



**CITY OF / VILLE DE
BATHURST**

POLICY

POLITIQUE

TITLE: HIRING POLICY FOR CITY EMPLOYEES

**TITRE: L'EMBAUCHAGE DES EMPLOYÉS DE LA
VILLE**

Policy No.1996-06
AUTHORITY:City Council
EFFECTIVE DATE: Oct.22/90
Supercedes: 5-90
APPROVAL:City Council
REVISED DATE:

Politique no: 1996-06
AUTORITÉ: Conseil municipal
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Remplace:5-90
APPROBATION: Conseil municipal
DATE DE LA RÉVISION:

HIRING STATEMENT

All vacant positions in the City of Bathurst that are required to be filled shall be staffed by qualified candidates selected and appointed on the basis of education, experience, knowledge, abilities, personal suitability and; when appropriate, seniority and residency, to be considered within the framework of legislation, applicable agreements, equal opportunity, fairness of employment, budgetary limitations and corporate needs.

Where a conflict exists between this policy and a Collective Agreement, the Collective Agreement shall prevail.

1. **PURPOSE**

The provisions of this policy are intended to:

- (a) promote equal employment opportunities for all prospective applicants irrespective of race, colour, religion, national origin, ancestry, place of origin, age, physical and mental disability, marital status, sexual orientation, and sex, including pregnancy;
- (b) promote fairness and impartiality;

ÉNONCÉ DE L'EMBAUCHAGE

Tous les postes vacants dans la Ville de Bathurst devant être remplis, devront être composés d'un choix de candidats qualifiés et nommés selon la base de leur éducation, leur expérience, leurs connaissances, leurs habiletés, leurs aptitudes personnelles, et; lorsque convenable, l'ancienneté et le lieu de résidence, la considération dans la structure de la loi, les ententes applicables, l'équité, l'impartialité, les limites du budget et les besoins de la Société.

Lorsqu'il y a conflit entre cette politique et une entente collective, l'entente collective domine.

1. **BUT**

Les provisions de cette politique ont été rédigées dans l'intention de:

- (a) promouvoir les chances égales d'emploi pour tous les candidats éventuels sans tenir compte de la race, la couleur, la religion, la nationalité, l'ascendance, le lieu d'origine, l'âge, l'invalidité mentale, l'état matrimonial, l'orientation sexuelle, le genre(sexe masculin/féminin), et aussi la grossesse;
- (b) promouvoir l'équité et l'impartialité;

(c) establish a procedure whereby the Corporation shall recruit, screen, hire and retain employees who are most capable and qualified to do the job.

(c) établir une procédure par laquelle la société devra recruter, dépister, embaucher et garder les employés qui sont les plus capables et qualifiés pour faire le travail.

2. **DEFINITIONS**

“Permanent Employee” means an employee who is employed on a regular and full time basis.

2. **DÉFINITIONS**

<<Employé permanent>> désigne un employé qui travaille sur une base régulière et à plein temps.

“Temporary Employee” means an employee performing duties for an undetermined period of time.

<<Employé temporaire>> désigne un employé qui exécute certaines fonctions pendant une période de temps indéterminée

“Part-time Employee” means an employee performing duties on a part-time basis.

<<Employé à temps partiel>> désigne un employé qui exécute certaines fonctions sur une base à temps partiel.

“Seasonal Employee” means an employee performing duties of a seasonal nature.

<<Employé saisonnier>> désigne un employé qui exécute certaines fonctions de nature saisonnière.

“Closed Competition” means a competition that is open only to persons who are currently employed by the City of Bathurst.

<<Concours interne>> désigne un concours qui est ouvert seulement aux personnes qui sont actuellement à l'emploi de la Ville de Bathurst.

“Open Competition” means a competition that is open to persons who are currently employed with the City of Bathurst as well as members of the general public.

