

**FOSTERING A SUPPORTED & EMPOWERED STAFF:  
RECRUITING AND HIRING**

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| COMMITTEE: | Strategic Leadership Team  | PASSED:        | 23 July 2015 |
| TOPIC:     | Recruitment and Employment | AMENDED:       |              |
|            |                            | REVIEW PERIOD: | As required. |

**MANAGEMENT GUIDELINES**

The Library shall seek to recruit the best candidate for the job based on merit. The recruitment and selection process aims to identify the person best suited to the job and the Library.

The Library shall ensure the recruitment and selection of staff is conducted in a timely and responsive manner and in compliance with current employment legislation and collective agreements.

The Library shall treat all candidates fairly, equitably, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.

The Library shall promote best practices in recruitment and selection. It shall continuously develop its recruitment and selection methods to allow new ideas and approaches that are in alignment with the Strategic Framework and that further best hiring practices, to be incorporated.

The procedure outline below covers the recruitment for all positions.

**1. RECRUITMENT PROCEDURES****1.1 Regular Full-time and Regular Part-time Positions**

When a staffing requirement occurs, the Hiring Manager will complete a Recruitment Request Form and forward it to the Library Director for review and approval. Once the Director's approval has been received the form shall be forwarded to the Human Resources Assistant to initiate the recruitment. The filling of vacancies for new regular full-time and regular part-time positions which represent an addition to the number of positions will be in accordance with the Library's Policy: STAFFING LEVELS AND AUTHORITY TO RECRUIT (B-HR-08).

**1.2 Temporary Full-time Positions**

When a staffing requirement occurs, the Hiring Manager will complete a Recruitment Request Form and forward it to the Library Director for review and approval. Once the Director's approval has been received the form shall be forwarded to the Human Resources Assistant to initiate the recruitment.

## **2. POSTING AND ADVERTISING**

Human Resources is responsible for posting and advertising the staffing requirement. Regular full-time and regular part-time positions will be posted. Information contained in the postings and advertisements will be in accordance with the Collective Agreement and relevant provincial legislation. The decision to advertise or not will be made in consultation with the Hiring Manager, taking into account internal candidates and cost effectiveness. Draft wording for the posting and advertisement will be submitted to the Hiring Manager for review and comment.

## **3. APPLICATIONS AND ASSESSMENT OF APPLICANTS**

All applications will be received by the Human Resources Assistant. Access to the applications is confidential and is for the Hiring Manager and Human Resources only. Late applications will not normally be accepted or considered. With the Library Director's approval, a deadline may be extended. Once the competition is closed, the Human Resources Assistant will prepare a list of the applicants for the Hiring Manager.

The Human Resources Assistant is responsible for handling all job enquiries and for acknowledging the receipt of applications.

## **4. INTERVIEWS**

The Hiring Manager is responsible for reviewing the applications and selecting candidates to interview. Interviews will be arranged by the Human Resources Assistant.

Interviews are led and conducted by the Hiring Manager. The Hiring Manager shall be assisted by a hiring team selected by the Hiring Manager in consultation with the Director of Library Services and the Human Resources Advisor, as needed.

Internal applicants will be given preference over external candidates only to the extent that they will be included in the interview list unless they are clearly not qualified. Interviews will have a structured format with questions targeted on the skill, knowledge and ability required to perform the work.

## **5. TESTING APPLICANTS**

Any testing for technical or library-specific skills is the responsibility of the Hiring Manager. Testing for general aptitude, typing, shorthand, clerical, and other related computer skills and abilities will be done by Human Resources. All testing will be done in a fair and consistent manner.

## **6. REFERENCE CHECKS**

Performing reference checks on the finalist(s) is the responsibility of the Hiring Manager. Assistance however, may be provided by Human Resources.

## **7. CRIMINAL RECORD CHECKS**

Criminal record checks are the responsibility of the Human Resources Assistant.

## **8. SELECTION OF SUCCESSFUL CANDIDATE**

The Hiring Manager is responsible for selecting the successful candidate and requesting approval for the appointment from the Director of Library Services. Upon Director's approval, the Hiring Manager advises Human Resources in writing. Human Resources is responsible for making any verbal or written offer of employment.

Authorization for placing newly hired regular full-time applicants at any step higher than the first step in the appropriate pay grade rests with the Hiring Manager, in consultation with the Human Resources Advisor.

Authorization for step placement for Exempt personnel on the pay band range rests with the Director of Library Services in consultation with the Human Resources Advisor.

## **9. CORRESPONDENCE AND DOCUMENTATION**

Human Resources is responsible for:

- 9.1 Preparing the offer letter of appointment for the Hiring Manager's signature. The letter shall contain reference to salary, start date, benefits and applicable conditions of employment.
- 9.2 Advising, when appropriate, the Secretary of CUPE, Local 389 of the selection decision.
- 9.3 Advising the unsuccessful interviewed external applicants and all internal applicants of the selection decision, if requested.
- 9.4 Promptly documenting new employees and providing other areas such as Library Administration staff with the required information for payroll and time card purposes, and to organize keys, fobs and other required items. A completed application form, or a resume, and the Recruitment Request Form with recruitment authorization will be kept on file in appropriate files.
- 9.5 Requesting a network login and library email address for the new employee in advance of their first day of work.
- 9.6 Providing new employees with an orientation package.

- 9.7 After the recruitment process concludes, retaining all documents pertaining to the recruitment for file purposes.
- 9.8 Announcing the confirmed appointment to all Library staff via email and/or the staff intranet.
- 9.9 Providing the Director of Library Services with an annual report on the full time equivalents for the Library.

## **10. RELOCATION EXPENSES FOR NEW EMPLOYEES**

Should a moving allowance provision be deemed appropriate by the Director of Library Services, the applicant will obtain and provide the Human Resources Advisor with three quotations and the lowest one will be selected. All moving costs are subject to repayment to the Library should the employee leave of their own volition in the first year. Repayment of 50% of the total moving costs is required in the second year and 25% repayment in the third year.

Other eligible reimbursement may include the cost of gasoline to drive the personal vehicle to Vancouver and accommodation on the way.

Reimbursement for one-way airfare for spouse will be considered should they not be able to accompany the applicant on the drive out.

### Related Policies:

- HIRING OF RELATIVES (B-HR-11)
- STAFFING LEVELS AND AUTHORITY TO RECRUIT (B-HR-08)
- NEW EMPLOYEE ORIENTATION (MG-HR-01.2)