COMMUNITY LIVING BRANT
POLICY AND PROCEDURE MANUAL

SUBJECT: Recruitment Policy	POLICY NO.: 9.14 PAGE 1 of 1
FILE UNDER SECTION: 9 – Personnel	EFFECTIVE DATE: January 2010 REVISION DATE: November 2019

PURPOSE:

To ensure Community Living Brant recruits and hires the most suitable candidate available for each position, in an effective and consistent manner and without discrimination.

PROCEDURE:

1. Human Resources shall work with Senior Management in the development of a recruitment plan. In the development of the plan, Human Resources shall utilize data from a review of existing staffing levels, the Agency Budget, identified agency needs, exit interviews, and past recruitment trends.

2. The recruitment process will be done in accordance with posting procedures outlined in the Collective Agreement, the Accessibility for Ontarians Act (2005), Ontario Regulation 191/11 Integrated Accessibility Standards, the Ontario Human Rights Code, and/or elsewhere in agency policies. This shall include consideration of transfer requests.

3. The qualifications outlined in the position description guide the recruitment and selection of candidates for interview. Candidates selected for interviews shall be advised that physical accommodations required during the hiring process or information in an accessible format shall be made available upon request.

4. Human Resources/designate will conduct background reference checks and document the information.

5. All candidates who are interviewed will be notified by the Human Resources Co-Ordinator/designate of the results of their interview in a timely manner.

6. Human Resources or designate will extend a verbal offer of employment to the most suitable candidate. Following a verbal acceptance, a formal letter confirming the offer and conditions of employment will be provided to the candidate. This letter is to be signed by the candidate and returned to Human Resources.

7. A database will be maintained by Human Resources to collect data on all candidates. The information shall include the application date, candidate name, position applied for, and the qualifications of the candidate. This data shall be used in the annual review to identify trends, advertising effectiveness and to assist in the development of the recruitment plan.