<<Concours public>> désigne un concours qui est ouvert aux personnes qui sont actuellement à l'emploi de la Ville de Bathurst et de même qu'aux membres du grand public.

“Physical disability” means any degree of disability, infirmity, malformation or disfigurement of a physical nature caused by bodily injury, illness or birth defect and, without limiting the generality of the foregoing, includes any disability resulting from any degree of paralysis, or from diabetes mellitus, epilepsy, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or on a wheelchair, cane, crutch or other remedial device or appliance.

<<Incapacité physique>> désigne tout degré d'invalidité, d'infirmité, de difformité ou déformation de nature physique causée par une blessure corporelle, maladie ou défaut de naissance et, sans se limiter au caractère général de ce qui précède, inclut toute infirmité résultant d'un degré quelconque de paralysie, diabète sucré, épilepsie, amputation, manque de coordination physique, cécité ou trouble visuel, surdité ou trouble de l'ouïe, mutité ou défaut d'élocution, ou dépendance physique d'un chien d'aveugle ou d'un fauteuil roulant, canne, béquille ou autre dispositif/appareil spécialisé.

“Union” means Local 550, Local 1282, Local 1497 and Local 3040, Canadian Union of Public Employees.

<<Syndicat>> désigne la section locale 550, la section locale 1282, la section locale 1497 et la section locale 3040, Syndicat canadien de la fonction publique.

“Funded Work Creation Project” means a project which is funded in whole or in part by a federal, provincial or municipal authority.

<<Projet financé pour la création d'emplois>> désigne un projet qui est financé en tout ou en partie par les autorités fédérales, provinciales ou municipales.

3. **APPLICATION**

This policy shall apply to all persons recruited by the City of Bathurst for all regular, temporary, part-time, seasonal or student positions, as well as to positions related to publicly funded work creation programs.

4. **DISCRIMINATION**

No employee of the City of Bathurst or other person acting on behalf of the City of Bathurst shall refuse to employ or continue to employ any person; or discriminate against any person in respect of employment or any term or condition of employment based on race, colour, religion, national origin, ancestry, place of origin, age, physical and mental disability, marital status, sexual orientation, and sex, including pregnancy.

The foregoing provision as to age does not apply to termination of employment or refusal to employ because of the terms or conditions of a bona fide retirement or pension plan or employee insurance plan.

The same prohibitions with respect to physical handicap do not apply if the termination of employment or refusal to employ is because of a bona fide qualification based on the nature of the work or the work environment in relation to the physical disability or the operation of a bona fide group or employee insurance plan.

5. **GENERAL REQUIREMENTS**

In order to be considered for permanent employment, an applicant must

- (a) be a Canadian citizen or landed immigrant;
- (b) possess an employment visa or other authorization to work in Canada, in the case where an applicant is not a Canadian citizen or a landed immigrant;
- (c) have a Social Insurance Number card issued by the Canada Employment and Immigration Commission;
- (d) have completed Grade 12, or equivalent;

3. **APPLICATIONS**

Cette politique devra s'appliquer à toutes les personnes embauchées par la Ville de Bathurst pour tous les postes réguliers, temporaires, à temps partiel, saisonniers ou postes pour étudiants, de même que les postes relatifs aux programmes de création d'emplois financés publiquement.

4. **DISCRIMINATION**

Aucun employé de la Ville de Bathurst ou autre personne agissant au nom de la Ville de Bathurst ne devra refuser d'embaucher ou de poursuivre l'embauche d'une personne quelconque; ou de faire de la discrimination envers une personne quelconque en ce qui concerne l'embauche ou tout terme ou condition de l'embauche en se basant sur la race, la couleur, la religion, la nationalité, l'ascendance, le lieu d'origine, l'âge, l'incapacité physique et mentale, l'état matrimonial, l'orientation sexuelle, le genre(sexe masculin/féminin), et aussi la grossesse.

