. Guidelines
 - a) All applications will be date stamped upon receipt.
 - b) Internal applicants who apply in writing for vacancies will receive an interview.
 - c) An employment interview will be conducted before making an offer of employment
 - d) All candidates participating in an interview will be notified of the results.
 - e) At least two reference checks will be conducted before making an offer of employment.
 - f) Employment tests may be conducted before making an offer of employment
 - g) A copy of the job description will be provided to prospective employees who are invited to an interview.
 - h) All potential candidates must be in agreement with the positions and goals outlined in the articles of the Constitution.
 5. Employment offers
 - a) The Board must appoint or confirm the selection before the letter of offer of employment is sent.
 - b) A letter of offer will be sent to the successful applicant and include all terms of employment including: job title, start date, probationary period, rate of pay, pay period information, vacation entitlement, eligibility for benefits, requirement for a criminal check, and additional terms or conditions. The letter will be signed by the senior manager.
 - c) Temporary employees' employment letters will include the termination date and/or terms for termination.
 6. Two copies of the offer of employment will be forwarded to the successful applicant. The senior manager must ensure that no oral promises have been made that are not covered in the offer letter.
 7. The successful applicant shall be requested to sign and return one copy while retaining the other for their personal files, as an indication of acceptance of the terms of employment.
 8. Upon obtaining results of a criminal reference check and the receipt of written acceptance from the successful applicant, the senior manager will respond in writing to all unsuccessful applicants who were interviewed.