

EXEMPT EMPLOYEES RECRUITMENT AND SELECTION POLICY
Council Policy No. 83/02

1. 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, concerned both with satisfying the City's strategic staffing requirements and with attracting potential applicants to decide whether they meet the job requirements, are interested in the position, and want to join the organization.

The following recruitment and selection policy has been designed to provide the City with a flexible framework for recruiting exempt staff.

2. SCOPE:

This policy applies to appointments for all exempt positions with the City except that of the City Manager.

3. PRINCIPLES:

3.1 Recruitment of candidates shall be handled in one of the following ways:

- by promotion from within the organization
- by external recruitment through well-advertised processes which may or may not include use of recruitment consultants

3.2 The aim of the recruitment process is to appoint the most suitable person for the position.

3.3 Recruitment will take place after evaluation of the need for the role against the City's Strategic and Business Plans and budget.

3.4 When external recruitment consultants are appointed to act on the City's behalf, they must act in accordance with this policy.

3.5 The selection processes will be designed to assess applicants against the selection criteria for the role. They will reflect good Human Resource practice, and be:

- Designed to provide evidence of the required capabilities
- Timely and cost efficient
- Effective
- Equitable
- Free from Conflict of Interest

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3. PRINCIPLES: (continued)

It is the responsibility of the City Manager to ensure that the selection process meets the above criteria. The Authority to recommend position appointments is as follows:

Position to be Filled:	Authority to Recruit:	Ratification Required by:
Director	City Manager	Council
Exempt Supervisor or Manager	Director	City Manager
Exempt Support Staff	Director	City Manager

3.6 In order to provide staff with career development opportunities, and to maximize the value of the skills and talents of existing employees the City encourages the review of internal candidates for positions. Internal candidates with the necessary qualifications, skill, knowledge and ability to suitably perform the duties of the position to a standard consistent with the City’s overall goals and objectives may be recommended for appointment without advertising. Recommendations for appointments to Directors positions should include a full performance evaluation including the degree of organizational “fit” and a report on how the internal candidates qualifications match the job description requirements and shall be submitted for Council’s consideration and approval.

3.7 When it is the opinion of the authority responsible for hiring that there is no suitable internal candidate, external recruitments shall take place. Positions will be advertised appropriately, including print media and web sites, which are most likely to maximize the field of capable, suitably qualified applicants. In the case of exempt support staff advertisements should reflect a local scope. Director and exempt supervisor and manager positions should be advertised in the appropriate target markets. If advertising does not result in a suitable candidate, a recruitment consultant may be engaged.

3.8 Applicants will be treated with respect during the recruitment process, provided with sufficient information to make an informed choice of their suitability for the role and have their personal documentation held in confidence.

3.9 No more than three applicants will be short-listed for interviews and the method of interview will be determined by the individual with authority to recruit e.g. personal interview, telephone interview etc. Interview panels are encouraged and the role of panel participants is to provide advice and comments to the recruiting authority.

3.10 Appointment processes will be consistent with City policies and legislative requirements.