

Title: Human Resources Management Policy – Recruitment, Selection and Appointment

Policy No: 1930-01

Approval: Town Council
Effective Date: January 25, 2006



Supersedes Policy No: none

Policy Statement: The Town of Hardisty believes that the selection of well qualified personnel is essential for the efficient and effective operations of the Town of Hardisty.

Purpose: To establish the procedures for the recruitment, selection and appointment of all Town of Hardisty employees.

Principles:

1. GENERAL

Employees shall only be recruited to positions duly authorized by the Human Resources Management Policy #1920 – Creation of Positions.

SELECTION CRITERIA

Selection criteria shall be developed and put in writing to be used in the recruitment and hiring of employees. This should include:

- a. Training and Education
- b. Skills
- c. Certificates and Diplomas
- d. Experience

Selection criteria shall be developed for each vacancy as they occur.

INTERVIEWS

- a. After the deadline for accepting applications, all applications shall be reviewed and suitable candidates shall be selected to be interviewed.
- b. Interview questions shall be developed for each vacancy as they occur. These interview questions shall be appropriate and consistent with all legal and human rights concerns. These interview questions shall be used in the interview of each candidate for a position.

2. REFERENCES

- a. The successful candidate shall provide a minimum of three business and or personal references that are prepared to recommend the hiring of that candidate.
- b. Questions to references should reflect the job requirements and candidate qualifications.

3. MEDICAL EXAMINATION

- a. The candidate may be requested to successfully complete a medical examination prior to providing an offer of employment.

4. OFFER OF EMPLOYMENT

- a. Upon the approval of the CAO and positive reference checks, a formal offer of employment may be made to the candidate.
- b. A "Letter of Employment" shall be prepared for each person hired. The "Letter of Employment" will contain, as appropriate, the following: key responsibilities and expectations; the position's supervisor; the position's subordinates; the compensation, including wages or salary, and benefits, the term of the employment; probationary period, and the timing of the acceptance.
- c. The "Letter of Employment" shall be provided in duplicate, prior to the commencement of employment, to the candidate with instructions to sign, date and return one copy signifying the candidate's acceptance of the offer of employment.

5. UNSUCCESSFUL CANDIDATES

- a. The CAO shall advise all unsuccessful candidates, in writing within a week of the acceptance of the offer by the successful candidate, that the position was offered to someone else.

6. EXISTING EMPLOYEES

- a. All things being equal, preference will be given to existing employees that have applied to any vacancies.

7. RELATIVES OF EMPLOYEES

- a. The Town of Hardisty shall not hire any persons that are directly related to the supervisor of that employee or to any employees that are in within the department that the person would be working. Directly related employees

of an employee include: mother, father, stepmother, stepfather, mother-in-law, father-in-law, husband, wife, brother, sister, stepbrother, stepsister, son, daughter, stepson, stepdaughter, grandparents, grandchildren. Exceptions to this may be made on the approval of the Chief Administrative Officer.