Les provisions déjà citées concernant l'âge ne s'appliquent pas à la cessation de l'emploi ou au refus de l'embauchage à cause des termes et conditions d'une retraite de bonne foi ou d'un plan de pension ou d'un plan d'assurance d'un employé.

Les mêmes interdictions en ce qui concerne un handicap physique ne s'appliquent pas si la cessation de l'emploi ou le refus de l'embauchage est à cause d'une aptitude de bonne foi basée sur la nature du travail ou l'environnement du travail en relation avec l'incapacité physique ou l'opération d'un groupe de bonne foi ou d'un plan d'assurance de l'employé.

5. **CONDITIONS GÉNÉRALES**

Afin d'être considéré comme employé permanent, un candidat doit:

- (a) être un citoyen canadien ou un immigrant ayant obtenu le droit d'établissement(résidant permanent);
- (b) posséder un visa d'embauchage ou autre autorisation pour travailler au Canada, dans le cas où le candidat n'est pas un citoyen ou un résidant permanent;
- (c) posséder une carte de numéro d'assurance sociale émise par la Commission de la main d'œuvre et de l'immigration du Canada;
- (d) avoir complété une 12e année, ou l'équivalent;

- (e) be sixteen (16) years of age or older; and
- (f) have a working knowledge of both official languages, in accordance with Council Policy.

6. **PROCEDURES: CLOSED COMPETITIONS**

(a) Where applicable, competitions shall be held in accordance with the terms and conditions of the respective collective agreement in effect between the City of Bathurst and the Union which is the bargaining agent for the position in question.

(b) When there are no qualified internal applicants available, the City of Bathurst may offer the position to a current employee of the City of Bathurst and provide the necessary education and training, or may offer the position in an open competition.

(c) The City of Bathurst will post, at its discretion, position vacancies within the organization.

(d) Employees who have completed their probationary period are eligible to apply for posted positions.

(e) Employees who change positions through the Job Posting procedure will normally be prohibited from applying again until they have completed a minimum of six (6) months in the new position. The waiting period can be waived due to extenuating circumstances that are acceptable to the responsible managers/supervisors.

(g) Position vacancies will be posted on bulletin boards for a period of ten days.

(h) Each posting will state the title, department, description of duties and will list the qualifications and experience necessary to be considered for the position.

(i) A completed "Internal Application" must be submitted to the Human Resources Department before the deadline stated on the Job Posting. Applications will not be accepted after the deadline. Internal Applications are available in the Human Resources Department.

(j) Employees who apply for posted positions are required to state why they wish to change jobs and specifically how they meet the qualifications stated in the posting.

(e) être âgé de seize (16) ans ou plus; et

(f) avoir une connaissance du travail dans les deux langues officielles, selon la politique du Conseil.

6. **PROCÉDURES: CONCOURS INTERNES**

(a) Lorsque ça s'applique, les concours devront avoir lieu conformément aux termes et conditions de l'entente collective respective en cours entre la Ville de Bathurst et le Syndicat qui est l'agent négociateur pour le poste en question.

(b) Lorsqu'il n'y a pas disponibilité de candidats qualifiés à l'interne, la Ville de Bathurst peut offrir le poste à une personne actuellement à l'emploi de la Ville de Bathurst et fournir les études et la formation nécessaire, ou peut offrir le poste dans un concours public.

(c) La Ville de Bathurst affichera, à sa discrétion, les postes vacants à l'intérieur de l'organisation.

(d) Les employés qui ont terminé leur période de stage sont éligibles de solliciter les postes affichés.

(e) Les employés qui changent de poste durant la procédure de l'affichage d'emploi n'auront normalement pas le droit de faire encore une demande avant d'avoir occupé leur nouveau poste pendant une période de temps minimale de six (6) mois. La période d'attente peut être annulée à cause de circonstances atténuantes qui sont acceptables par les directeurs/superviseurs responsables.

(g) Les postes vacants seront affichés sur les panneaux à cet effet pendant une période de dix jours.

