

## **HR.9 Recruiting/Hiring**

---

### **PURPOSE**

The recruiting/hiring policy ensures The Works is consistent in its recruiting and hiring practices.

### **SCOPE**

This policy will apply to all positions at The Works.

### **POLICY STATEMENT**

- I. The Works is strongly committed to employment equity and especially welcomes applications from all qualified candidates, including women, members of visible minorities, Indigenous peoples, members of the LGBTQ2 community, and persons living with disabilities. All employment is decided on the basis of qualifications, merit and business need.
- II. The Works has set procedures that will be followed when recruiting and hiring employees.
- III. The Works will not collect personal information discriminately; information collected shall be limited to that which is necessary for recruitment and employment purposes.
- IV. The Director/General Manager in unforeseen circumstances has discretion, may waive requirements due to business arising.
- V. The Director/General Manager is responsible for authorizing the hiring of all employees.
- VI. The Division Manager or those involved with recruitment will disclose in writing to the Director/General Manager if an applicant is a relative or a close friend or if there are any other perceived, potential or real conflicts of interest. Refer to HR.4 Conflict of Interest Policy.
- VII. All aquatic candidates must complete The Works instructor training program before being offered employment.
- VIII. All applicants/employees must provide a positive *Certificate of Conduct and Clear Vulnerable Sector Check* before being offered employment\*. Any/all fees for this certificate are the responsibility of the applicant/employee. The certificate must be issued in the preceding 90 days, otherwise a new one is required. For rehires, their original certificate is valid for one year from date of issue.
- IX. Due to the length of time required for processing of the Certificate of Conduct and Vulnerable Sector Check (7-10 days), employment can begin immediately. The applicant/employee is required to provide the Certificate of Conduct and Vulnerable Sector Check within three weeks from the date of hire, otherwise employment will be terminated.

- X. Applicants being considered for employment will provide The Works with references. A minimum of two (2) references are required. The applicant must provide consent for The Works to contact the references. Applicants can provide verbal consent and in this instance the Manager who obtains verbal consent must carefully document that consent was obtained. Best practice is for applicants to provide written consent.
- XI. While Junior Managers are often involved in the recruitment process, Division Managers must authorize the hiring forms for their division. The only exception is those Junior Managers who report directly to the Director/General Manager. All hiring forms must receive final authorization from the Director/General Manager prior to the start of employment.
- XII. If you are a successful candidate, the information collected during the recruitment process will form part of your permanent employment record and will be used for other activities related to the employment process. This information may be disclosed to government departments and agencies as legally required; and to third party service providers, as necessary to administer programs and activities.

## **AUTHORITY**

Division Managers are responsible to the Director/General Manager for the administration of this policy.

## **RESPONSIBILITY**

Junior Managers are responsible to Division Managers for assisting in the recruiting process, conducting interviews, and any other duties required by the Division Managers.

The Manager of Aquatics is responsible to ensure that appropriate training is completed for all aquatic candidates before hiring.

\* The *Human Rights Act, 2010*, expressly prohibits discrimination on the basis of criminal conviction “for an offence that is unrelated to the employment of the person.”