



TOWN OF ALTONA
Recruitment Policy

POLICY STATEMENT

The Town of Altona believes in equal opportunity in employment practices without discrimination on the grounds of race, religious beliefs, colour, gender, sexual orientation, physical disability, mental disability, ancestry, place of origin, age, marital status, source of income or family status.

PURPOSE

A recruitment and selection policy has been developed to ensure the organization fills vacancies with the most suitable candidate.

SCOPE

This Policy applies to all employment positions available with the Town of Altona.

POLICY

1.0 Authority

Human Resources is responsible to ensure employment practices conform to legislation and personnel policies. Council approves employee selection decisions for the positions of CAO, Assistant Chief Administrative Officer, Fire Chief, Finance Officer, Public Works Manager and Recreation Services Manager. Department Managers approve employee selection decisions. Supervisors may make employee selection decisions subject to the Department Manager's approval.

2.0 Interview Guidelines

- Internal applicants who apply in writing for vacancies will receive an interview.
- Recruitment activities may be conducted externally.
- An employment interview will be conducted before making an offer of employment.
- Employment tests may be conducted before making an offer of employment.
- A copy of the job description will be provided to all applicants.

3.0 Offer of Employment

All offers of employment will be written and include all terms of employment including:

- Job title
- Start date
- Rate of pay
- Pay period information
- Eligibility for benefits
- Criminal Record check

Any changes to the terms of employment must be documented in writing to be binding.

4.0 Permanent Employees

All permanent employees will be asked to review and conform to all personnel policies. All new employees will sign the offer of employment indicating acceptance of the terms and conditions of employment. The offer of employment will be signed by the Department Manager with a signed copy sent to the Human Resources for filing in the employee's personnel file.

5.0 Advertising

- 5.1 Approval to recruit for vacant or newly created positions will be granted by the Chief Administrative Officer or Town Council.
- 5.2 Vacant and newly created positions will be posted internally so that current employees have an opportunity to apply.
- 5.3 The internal recruitment process and external recruitment process can take place at the same time.
- 5.4 All job postings, internal and external, shall include:
 - Job title
 - Essential requirements for education and experience
 - Knowledge and skills required
 - Start and end date, where applicable
 - Hours of work
 - Closing date of competition
 - Respondent

- The following statement regarding acknowledgement of applications:
“We thank all candidates for their interest, however, only those selected for an interview will be contacted”

7.0 Procedures

- 7.1 All applications will be date stamped upon receipt.
- 7.2 Applicants will receive an acknowledgment of receipt of their application, unless otherwise stated in the advertisement.
- 7.3 Each interview team will consist of a minimum of two persons. The composition of this team will depend on the position being filled. For a front line position, the interview team will be chosen by the Department Manager. For a management position, the interview team will be chosen by the Chief Administrative Officer. For the Chief Administration Officer position, the interview team will be chosen by Council.
- 7.4 Applicants who meet the basic requirements of the position will be invited to an interview where they will be evaluated on their response to a pre-set list of topics, educational and experiential criteria.
- 7.5 It is the responsibility of each applicant to demonstrate that s/he meets the requirements of the position. A minimum of two and a maximum of six applicants will be interviewed for any one position.
- 7.6 Second interviews may be held when several candidates demonstrate equal abilities.
- 7.7 Once a final candidate has been determined and prior to any offer of employment, approval must be obtained from the Chief Administrative Officer, except if the position being filled is that of the Chief Administrative Officer, in which case Council must give approval.
- 7.8 Following receipt of approval to hire, an offer can be made to the candidate.

APPENDIX A

Job Application Form