(h) Chaque affiche énoncera le titre, le service, la description des fonctions et énumérera les qualités requises et l'expérience nécessaire à être considérées pour le poste.

(i) Une <<demande interne>> bien remplie doit être soumise au Service des ressources humaines avant la date limite énoncée sur l'affiche de l'offre d'emploi. Les demandes ne seront pas acceptées après la date limite. Les formulaires de demande interne sont disponibles au Service des ressources humaines.

(j) On demande aux employés qui posent leur candidature pour les postes affichés de déclarer pourquoi ils désirent changer d'emploi et précisément comment ils rencontrent les qualités requises énoncées dans l'offre d'emploi.

(k) Employees who are interested in a posted position must follow the Job Posting procedure. Managers/supervisors will refer potential applicants with inquiries to the Human Resources Department.

(l) All applications will be reviewed by the Human Resources Department and the manager/supervisor of the posted position. Consideration will be given to the applicant's previous job performance, work history and qualifications.

(m) All employees who apply and meet the minimum qualifications will be considered for the job.

(n) The most qualified candidates will be selected for interviews.

(o) If a current employee is selected, the employee's start date in the new position will be mutually agreed upon by the two managers/supervisors. In most instances, the transfer should take place within two weeks. If a current employee is not selected, the position will then be filled by a qualified individual seeking employment with the City of Bathurst.

(p) Priority will be given to City of Bathurst employees possessing the required qualifications. If there are no suitable internal applicants, outside applicants will be considered.

7. PROCEDURES: OPEN COMPETITIONS

The Corporation shall give such notice of a proposed competition so as to afford all eligible persons a reasonable opportunity of submitting their name for candidacy. Such notice shall be given in both official languages.

(a) As per subsection (1), every notice for competition shall include required qualifications.

(b) Applications shall be submitted in written form.

(c) An application sent by mail or facsimile shall be accepted, if the date of the postmark, in the case of an application sent by mail, or the date on which the facsimile is sent is not later than the date specified in the notice; and the application is received at the address specified in the notice of a proposed competition within three (3) days from the date specified in the notice.

(k) Les employés, qui sont intéressés dans une offre d'emploi à l'affiche, doivent suivre la procédure de l'affichage d'emploi. Les directeurs/superviseurs enverront les candidats éventuels avec des demandes de renseignements au Service des ressources humaines.

(l) Toutes les demandes seront révisées par le Service des relations humaines et le directeur/superviseur du poste affiché. Les qualités, les antécédents et la performance au travail du dernier emploi seront prises en considération.

(m) Tous les employés qui postulent et rencontrent le minimum des qualités requises seront considérés pour le poste.

(n) Les candidats les plus qualifiés seront choisis pour les entrevues.

(o) Si un employé présentement à l'emploi de la Ville est choisi, la date du début au nouveau poste sera consentie mutuellement par les deux directeurs/superviseurs. Dans la plupart des cas, la mutation devra se faire en dedans de deux semaines. Si un employé présentement à l'emploi de la Ville n'est pas choisi, le poste sera alors rempli par une personne qualifiée à la recherche d'un emploi avec la Ville de Bathurst.

(p) La priorité sera accordée aux employés de la Ville de Bathurst qui possèdent les qualités requises. S'il n'y a pas de candidats internes convenables, les candidats externes seront considérés.

7. PROCÉDURES: CONCOURS PUBLICS

La Société devra donner un avis quelconque d'un concours proposé afin que les personnes éligibles puissent avoir une chance raisonnable pour poser leur candidature. Cet avis devra être rédigé dans les deux langues officielles.

(a) D'après le paragraphe (1), tous les avis de concours devront inclure les capacités requises.

(b) Les demandes devront se faire par écrit.

