

TOWN OF SUNDRE POLICY #104

Employee Selection

Purpose of the Policy:

To outline the Town of Sundre's practice in interviewing and hiring new employees.

Policy Statement:

Position Requirements

Position requirements will be discussed at budget time but may be brought forward as the need arises. The CAO must approve all new position additions prior to advertisement.

Not all persons can be hired, and only the most qualified applicants will be selected. The hiring department, in conjunction with the Director of Corporate Services, will ensure that the position job description is current and will create a list of job related criteria to evaluate resumes.

Position Advertisement

All full-time, permanent positions will be advertised in the weekly Town Advertisement and on the Town Website for a minimum of two weeks and any other applicable locations as required.

Advertisements may be drafted by the hiring department and must be forwarded to the Director of Corporate Services for approval prior to being advertised.

Applicant Review and Candidate Selection

All resumes will be forwarded to the Director of Corporate Services and will be disbursed to the hiring department for evaluation. Resumes should be evaluated based on job related criteria and must be done in writing. Evaluation forms will be attached in front of the related resumes and saved until hiring or resumes are disposed of.

The top five (5) candidates that meet the job related criteria will be interviewed. An attempt will be made to interview 5 candidates; however, if there are not 5 qualified applicants, only qualified applicants will be interviewed. If there are no qualified applicants, the position will be reviewed and advertised again. Resumes that do not meet the job related criteria will be kept by the Director of Corporate Services for a period of no longer than 30 days after hiring. Unsuccessful applicants will not be contacted.

Interviewing

Interview questions may be prepared by the hiring department and must be approved by the Director of Corporate Services prior to interviewing. The Town of Sundre will use techniques such as Behavioural Interviewing to ensure that new employees are carefully selected with respect to personal character, mental and physical abilities, plus educational and occupational qualifications.

The Director of Corporate Services will set up all interviews, unless otherwise discussed. This function may be given to the hiring department for completion.

The interviewing committee will be determined by the hiring department but must be approved by the CAO.

One or more members of the interview committee must, by using the interview questions, document the interview. This documentation will be attached to the Resume and Criteria Check form and delivered to the Director of Corporate Services. Only factual information should be documented; personal impressions and opinions should not be documented.

Directly after the interview, a discussion will take place and a hiring decision will be made, ranking candidates from best to worst. If candidates meet with the interviewers' satisfaction, then references will be checked. If all candidates do not meet with the interviewers' satisfaction, the position will be reviewed and advertised again.

Reference Checks

Reference questions will be prepared and administered by the Director of Corporate Services unless otherwise discussed and passed to the hiring department. At least two former employers, where the candidate was a direct report, should be called or emailed. It is advisable to email reference questions in advance to references so they may be fully prepared to provide work/behaviour examples prior to calling them. References must be documented and will be filed in the hired employees personnel file.

Pre Employment Checks

The Town will require a Criminal Record Check on potential new employees. The potential employee will be required to provide this prior to being hired. If a potential new hire is found to have a criminal record that will in any way reflect badly on the Town and the position hired for, the record will be forwarded to the CAO for a final decision on whether to hire the applicant.

If the applicant will be required to drive a Town vehicle, a Driver's Abstract must be provided by the applicant prior to hiring and on an annual basis. If the Abstract is not clean, it will be reviewed by the Director of Operations and he/she will decide if the applicant can be hired.

If required by the hiring department, an applicant may be required to have a physical exam prior to being hired.

Approvals and Offer

The Director of Corporate Services and the hiring manager will discuss reference results, and, if satisfactory, present the selected candidate information to the CAO for approval.

Once approved, the Director of Corporate Services will write an offer letter, phone the selected candidate and present the offer. Once signed and accepted, the Director of Corporate Services will phone all other interviewed candidates to inform them that the position has been filled.

Documentation

Documentation will be filed as follows:

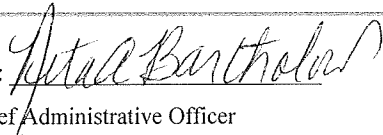
Selected Candidate – Personnel file will be created containing position criteria evaluation form, resume, documented interview results, reference results and signed offer letter.

Non Selected Candidates – Hiring file will be held for six (6) months containing position criteria evaluation forms, resumes, documented interview results and, potentially, reference results.

Unsuccessful Applicants – Evaluation forms and resumes will be kept in the hiring file for no more than 30 days.

Approval

Signature:



Title: Chief Administrative Officer

References: Resolution No. 329/07

Revision Schedule: As needed

Date: October 9, 2007

Revision: 1

Next Revision: 2010