

MUNICIPALITY OF WEST ELGIN POLICY MANUAL			
Chapter:	Human Resources	Index No.	HR-3.1
Section:	Recruitment and Selection	Effective Date:	Nov 25/04
Subject:	Hiring Procedure	Revision Date:	Sept 9/10
		Page:	1 of 1

1	PURPOSE:
1.1	To ensure that the Municipality of West Elgin selects the most qualified candidates, a rigorous recruitment and selection process is used.
2	PROCESS:
2.1	The process shall generally consist of the following steps: <ul style="list-style-type: none"> (a) Placing an advertisement and/or using an internal job posting; (b) Requiring the submission of a resume; (c) Testing candidates on their skills; (d) Panel interviews of candidates; (e) Background and reference checks; (f) Recommendation of Supervisor.
2.2	All hiring decisions are recommended by the Hiring Panel to Council. Council shall authorize the hiring of full-time employees by resolution.
2.3	<u>Posting:</u> <ul style="list-style-type: none"> (a) Positions shall be posted internally for 10 working days. (b) Positions shall be advertised externally for a minimum of 2 consecutive weeks.
2.4	<u>Hiring Panel:</u> <ul style="list-style-type: none"> (a) For positions below Superintendent, the hiring panel shall consist of the Superintendent of the department, the Administrator and a second member of the Management Committee. (b) For Superintendent, the hiring panel shall consist of the Administrator, one member of Council and a second member of the Management Committee. (c) For Administrator/Treasurer, the hiring panel shall consist of all members of Council. (d) For Clerk, the hiring panel shall consist of the Administrator and all members of Council. (e) For office employees, the hiring panel shall consist of the Administrator, Clerk and a second member of the Management Committee. (f) If the hiring panel deems it necessary, an additional member may be added to the panel.
2.5	<u>Seasonal</u> <ul style="list-style-type: none"> (a) If a seasonal employee is not returning in the subsequent year, the job shall be advertised. (b) The Superintendent will perform the interviews and make a decision regarding hiring and report same to the Administrator.
3	ADMINISTRATION:
3.1	Administrator/Superintendents shall follow this policy.
4	ATTACHMENTS:
4.1	None
Council authorization: By-law 2004-89	
By-law 2010-71	