(c) Une demande expédiée par la poste ou par télécopieur devra être acceptée, si la date de l'oblitération dans le cas d'une demande expédiée par le courrier, ou la date quand la télécopie a été envoyée ne dépasse pas la date spécifiée dans l'avis; et la demande est reçue à l'adresse spécifiée dans l'avis du concours en dedans de trois (3) jours de la date spécifiée dans l'avis.

8. **SELECTION COMMITTEE**

The Selection Committee shall be as follows:

- a) For the position of City Manager, a Committee of Council, the Director of Human Resources and external resource persons as determined.
- b) For the position of Department Head, a Committee of Council, the City Manager, the Director of Human Resources and external resource persons as determined.
- c) For all other permanent, temporary, seasonal, part-time, and student positions, the Director of Human Resources, and/or a Committee appointed by the Director of Human Resources in consultation with the appropriate Department Head.

9. **EXPENSES**

Interview expenses are normally not reimbursed, however, the City of Bathurst may assist a prospective applicant with expenses incurred for the purpose of attending an interview as approved by the Selection Committee.

10. **CALL-BACK LIST**

For temporary, part-time, and seasonal positions, the departments shall maintain a call-back list for employees who have performed their duties satisfactorily.

11. **EMERGENCY APPOINTMENTS**

In cases of emergency which require additional manpower, a Department Head may employ a person(s) for the duration of the emergency.

The City Manager shall be advised of all emergency appointments as soon as is practicable thereafter.

8. **COMITÉ DE SÉLECTION**

Le comité de sélection devra être comme suit:

- (a) Pour le poste de directeur municipal, un comité du Conseil municipal, le directeur des ressources humaines et des personnes ressources externes telles que déterminées.
- (b) Pour le poste de chef de service, un comité du Conseil municipal, le directeur municipal, le directeur des ressources humaines et des personnes ressources externes telles que déterminées.
- (c) Pour tous les autres postes permanents, temporaires, saisonniers, à temps partiel, et les postes pour étudiants, le directeur des ressources humaines et/ou un comité nommé par le directeur des ressources humaines en consultation avec le chef de service approprié.

9. **DÉPENSES**

Normalement, les dépenses d'entrevues ne sont pas remboursées. Cependant, il arrive que la Ville de Bathurst puisse aider un candidat éventuel à défrayer des dépenses encourues dans le but d'assister à une entrevue approuvée au préalable par le comité de sélection.

10. **LISTE DE RAPPELS**

Pour les postes temporaires, à temps partiel, et saisonniers, les services devront conserver une liste de rappels pour les employés qui ont rempli leurs fonctions de façon satisfaisante.

11. **NOMINATIONS URGENTES**

Dans les cas d'urgence qui exigent une main d'œuvre additionnelle, un chef de service peut embaucher une ou plusieurs personnes pendant la durée de l'urgence.

Par la suite, le directeur municipal devra être avisé de toutes nominations aussitôt que cela peut se faire.

12. STUDENT APPOINTMENTS

Candidates must have been full-time students (defined as being registered for at least twenty-five hours of studies per week) within the last school year and must be returning to school on a full-time basis in the fall of the year. Proof of this may be requested from potential employees prior to, during or after the hiring process. Preference shall be given to students beginning post-secondary studies or returning to post-secondary studies in the upcoming fall, and whose parents are residents of the City of Bathurst.

13. FUNDED WORK CREATION PROJECTS

Preference shall be given to persons who are able to satisfy the terms and conditions of the appropriate work creation agreement with respect to the conditions of selection and hiring, and on the basis of merits and needs of each individual.

Where a department has obtained approval and funding for a work creation project, the Director of Human Resources shall, where possible, and subject to the terms of the funding agreement, recruit and select employees through the Canada Employment Centre.

14. APPOINTMENT AND SELECTION STANDARDS

a) Candidates shall be assessed in accordance with the following criteria: Education, Experience, Knowledge, Abilities and Personal Suitability.

b) If candidates are equal based on the selection standards, preference will be given to candidates who are residents of the City of Bathurst.

