

## Human Resources Policy Manual

### Title: Recruitment and Selection Process

<b>Women's College Hospital</b>		<b>Policy No:</b>	3.20.001
<b>Title</b>	Recruitment and Selection Process	<b>Original:</b> (mm/dd/yyyy)	August 1, 2006
<b>Category</b>	Human Resources	<b>Reviewed:</b> (mm/dd/yyyy)	
<b>Sub-category</b>	Employee Relations	<b>Revised:</b> (mm/dd/yyyy)	October 1, 2013 June 23, 2015
<b>Issued by:</b>	Human Resources		
<b>Approved by:</b>	Senior Executive Team		

*Note: Where employees are covered by a collective agreement, provisions of the collective agreement will apply.*

### Policy Statement:

Women's College Hospital is committed to identifying, attracting and retaining the best candidates suited for the job and the organization, to ensure our success. We offer advancement opportunities to our employees following a fair and equitable process. This enables us to create an academic centre of excellence that, in partnership with its communities, ensures a full range of high-quality, values-based, patient-centered ambulatory care services, and is a leader in women's health.

The Hospital is committed to treating all candidates fairly and equitably, with respect and courtesy, aiming to project a positive experience regardless of the outcome.

Effective recruitment and selection are critical to the achievement of:

- ✓ Women's College Hospital Mission, Vision and Values;
- ✓ Operating Plan – goals and objectives;
- ✓ A high standard of job performance; and
- ✓ Quality of work-life, employee commitment and job satisfaction

Hiring Managers, in consultation with Human Resources, are responsible for ensuring that all recruitment activities are carried out in accordance with legal requirements, hospital policies and collective agreement requirements, and for ensuring that potential employees meet the requirements for the position and the standards of the Hospital. At WCH it is our policy and practice that no applicant (both internal and external) will be denied access to employment opportunities for reasons unrelated to ability and all will have access to the fullest opportunities to develop individual potential. During the recruitment process, it is the commitment of WCH that differences between people must be respected and accommodated in accordance with human rights legislation. Finally, WCH will promote a climate favourable to the successful integration of all groups protected under human rights legislation, and in particular those which traditionally have been under-represented including women, persons with disabilities, aboriginal peoples, visible minorities and members identified within LGBTQ.

## **Procedure:**

Employees may apply for posted positions provided their:

- employment is categorized as “permanent full-time/part-time” and have completed six (6) months of continuous service in his or her current position.
- status is casual. Casuals may apply for part-time or full-time positions at any time.
- status is “temporary” and the employee has completed six (6) months of continuous service in his or her current position.
- employment in the position would not be in the capacity of a supervisory/subordinate relationship with an immediate family member (Employment of Relatives policy).

Internal applicants are required to submit an application form along with a current resume.

External applicants are required to submit a current resume.

## Human Resources:

1. Ensures that approvals and documents required for all aspects of the recruitment process are complete and accurate, salary levels are correct and role profile is up to date.
2. Ensures that positions are posted in accordance with hospital policy and collective agreement requirements.
3. Will post full time and part time positions internally for seven (7) calendar days. Exceptions exist where workplace accommodations may be necessary or other reasons deemed appropriate by the Manager, Human Resources & Labour Relations or CHRO. Should the position not be filled internally, external recruitment may commence.
4. Where there is a need to recruit externally the position will be advertised widely to attract a diversified candidate pool.
5. Receives and screens all job applicants and refers qualified candidates to the hiring manager for short-listing. Agency candidates are considered external applicants. Candidates who submit their resume outside of the posting deadline may not be advanced through the selection process.
6. Conducts applicant testing for designated positions.
7. As a condition of employment each employee is required to provide proof of completion of the minimum level of education required as well as a license or registration number from a regulatory body should this be required for the position. An original copy of the degree/diploma or an original transcript as well as a license must be forwarded to the Human Resources Department prior to the start date.
8. Initiates a written offer of employment to successful candidates, once a selection has been made by the hiring manager and verbal offer is extended. Human Resources will ensure the offer meets all
9. Provides new hires with all new hire orientation materials and schedules their orientation day.
10. Retains job applicant resumes on file for a period not to exceed three (3) months.

### Hiring Managers:

1. Provide all applicable recruitment approval documents e.g. Staff Requisition, with required signatures, to Human Resources to begin the recruitment process
2. Update the role profile as appropriate or develop a role profile for newly created positions
3. Determine composition of selection panel for interviewing; panel normally not to exceed 5 members.
4. Review internal applicants and where appropriate offer mentoring, coaching or professional development for current staff to enhance their experience and qualifications
5. Short-list internal applicants and if required external applicants for interviewing
6. Develop interview questions appropriate to the position posted, in conjunction with Human Resources as necessary
7. Select the successful candidate
8. Conduct a minimum of two (2) business (supervisory) reference checks. Written references presented by a candidate will be verified, however 2 verbal references are still required. In addition candidates must provide proof of eligibility to work in Canada
9. Acknowledge unsuccessful candidates directly
10. Negotiate release dates for internal staff being transferred to another department, with their respective manager and forward appropriate paperwork to Human Resources
11. Organize departmental orientation and training for new hire

For internal candidates, the Hiring Manager must contact the incumbent's current Manager/Supervisor for references.

### Rehiring Former Employees

Women's College Hospital may consider the rehiring of a former employee. A minimum of thirteen (13) weeks must elapse between employment periods.

## **Related Policies**

3.20.002 - Employment of Relatives