

Policy & Procedure Manual

**RECRUITMENT, SELECTION,
PLACEMENT GENERAL – HR-I-1**

POLICY:

Applicants will be hired on the basis of need, experience, education/training and required skills for a specific position, to accomplish the best possible staffing for people receiving services and the efficient operation of the agency. (Refer to Policy on Non-Discrimination).

OPTIONS NORTHWEST is committed to (a) providing applicants with disabilities accommodation throughout the interview and employment process, including offering accommodation on all internal and external job postings or advertised competitions and (b) notifying applicants of the availability of accommodations in relation to the materials or processes used during the recruitment and selection process, and, on request, working with applicants on an individual basis, to meet their needs.

PURPOSE:

1. To ensure the provision of fair, non-arbitrary employment practices by promoting the best possible selection of applicants to carry out and achieve the goals and objectives of the employer.
2. To comply with applicable legislation.

RESPONSIBILITY

The Human Resources (H.R.) Department has the overall responsibility for the “hiring” function at OPTIONS NORTHWEST by ensuring recruitment and selection procedures are conducted in accordance with the highest standards as set by the agency and all current legislation.

Generally the Human Resources Department is responsible for:

1. Co-ordinating all employment related activities.
2. Ensuring that all Supervisors, Managers and Directors are well versed in interviewing and selection techniques and the hiring process.

Specifically, it is responsible for:

1. Monitoring recruitment trends and determining the best possible and appropriate medium to recruit job candidates.
2. Pre-screening applicants to ensure they have minimum qualifications acceptable for the position by:
 - a. confirming that the application process was properly completed by the candidate
 - b. ensuring minimum qualifications are met and relevant information obtained
 - c. reviewing prospective employees' applications with the hiring authority
 - d. arranging and setting up of interviews with the hiring authority and/or selection panels.
 - e. notifying candidates that accommodations and accessible formats are available throughout the application and hiring process, on request.
3. Checking employment and personal references in conjunction with the hiring authority.
4. Assisting with final selection.
5. Handling all employment related correspondence.
6. Notifying candidates of the employment decision in conjunction with the hiring authority.
7. Setting an appropriate starting salary, date, time and other terms and conditions of employment in conjunction with the respective hiring authority.
8. Co-ordinating a pre-employment health screening meeting with the Health and Safety Co-ordinator, after a conditional offer has been made.
9. Ensuring all appropriate documentation is received and hiring conditions are met.
10. Introducing the new employee to the agency through an employee sign-on.
11. Working with the hiring authority to co-ordinate participation in the general orientation program and mandatory training.

Due to limited staffing of the Human Resources Department and time restrictions, variations in responsibility may occur; therefore, responsibilities are to be discussed in advance between the affected Supervisor/Manager/Director and a representative of the Human Resources Department

Note: The personnel function is an advisory role and the employment decision to hire a specific candidate for a position rests with the Supervisor/Manager/Director that has been given the authorization to hire. The Director, Human Resources and Executive Director must sign off on all hires.

PROCEDURE:

When a vacancy arises, the Supervisor/Manager/Director will forward a Personnel Allocation Request Form, duly completed, to the Human Resources Office. Before recruitment commences, a representative of the Human Resources Department and the hiring authority will meet to discuss the vacancy and review the job description for the position and make any necessary changes. All new positions or major changes in job descriptions must be approved by the Director, Human Resources and the Executive Director and job descriptions must be formalized and approved before recruitment commences.

In conjunction with the hiring authority, Human Resources will determine the appropriate method of recruitment which may include reviewing applications on file, developing a job posting, and/or advertisement for the position as applicable. A timeline will be developed whenever external advertising is accessed, and as appropriate for internal positions. All job postings and ads will indicate that OPTIONS NORTHWEST is committed to providing accommodations throughout the interview and employment process and that, on request, if accommodation is required, we will work with applicants to meet their needs. Further, applicants will be notified of the availability of accommodations in relation to the materials (accessible formats) or processes used during the recruitment and selection process, and that upon request, we will work with applicants on an individual basis, to meet their needs. Human Resources will complete an Applicant Workplace Accommodation form (appendix A), whenever accommodation for accessible formats/communication supports or physical/mental health is requested. This form will be retained in a confidential manner in Human Resources.

The Human Resources Department will screen all applicants with the hiring authority as required, review potential candidates and develop an interview schedule. Depending on the position to be filled, a Selection Panel may be established comprised of two or more agency representatives or resource personnel to assist the Supervisor/Manager/Director in the selection. This decision is normally made prior to recruitment and if the latter option is deemed advisable, a meeting of those appointed is called to determine and establish roles in the process, as necessary.

ACKNOWLEDGEMENT TO SUCCESSFUL APPLICANT

A. Internal

Where the recruitment process has been an internal one, the successful candidate will be offered the position by the hiring authority or a Human Resources representative, a start date will be co-ordinated and the appropriate paperwork completed (i.e. employee master form) depending on the status change. Verbal offers shall include that candidates are notified of the availability of an accommodation process for employees with disabilities and should the hiring authority convey this information and receive an affirmative response, the candidate will be referred to Human Resources for follow up.

B. External

After the decision to hire has been made, and the candidate has been verbally offered the position, the Human Resources Department will send to the successful applicant a letter of confirmation of offer of employment detailing:

- a) Classification and primary area of assignment
- b) Initial starting salary
- c) Benefits (if applicable)
- d) Date and time of commencement of employment
- e) Length of probationary period
- f) Other terms and conditions of employment as applicable
- g) Availability of an accommodation process for employees with disabilities

In addition to the above, the new employee will be requested to contact the Human Resources Department to arrange for appointments to sign the necessary documentation and to satisfy pre-employment requirements.

RECOMMENDED BY: Director, Human Resources

APPENDICES: 1

OPERATIONAL ACCOUNTABILITY: Administration, Human Resources, Community Services Administration

ORIGINAL POLICY DATE: April 1993

AUTHORIZED BY: Executive Director

SIGNATURE:



- OPTIONS NORTHWEST -
Applicant Workplace Accommodation Form

FOR COMPLETION BY HUMAN RESOURCES

Applicant: _____ Position Applied for: _____

Request made to: _____ Date of Request: _____

Type of Accommodation requested:

Accessible Formats/Communication Supports _____

Accommodation Plan: _____

Physical/Mental Health _____

Medical Documentation required: Yes No

Accommodation Plan: _____

Information includes data, facts and knowledge that exist in any format, including text, audio, digital or images, and that conveys meaning.

Accessible Formats may include but are not limited to options such as large print, screen readers, braille, audio format, captioning.

Communication means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent or received.