15. PUBLIC RELATIONS AND NOTIFICATION

The Director of Human Resources shall ensure that representatives of all departments who may have contacts with job applicants make every effort to generate good will through these contacts; ensure that courteous treatment is provided to all applicants; and advise those who are being considered for a position promptly and tactfully when the position has been filled.

12. NOMINATIONS D'ÉTUDIANTS

Les candidats doivent avoir été des étudiants à plein temps (décrits comme étant inscrits pour au moins vingt-cinq heures d'études par semaines) durant la dernière année scolaire et doivent retourner aux études sur une base permanente à l'automne suivant. La preuve à cela peut être exigée d'employés éventuels avant, durant ou après le processus d'embauchage. La préférence devra être accordée aux étudiants débutant des études supérieures ou retournant aux études supérieures à l'automne prochain, et dont les parents habitent la Ville de Bathurst.

13. PROJETS FINANCÉS POUR LA CRÉATION D'EMPLOIS

La préférence sera accordée aux personnes qui peuvent satisfaire les exigences des termes et conditions de l'entente de création d'emplois appropriée en ce qui concerne les conditions de la sélection et de l'embauchage, et sur une base de mérite et des besoins de chaque individu.

Lorsqu'un service a obtenu l'approbation et le financement pour un projet de création d'emplois, le directeur des ressources humaines devra, si possible, et sujet aux termes de l'entente de financement, embaucher et choisir les employés par l'entremise du Centre d'emploi du Canada.

14. NORMES DE NOMINATION ET DE SÉLECTION

a) Les candidats seront évalués conformément aux critères suivants: éducation, expérience, connaissances, habiletés et aptitudes personnelles.

b) Si, selon les normes de sélection, les candidats sont égaux, la préférence sera accordée aux candidats qui habitent la Ville de Bathurst.

15. RELATIONS PUBLIQUES ET AVIS

Le directeur des ressources humaines devra s'assurer, que tous les représentants de tous les services qui peuvent avoir des contacts avec les candidats, fassent tous les efforts pour générer une bonne volonté à travers ces contacts, s'assurer que tous les candidats soient traités avec courtoisie; et aviser immédiatement ceux qui sont considérés pour le poste et le faire avec tact lorsque le poste a été rempli.

16. **EMPLOYEE ORIENTATION**

A comprehensive orientation program will be provided to help all new employees learn about the City of Bathurst. This program will provide the employee with detailed information about the working conditions, training, scheduling and all applicable rules and future employment opportunities. Safety will be included as a topic of discussion during employee orientation.

17. **PROBATIONARY PERIODS**

Probationary periods will be as outlined in the appropriate Collective Agreements and/or in accordance with the Management policy.

18. **REFERENCES**

(1) Employment references must be completed and documented prior to issuing any offer of employment (verbal or written). Final employment is subject to receipt of satisfactory employment reference checks. Employment references are to be conducted by the Human Resources Department and will involve contact with at least two previous employers of an external applicant.

(2) The reference check should confirm enough information, taken from the application or the interview, to judge if the applicant has given honest responses.

(3) Check other things such as the training received, work performance, and whether the person would be considered for rehire.

(4) Place the completed reference checks in the applicant's file.

19. **OTHER INFORMATION**

The Director of Human Resources may obtain other pertinent information as required.

August 21, 1996

16. **ORIENTATION DE L'EMPLOYÉ**

Un programme d'orientation détaillé et complet sera fourni pour aider tous les nouveaux employés à connaître le fonctionnement de la Ville de Bathurst. Ce programme fournira à l'employé les renseignements détaillés à propos des conditions de travail, la formation, les horaires et tous les règlements applicables et les opportunités d'emploi futur. La sécurité sera incluse comme sujet de discussion durant l'orientation de l'employé.

