



Abilities Centre Policies

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1 POLICY

- 1.01 The Abilities Centre is committed to recruiting and selecting individuals who are the most qualified to perform the requirements of each position available. Candidates for job vacancies may be from existing staff or from outside sources.
- 1.02 The successful applicant for a job vacancy shall be given a written offer of employment which outlines all the terms and conditions of employment in that job. Five (5) business days should be allowed for applicant to review the offer prior to signing it. The applicant must accept the offer by signing it before commencing work. There shall be no verbal or informal offers provided to the applicant. Instead, the applicant should be told that Abilities Centre will be making a formal, written offer, which the applicant should carefully review and consider.
- 1.03 No offers or commitments, financial or otherwise, are to be made to any job candidate until all appropriate approvals have been obtained.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to ensure a consistent approach to the recruitment and selection of staff and to ensure compliance with all legislative requirements.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all managers who have responsibility for recruiting and selecting personnel to fill a new or existing job vacancy.

4 RESPONSIBILITY

- 4.01 Managers are responsible for:
- a) Identifying job vacancies within their jurisdiction.

- b) Defining job duties and job descriptions.
- c) Initiating the recruitment process, as necessary.
- d) If required, developing and placing media job postings which comply with provisions of the *Ontario Human Rights Code*.
- e) Developing and/or understanding the job selection criteria for the job vacancy.
- f) Screening candidates in accordance with the job selection criteria.
- g) Selecting final candidate(s) to fill a job vacancy.
- h) Conducting candidate reference checks, police checks, credit checks, as necessary.
- i) Providing each successful applicant with an approved written offer of employment.
- j) Ensuring the offer of employment is accepted before the candidate starts work.
- k) Advising appropriate resources (telephone provider, network access, etc.) of new service requirements.
- l) Ensuring police background check is completed and added to personnel file.
- m) Advising all Abilities Centre staff about the candidate's start of employment, at least one (1) day in advance.
- n) Ensuring the successful applicant receives proper and thorough orientation and training to the new position.
- o) Evaluating the performance of the successful candidate, providing guidance and feedback when necessary.

5 DEFINITIONS

- 5.01 “**Job posting**” means notification that a position is vacant which is posted for the purpose of allowing internal and external candidates to apply for the vacancy.

6 REFERENCES

Ontario Human Rights Code
Ontario Employment Standards Act

7 PROCEDURE

- 7.01 Any job which is vacant because of illness, accident, vacation, leave of absence, temporary

transfer or promotion, or a job which is a temporary or contract assignment, shall be deemed to be 'not vacant' for the purposes of this policy.

- 7.01 Each job vacancy for which recruitment is deemed necessary, either for a replacement candidate or a new position, requires the approval of the President & CEO. Supporting documentation shall include:
- the reason for the vacancy
 - a Job Description
 - anticipated salary and salary range
 - the number of candidates to be hired
 - job selection and candidate criteria
 - a recruiting plan and budget
- 7.02 The Job Posting shall include the following information: position title, department, duties, qualifications, experience, wage range, working hours and schedule requirements and the Job Posting expiry date.
- 7.03 Notice of a Job Posting shall be emailed or posted in a public area that is accessible by all staff.
- 7.04 External candidates may be recruited from many locations using varied means including electronic job boards (Charity Village), print, video, and personal contacts.
- 7.05 All permanent full-time positions will be advertised publicly for a minimum of one (1) week.
- 7.06 Reference checks shall be completed for all potential new hires from external sources. As a minimum, the last two employers should be contacted to verify the candidate's employment history and quality of work. Academic achievements should be verified also when they are essential to meeting minimum job qualifications.
- 7.07 All candidates whether internal or external will be evaluated based upon the same qualification criteria.
- 7.08 Candidates (internal or external) for a job vacancy may be required to complete employment tests deemed necessary to determine their skill, knowledge, or ability to perform the job.
- 7.09 All offers of employment shall be approved by the President & CEO or a designated nominee prior to being extended to a successful candidate. Appropriate templates depending on employment type are provided by Human Resources. A written offer of employment shall include the following components:
- Title of the position being offered;
 - Starting salary stated in annual terms for permanent full-time positions, or starting hourly rate for all others;
 - Name of the Department in which position is located;
 - Name and title of manager to which the individual will report;
 - Duration of the Probationary Period, typically 3 months;
 - Date of first performance review;

- Effective date of hiring and reporting time;
- Summary of benefit plans including date(s) of eligibility for each plan;
- Confidentiality Agreement;
- Conditions of employment that must be observed;
- Termination clause

7.10 Any candidate who deliberately misrepresents or falsifies information during the recruitment or selection process shall be eliminated from the selection process and, if employed, shall be discharged for cause.

8 ATTACHMENTS

Attachment A - Job Posting Form

Attachment B – New Employee Record Form