

EMPLOYEE RECRUITMENT AND SELECTION POLICY
Council Policy No. 71/14

PURPOSE:

The City of Fort St. John seeks to recruit, select and retain the best qualified employees in order to provide effective and efficient services to the public.

The ways in which recruitment and selection processes are handled affects the City's image as an Employer and, in turn, its ability to attract qualified people. Recruitment is a two-way process aimed at satisfying the City's strategic staffing requirements and attracting potential candidates who want to join the organization.

Human Resources ensures the integrity and consistency of the recruitment and selection process and the fair and equal treatment of all candidates by overseeing the process. These processes reflect good Human Resource practices which include:

- assessing candidates against the selection criteria for the role and the strategic direction for the organization
- providing evidence of the required capabilities and competencies (e.g. knowledge, skill and ability)
- ensuring timely, effective and cost efficient use of resources
- ensuring fair and equitable treatment of candidates, free from conflict of interest
- ensuring processes are in accordance with City policies and collective agreements
- ensuring the confidentiality of candidates information during recruitment and selection

PERSONNEL REQUISITION:

Departments requiring personnel to meet operational requirements must complete a *Personnel Requisition Form* and forward it to Human Resources. All position requisitions require Department Head (i.e. Director) approval. Departments requesting personnel in addition to staff approved in the current budget must include information regarding budget implications and department requirements for approval by the General Manager of the Division and the City Manager.

POSTING AND ADVERTISING:

Human Resources will ensure the consistency and relevancy of the information contained in each position posting and that the posting is in accordance with approved job descriptions, applicable collective agreements and City policies.

Human Resources will prepare and distribute job postings to the City website and appropriate bulletin boards in accordance with City policy and applicable collective agreements. Advertisements may also be placed in newspapers, publications, or on websites that best target the appropriate group of candidates. Outside recruitment consultants may be used with approval from the appropriate General Manager in consultation with the City Manager.

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POSTING AND ADVERTISING: (continued)

Except in the case where an outside recruitment consultant is used, candidates must submit applications and/or resumes to Human Resources who will record the date the applications and/or resumes are received. Applications and/or resumes received after the closing date will not be accepted unless there are no qualified candidates in the file as of the closing date. All applications and/or resumes must be in writing and must clearly indicate the position that is being applied for. Candidates are responsible for ensuring that their applications/resumes are complete and disclose all applicable qualifications and experience. Posting files will be forwarded to the hiring department after the closing date.

When using outside recruitment consultants Human Resources will work with the hiring department and the recruiter to determine the best process and ensure applicable City policies and agreements are followed.

PRE-SCREENING:

Human Resources, or the recruitment consultant, will pre-screen and do preliminary assessments of candidates to determine if they are qualified for the position and employment by the City and that the terms and conditions of the collective agreement or applicable City policy are followed. The assessment of candidates will be based upon the following criteria:

1. Candidate status (internal or external)
2. Seniority of Candidate (as applicable for Union positions)
3. Candidate qualifications, experience, skills and abilities in comparison with the position requirements and with the overall needs of both the hiring department and the Municipality
4. Policies or procedures that may affect the vacancy, including clauses in the Collective Agreement

Human Resources will supply all pertinent information and applications to the hiring department and provide guidance or assistance as requested.

CONDUCTING INTERVIEWS AND TESTING:

The hiring department, with assistance from Human Resources, will review position requirements and prepare for interviews and testing. When developing interview questionnaires and/or testing requirements, the following will be reviewed:

1. The current job description
2. Special requirements for the job
3. Statutory provisions, including collective agreement requirements

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CONDUCTING INTERVIEWS AND TESTING: (continued)

All interviews will be conducted by an interview panel consisting of a minimum of two persons from the hiring department, one of which is the hiring manager. The Manager of Human Resources may participate in the interviews as a member of the panel. The role of interview panel participants is to provide advice and comments to the manager authorized to hire for the position.

The hiring manager may, in consultation with Human Resources, use a less comprehensive interview process for internal applicants if they have previously held the same classification as the position for which they are applying or if the position is deemed a lateral transfer.

The format of all interviews will be similar, in order that each candidate be given fair treatment, and to facilitate the decision making process. Each interviewer should record information that is communicated during the interview and rate the candidates accordingly. The results of the individual ratings will be reviewed by the hiring department for use in the selection process.

All employment tests administered will be validated and related to the specific job duties and functions. Tests shall be administered fairly and consistently and will comply with the Human Rights Code and other statutory provisions. Human Resources will work with the hiring department to ensure consistency of testing across the organization.

REFERENCE CHECKING:

Human Resources, or the recruitment consultant, will contact references for all external candidates being interviewed for the position. This will be performed via telephone, using a standard reference checking form and process. A minimum of two reference checks will be made on each external candidate prior to confirmation of employment, preferably one reference being the candidate's direct supervisor from previous/current employment.

For internal candidates, Human Resources will review their personnel records, including the most recent performance appraisal, as well as comments of previous supervisors within the municipality and supply pertinent information to the hiring department. Reference checking may be completed for internal applicants depending upon the length of service with the municipality and the similarity of position that they hold versus the position they have applied for.

CRIMINAL RECORD CHECKS/SECURITY CLEARANCE:

A criminal record check or security clearance is required for some positions. Completed criminal record checks must be received and reviewed by Human Resources prior to confirmation of hiring or internal award.

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SELECTION PROCESS:

The hiring department is responsible for selecting the appropriate candidate and completing a recruitment and selection position award form to be forwarded to Human Resources along with all interview materials (notes, files rating forms etc.) in the posting file. Human Resources will retain all information according to FOI requirements and City policy.

The authority to award positions is as follows:

POSITION TO BE FILLED	AUTHORITY TO AWARD
City Manager	Council
General Managers & City Manager direct reports	City Manager
Director	General Manager
Exempt Supervisor/Manager/other exempt staff	Director
Union Staff	Manager

NOTIFICATION TO CANDIDATES:

Candidates for positions are to be notified as soon as reasonably possible as to whether or not they were successful for the position. This notification should be done by the hiring manager or recruiter personally via telephone.

Upon receipt of the completed position award form, Human Resources will prepare written confirmation of the award, complete the Payroll Data Transmittal form and prepare formal notification to all unsuccessful applicants who were interviewed.

For exempt positions an employment agreement will be drafted by Human Resources for presentation to the prospective employee for signature. Salary and terms of employment must be in accordance with City policy and approved by the General Manager of the Division or City Manager, as appropriate.