

RECRUITMENT AND SELECTION

HR B1

INTENT

To support recruitment and selection decisions that are based on individual assessment without regard to race, colour, ancestry, place of origin, political belief, religion, marital status, family status, sexual orientation, age, criminal or summary conviction unrelated to the position applied for, or physical and mental disabilities unless such is based on a bona fide occupational requirement.

POLICY

When a vacancy occurs the Program Director, in consultation with the Executive Director, will determine if there is a need to fill the position based on contractual agreements and the needs of the persons receiving service, and will review the process for job description revisions, posting, and selection. Criminal record checks, where appropriate, will be conducted prior to employment. The selection of a candidate will be based on the Selection Committee's (see Selection Process below) assessment of the candidate's qualifications to fulfill established specifications for the job.

General criteria include:

- Education
- Training
- Experience
- Certification(s)
- Personal suitability and aptitude for the job
- Eligibility to work in Canada
- Willingness to work in a specific environment
- Satisfactory reference checks
- Terms and conditions of the Collective Agreement
- Other factors deemed relevant by the Society

The Executive Director is responsible to ensure consistency of the criteria and process used for hiring new employees and for internal placements.

In the event that an employee wishes to apply for additional positions within Sunshine Coast Community Services Society, with the potential of holding more than one part-time position, the employee must advise both the current Program Director and the Program Director to whom the application is being made. The Program Directors will consider, in consultation with the Executive Director, potential conflicts which may result from the same employee holding more than one position. The Executive Director must approve these applications.

PROCEDURE

Postings for positions included in a bargaining unit shall be in accordance with the Collective Agreement.

Postings for regular full-time, regular part-time, temporary and casual relief positions

Position postings will be based on the job description.

1. All postings will be posted internally simultaneously with a public posting if applicable. If the posting is strictly internal it will be so labelled.
2. External advertisements will prominently display the Community Services logo, and refer to the website for more detail where it will indicate that we are an Equal Opportunity Employer.
3. Exceptions must be approved by the Executive Director.

SELECTION PROCESS

1. Program Directors, Program Managers and Administrative Support Staff

Program Directors, Managers and Administration Support Staff shall be hired by a Selection Committee appointed by the Executive Director. The Executive Director will seek input from other Program Directors and Managers and, through them, the staff of the service. Selection Committees shall review all applications, conduct interviews and take any other steps required to ensure the best qualified candidate is hired. Upon selection by the Selection Committee, references will be checked, results documented and placed in personnel file.

2. Coordinators and Program Support Staff

Program Coordinators and support staff where applicable, shall be hired by the Program Director, in consultation with the Executive Director. Where the Program Coordinator is responsible for hiring staff, it will be done in consultation with the appropriate Program Director. Program Directors shall review all applications, conduct interviews and take any other steps required to ensure the best qualified candidate is hired. Upon selection, references will be checked, credentials confirmed at source, results documented and placed in personnel file.

3. Notification Process

The applicants selected for interviews will be notified of the decision and will be informed that success is based on satisfactory reference checks, verification of credentials and requirements, and a satisfactory criminal record check. Reference checks will be conducted by the hiring supervisor. Credentials will be checked by the Executive Assistant.

4. Criminal Record Check

The Society requires all employees who work with children and vulnerable adults to undergo a criminal record check prior to the commencement of employment and every five years thereafter. This check will be conducted by the Executive Assistant. The cost of a straightforward criminal record check is borne by Community Services. If further verification is required e.g. fingerprinting the prospective employee will be responsible for the additional cost. If the report received indicates nothing that precludes the candidate from working with the anticipated client population this will be reported to the hiring supervisor. If the report

contains concerning information that may preclude the candidate from working this will be brought to the attention of the Executive Director.

REFERENCES

1. The candidate will provide official documentation of all employment requirements and three references which include the most recent employer. In the event that the most recent employer is not available or appropriate, the candidate will be asked to provide alternate references. In the event that a Sunshine Coast Community Services Society employee is transferring to a different position within the agency the hiring supervisor will obtain feedback from the employee's current supervisor. The hiring supervisor may do so in lieu of additional reference checks, and/or may conduct additional reference checks as they deem appropriate.
2. The candidate will be asked to sign a release form giving permission for their references to be checked.
3. Before checking with a former employer, there will be a review of the Reference Check Form to include any additional questions relevant to the position and the specific applicant.
4. References will be checked and documented on the reference check form and the information obtained will be used by the selection committee to assess suitability for the position.
5. Employment requirements and credentials will be verified at the source and if there is a question of validity, the Executive Director or appropriate Program Director will consult with the candidate and, failing satisfactory verification, will bring this to the attention of the Selection Committee.

APPOINTMENT TO POSITION AND LETTER OF APPOINTMENT

Based on all the information collected the Selection Committee will determine the successful candidate. In exceptional circumstances, an offer may be made prior to the receipt of the criminal record check, but such offer shall be made on the condition that the candidate has a satisfactory outcome and that they will not work alone with clients until the process is completed. Unsuccessful candidates will be notified by either by a personal telephone call or a standard letter or email whichever is deemed most appropriate in the circumstances. The hiring supervisor may request response letters or emails be completed by the Receptionist on their behalf. If only those who are short-listed are to be notified this must be stated in the public posting for the position.

All persons selected for employment will receive a letter of appointment signed by the Executive Director or appropriate Program Director. Contents of the letter shall include:

- The specific job title, the job description, the channel of supervision, starting date, end date in the case of a temporary position, the rate of compensation and job classification.
- A requirement to read the complete Policies and Procedures of the Society (which includes: Human Resources, Health and Safety, Building, Property and Equipment, Administration and Individualized Services) and sign off to state that they have read and understood the information and had the opportunity to review any questions they had

with their supervisor or human resources.

- Benefits information if applicable
- The newsletter
- Any special conditions of employment.

ORIENTATION (REFER TO EMPLOYEE ORIENTATION PACKAGE)

The successful applicant will be oriented to the organization. The orientation may consist of, but shall not be limited to:

- The Mission, Values and Guiding Principles of the Society.
- An introduction to the services offered.
- Overview of Policies and Procedures, including Health and Safety.
- Relevant safety information and reporting requirements.
- Information on cultural competence and employee rights.
- Payroll information and forms including instruction on completion and submission requirement.
- If applicable, introduction to union representatives and the collective agreement.
- Program Orientation.
- A record of the orientation shall be signed by the employee and placed in the employee's personnel file.
- Instructions to return the signed acknowledgement that the employee has read and understood the entire Policies and Procedures of the Society as noted above.

EMPLOYMENT CLASSIFICATIONS

Regular full-time employee: refers to an employee who works at least 35 hours per week on a regular basis.

Regular part-time employee: refers to an employee who works less than 35 hours per week on a regular basis.

Casual relief employee: refers to an employee who works on an occasional basis and is paid at the base hourly rate for that position.

Temporary employee: refers to an employee whose terms of employment include a specified date of termination. Extensions will be noted in the payroll file and must be approved by the Executive Director.

Reference: Employee Orientation package

EFFECTIVE: December 1, 2015	APPROVED BY: Executive Director	
REPLACES: April 1, 2014	MONITORING: Executive Director	FREQUENCY: Annually