



POLICY: HR-III-36
DEPARTMENT: Human Resources
CATEGORY: Working Conditions
EFFECTIVE DATE: March 2016
SUPERSEDES VERSION DATED: August 2009
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Policy & Procedure Manual

**INTERNAL NOTIFICATION OF
VACANCY/JOB POSTING – HR-III-36**

POLICY:

Where possible, the agency will endeavour to fill vacancies with those presently employed if suitable candidates are available.

Applicants will be selected on the basis of skill, ability, experience, qualifications, suitability, work performance record and availability of candidates and positions as recommended by Management personnel.

Bargaining Unit employees should refer to their respective Collective Agreement for specifics regarding job postings.

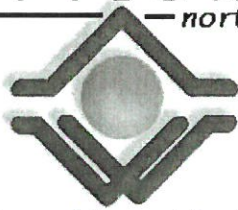
OPTIONS northwest is committed to (a) providing applicants with disabilities accommodation throughout the interview and employment process, including offering accommodation on all internal and external job postings or advertised competitions and (b) notifying applicants of the availability of accommodations 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. Accessibility considerations and individual accommodation plans shall be considered in career development, advancement and redeployment.

PURPOSE:

1. To allow internal employees opportunities for development with the organization.
2. To provide a method for applying on internal vacancies.

PROCEDURE:

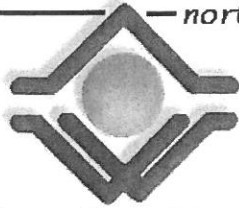
1. When a vacancy occurs, the Supervisor/Director of the area will determine if there is a replacement need. If there is, she shall notify the Human Resources Department promptly of the existing vacancy and complete the Personnel Allocation Form (see Policy HR-II-7, Personnel Allocation Request).



PROCEDURE (continued):

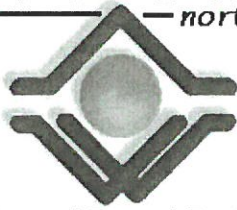
2. A representative of Human Resources, together with the Supervisor, will discuss any job description updates and any particular position requirements to be incorporated in the recruitment process.
3. Most job vacancies will be posted on the closed-in bulletin board at the Administrative Office location and notification will be circulated to all other locations. Human Resources shall ensure that all posted or advertised vacancies 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 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.
4. Job Posting application forms and internal application forms are located in Human Resources and in the reception area of the Administrative office.
5. a) A Job Posting Application form (Appendix B) must be completed by bargaining unit employees to apply on Job Postings, in compliance with the applicable Collective Agreement.

b) An Internal Application form (Appendix C) may be completed by both bargaining unit and non-union employees to apply for:
 - i) an internal position (advertised or unadvertised)
 - ii) to inform Human Resources of interest in a transfer to another work location.
6. For Job Postings and advertised positions, all applications must be received on or before the deadline date and time.
7. Staff applying for positions must submit their completed application form together with any other requested documentation within the specified timeframes to a representative of the Human Resources Department to ensure receipt.



PROCEDURE (continued):

8. If an application is forwarded through the mail or is left unattended, a follow-up telephone call to the Human Resources Department is recommended to ensure that the application has been received within the timeframe specified.
9. OPTIONS does not assume any responsibility for job applications left unattended and not verified. Application documentation shall be date stamped when received in the Human Resources Department.
10. The applications will be reviewed and the applicants that meet the criteria outlined in the job posting/notification of vacancy will be given further consideration. Bargaining Unit employees should refer to specific collective agreements for job posting particulars.
11. The hiring authority or a representative from the Human Resources Office will notify the successful candidate by telephone or letter stating that they have been selected for the position, confirm acceptance and tentative start date and schedule an appointment with Human Resources to review the necessary documentation.
12. When an internal candidate is successful, a starting date will be mutually agreed upon between the area sending the employee and the area receiving the employee. The hiring authority shall provide the particulars to Human Resources in order for an Employee Master form to be completed. (ie: start date)
13. For non-union employees, it is understood that the applicant, upon accepting the job, will serve a trial period (see HR-III-20 and HR-III-21). The applicant may be returned to his/her previous job classification if the agency determines the applicant cannot successfully perform the job duties inherent in the job. Unsuccessful candidates will be notified.
14. For unionized positions, the collective agreement shall outline probationary/trial periods. Once the vacancy has been filled, the name of the successful candidate will be posted.



Personal Support Services

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RECOMMENDED BY: Director, Human Resources

APPENDICES: 2

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources,
Personal Support Services Administration, Personal Support Services, Community
Resource Team

ORIGINAL POLICY DATE: April 1993

AUTHORIZED BY: Executive Director

SIGNATURE:

A handwritten signature in black ink, written over a horizontal line. The signature is cursive and appears to be the name of the Executive Director.

- 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.

OPTIONS northwest
JOB POSTING APPLICATION
(INTERNAL BARGAINING UNIT APPLICANTS ONLY)

POLICY: HR-III-36
APPENDIX B

PLEASE PRINT

| | |
|-----------------------------|-------|
| POSITION APPLIED FOR: | _____ |
| PRIMARY AREA OF ASSIGNMENT: | _____ |
| JOB POSTING NUMBER: | _____ |

| | |
|----------------------------|-------|
| CURRENT EMPLOYMENT STATUS: | |
| NAME: | _____ |
| CLASSIFICATION: | _____ |
| STATUS: | _____ |
| AREA OF ASSIGNMENT: | _____ |

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|---|
| OUTLINE YOUR EDUCATION, QUALIFICATIONS, TRAINING AND EXPERIENCE: (Attach Resume if Applicable) |
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OVER...

WHY ARE YOU APPLYING FOR THIS POSITION? PLEASE EXPLAIN

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Signature

Date

Telephone No (Home)

FOR HUMAN RESOURCES USE ONLY

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OUTCOME:

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**- OPTIONS northwest -
Internal Application Form**

POLICY: HR-III-36
APPENDIX C

Name: _____ Current Position: _____

Current Area of Assignment/Department: _____ Current Status: _____

Complete Sections A & C or Sections B & C

Section A

I am an internal employee interested in an internal position.

Title of Internal Position: _____

Was Position Advertised? Yes No

Note: All advertised positions will list application requirements

References:

List three work references

| Name | Relationship to Applicant | Contact Information |
|------|---------------------------|---------------------|
|------|---------------------------|---------------------|

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I authorize the references listed above to release to OPTIONS northwest any information with regards to my application to the position being applied for.

Signature of Applicant: _____ Date: _____

Section B

I am an internal employee interested in a transfer.

Desired Transfer Location(s): _____

Please outline your Education, Qualifications, Training and Experience:

Please outline the reasons you are requesting this transfer:

**- OPTIONS northwest -
Internal Application Form**

Name: _____

Section C

All Applicants must complete this section

Cover letter attached? Yes No

Resume attached? Yes No

Additional Documents Attached? Yes No

Additional Information:

I hereby certify that the information on this application is true and complete. I understand that a false statement or omission may be sufficient reason for my rejection or dismissal.

Signature: _____ Date: _____

Contact Number(s): _____

For Human Resources Only

Date Stamp

Outcome:

