

Section/Number: Human Resources – 003	Approval Date: (DD/MM/YY)
Subject: Recruitment and Selection	Amendment Dates:
<p>Policy</p> <p>The Community Government is committed to a fair and open recruitment and selection process for hiring or promoting employees.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. Any position that becomes vacant or is created within the Community Government will be open for public competition. 2. The Department Manager is responsible for ensuring that both the job description and organizational chart are current and accurate prior to starting the recruitment and selection process. 3. The job description and organizational chart will be reviewed by the Senior Administrative Officer (SAO) to ensure the position is properly described and to determine if the position should be staffed, replaced by a different position or removed from the organization. 4. Vacancies will be advertised as required. 5. Once the competition has closed, the Selection Committee will meet to review the applications. 6. A set of questions will be developed and each candidate will be asked the same set of questions. 7. At the completion of each interview, the Selection Committee will review the responses provided by each candidate. 8. Once all interviews have been completed, the candidates will be ranked in order according to their interview results. 9. The SAO or his/her delegate will contact at least two former or current supervisors of the candidate (with the candidate's permission) to complete reference checks. 	

<p>10. If required, criminal records checks will be completed for each successful candidate.</p> <p>11. Based on the information provided from the references and/or criminal records check, the Selection Committee may decide to:</p> <ul style="list-style-type: none">11.1. proceed with an offer11.2. postpone a decision until reference checks have been completed on other candidates11.3. disqualify the candidate based on poor reference checks and have references completed on the next candidate. <p>12. The SAO will proceed with the offer including negotiating the salary and benefits (if required) and signing the letter of offer.</p> <p>13. Once an offer has been accepted, all other short-listed or interviewed candidates will be informed that a candidate has been selected.</p>
<p>Attachments</p> <p>N/A</p>
<p>References</p> <p>N/A</p>