



Policy Name:	Human Resources - Recruitment & Selection Policy		
Section:	System	Effective Date:	June 25, 2015
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Purpose

The Library seeks to hire the most qualified employees possible, based on individual merit and ability. The Library makes every attempt to identify and remove barriers that prevent people from having a fair chance to participate and succeed in the workplace.

Policy

Notice of Vacancy

Hiring for vacant or new positions shall be subject to the CEO's approval.

When filling vacant positions, the Library will, whenever practical, give first consideration to candidates already employed by the Library.

Postings of vacancies within the Bargaining Unit are subject to the requirements of the Collective Agreement. Vacancies in Exempt Administrative positions may be posted internally and externally at the same time.

Advertisements or job board postings will include the key areas of responsibilities, qualifications, hours of work, and deadline for applications as well as a diversity statement.

At all stages of the recruitment process, the Library will make clear that accommodations are available, upon request, for candidates with disabilities. The Library will ensure that individuals with disabilities receive information in an alternative format or with communication support if required, about opportunities to apply for new positions or vacancies.

Candidate Eligibility

Immediate relatives of existing employees or board members may be promoted or hired provided that no potential or real conflict of interest exists from a reporting or supervisory relationship. Situations that may constitute a conflict of interest include but are not limited to those which are defined in the Library's Staff Conduct Policy.

An immediate relative includes a spouse (including common-law spouses), parent, grandparent, child, grandchild, sibling, aunt or uncle, niece or nephew and including step-relatives.

Summer employment for the children of employees is acceptable where there is no direct reporting relationship.

Job Applications

All applications for employment with the Library shall be submitted to Human Resources in the format noted in the job posting

Interviews

The hiring manager, in consultation with the Manager, Human Resources will select candidates who will be interviewed for a position. A hiring committee comprising a minimum of two interviewers is required. The Manager, Human Resources will participate in interviews whenever possible.

Criteria used to select the appropriate candidate will be documented and applied consistently. The selection may also include testing for skills that are required for the job.

Reference Checks and Police Record Checks

Before an offer of employment is made, at least two of the successful candidate's references may be checked.

Prior to conducting a reference check on a candidate for employment a consent form must be completed by the candidate. This form must specify the position the candidate is being considered for and the references the candidate has authorized the Library to contact.

Prior to final confirmation of selection, all candidates must provide an original copy showing the results of a Police Record Check, including Vulnerable Sector Screening, which has been completed in the previous three (3) months. Results of this request will be used in the evaluation process to determine final suitability for employment and will remain confidential. The presence of any criminal conviction indicating a behaviour that may put at risk the safety of library patrons or other employees would disqualify a candidate from working for the Library. The Manager, Human Resources will provide a letter confirming the candidate's consideration for employment, upon request, to facilitate the completion of the Police Check. The Library will reimburse the successful candidate for the fee incurred to complete the Police Record Check.

Selection and Hiring

The selection of the successful candidate and the determination of the starting salary to be offered will be made by the hiring committee, subject to the approval of the CEO.

The Manager, Human Resources will issue a letter to the successful candidate, confirming the offer of employment and the acceptance offer, the starting date, and the major terms and conditions of employment including starting salary or wage, probationary period and normal hours of work.

Unsuccessful Candidates

Once the selected candidate has accepted the offer of employment, other candidates interviewed are advised of the decision and thanked for their interest.

Treatment of information collected throughout the selection process conforms with privacy legislation; it must be used for the purposes for which it was collected. Records are kept for 2 years. An individual making enquires on their unsuccessful application will be given information on how they were assessed based on the set criteria.

Employee Orientation

The Manager, Human Resources will conduct regular orientation sessions for new employees. Each department shall provide departmental and functional orientation for all new employees.

The orientation process will include training modules on all topics deemed to be statutorily required. Orientation activities will take place during an employee's scheduled shift.