

3.3 Hiring Policy and Procedures (Policy #35)

It is the policy of Council to always hire the most competent and qualified candidates available for a position. Accordingly, where there is a vacancy, an open competition is held combining both internal and external candidates.

The employer recognizes the value of a planned approach to recruitment and selection whereby vacant or new positions are filled by the most competent and qualified candidates possible. The following policy and procedures are followed in the recruitment and selection process.

3.3.1 Criminal Record Check

The Town of Bridgewater shall require all persons selected for employment to consent to a two-part criminal record check before an employment offer will be made. The screening process will involve the completion of Form 1 - Consent for a Criminal Record Check - Parts 1 and 2 (See Appendix 1.8).

The result of the criminal record check is confidential. Only the Human Resources/Administration Officer, the senior manager, and the Town Manager will have access to the result. If the search indicates a charge or conviction, the matter will be discussed with the appropriate senior manager. The result of the criminal record check will be kept in the employee's personnel file. The criminal record check will be performed by the Human Resources/Administration Officer in conjunction with the Police Department. There will be no charge to the candidate for the criminal record check.

3.3.2 Hiring Procedures

The Payroll Clerk is to be notified of all position appointments and all necessary forms are to be completed, including a new employee information sheet and Personal Tax Credit Return (TD1).

Full-time Employees

- (a) Council approves the establishment of all positions.
- (b) Competitions for all positions are advertised in at least the local papers, and department heads post notices on all Town bulletin boards. All applicants for employment must submit a résumé.
- (c) The department head, for the department in which the vacancy exists, serves on the hiring committee with the Human Resources/ Administration Officer.
- (d) Prior to interviewing, a job analysis is undertaken to identify the critical skills and personality traits that are to be assessed. This includes the framing of questions to determine the requisite job knowledge and personal capabilities.
- (e) The senior manager responsible for filling the position and the Human Resources/ Administration Officer completes the initial screening of applications against the established criteria. A short list for interview purposes is chosen.
- (f) All candidates are notified when their applications are received and advised that they will be contacted only if considered for an interview.
- (g) Applicants are interviewed using prepared, structured interview questions. There are also some hypothetical situation questions used to test responses in problem or difficult areas in which the incumbent is likely to become involved.
- (h) A pointing comparison is made for each person interviewed.
- (i) For candidates being considered for employment, reference checks are undertaken. An offer is made to the prospective employee, and if the offer is accepted, Council is advised of the successful candidate, including some general background of work history and qualifications. (See Appendix 1.9 - Employment Reference Check form)
- (j) A psychological test, which indicates traits such as honesty and work ethics, may be used on candidates being considered for employment.
- (k) A letter of offer/employment contract is prepared outlining the terms of employment. The applicant who is chosen signs an acceptance which is placed in the employee's personnel file. A copy is also provided to the Payroll Clerk.
- (l) Once the successful applicant is chosen for a position, all unsuccessful applicants who were interviewed receive a letter notifying them that the position has been filled.

Part-time and Seasonal Employees

Council is advised of the names of all part-time and seasonal staff hired and given a brief background of their qualifications and experience.

Temporary/Term and Casual Employees

For temporary/term and casual positions, services may be contracted through an employment agency, or Human Resources Development Canada directly, or a previous employee may be recalled.

C.U.P.E.

Refer to Article 10 of Collective Agreement.

P.A.N.S.

Refer to Article 14 of Collective Agreement.