17. **PÉRIODES DE STAGE**

Les périodes de stage seront comme elles sont décrites dans les ententes collectives appropriées et/ou selon la politique de la direction.

18. **RÉFÉRENCES**

(1) Les références d'emploi doivent être complétées et documentées avant l'émission de toute offre d'emploi (verbale ou écrite). L'embauche finale est assujettie aux vérifications satisfaisantes des références reçues des employeurs précédents. La vérification des références d'emploi sera effectuée par le Service des ressources humaines et impliquera une communication avec au moins deux employeurs précédents d'un candidat externe.

(2) La vérification des références devra confirmer assez de renseignements provenant de la demande ou de l'entrevue, pour juger si le candidat a répondu honnêtement aux questions.

(3) Vérifier d'autres choses telles que la formation reçue, la performance au travail, et seraient-ils prêts à embaucher cet employé à nouveau?

(4) Insérer la vérification complète des références dans le dossier du candidat.

19. **RENSEIGNEMENTS COMPLÉMENTAIRES**

Le directeur du Service des ressources humaines peut obtenir d'autre information pertinente si désirée.

Le 21 août 1996

CITY OF BATHURST/VILLE DE BATHURST
RECRUITMENT PROCEDURE

August 21, 1996

As the result of a vacancy or creation of a new position, the following procedure shall be used:

1. In conjunction with the Department Head and in compliance with the Collective Agreements, the Director of Human Resources prepares a job description for a new position or updates the job description for a position that already exists.
2. The Director of Human Resources receives a personnel requisition form properly authorized.
3. Once the Director of Human Resources receives the personnel requisition, action is taken to recruit a suitable candidate for the position. The procedure would depend on whether the competition is deemed to be "open" or "closed". If closed, adhere to the provisions of the respective collective agreements for job postings. If open, the position would be advertised locally in both English and French publications. Advertisements may also be placed in provincial or national publications, depending on the nature of the position.
4. As applications are received, the Director of Human Resources will send letters to acknowledge receipt of such applications.
5. Immediately following the closing date for receiving applications, a Committee will be formed as outlined in Section 8 of the Hiring Policy to screen the applications in order to select those candidates that warrant an interview.
6. Those candidates not eligible for an interview shall be notified in writing forthwith by the Director of Human Resources. Those candidates being granted an interview shall be contacted by telephone and arrangements made for an appropriate interview time.
7. Questions of both a general and operational nature will be prepared by the above named Committee to be asked of each of the candidates. Depending on the nature and requirements of the position, appropriate tests may be utilized.
8. The Interview Committee will interview the selected candidates in the language of the candidates' choice

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7. Questions of both a general and operational nature will be prepared by the above named Committee to be asked of each of the candidates. Depending on the nature and requirements of the position, appropriate tests may be utilized.
8. The Interview Committee will interview the selected candidates in the language of the candidates' choice.

9. Upon completion of each interview, the members of the Interview Committee will rate the candidate using the appropriate form prescribed by the Director of Human Resources. Candidates will be rated on education, experience, knowledge, ability and personal suitability.

10. The Committee will then compare notes and candidates will be ranked in order of preference.

11. Reference checks will then be undertaken by the Human Resources Department.

12. All other candidates granted an interview will then be given written notice that they were not the successful candidate for the position.

13.* Once the candidate commences employment with the City, it will be the responsibility of the Human Resources Department and the Department employing the individual to provide orientation.

14. During the probation period of the newly hired employee, his/her performance will be monitored and prior to the expiry of that period, the immediate supervisor will be required to complete a performance evaluation to assist in determining the future status of that employee with the City.

* Prior to the commencement of employment of newly appointed Police Officer(s), Council shall be notified of the name(s) of the successful candidate(s).

**CITY OF BATHURST
RECRUITMENT PROCEDURE FOR STUDENTS**

1. The Human Resources Department will place a general advertisement for student employment in local newspapers for two consecutive weeks during spring break (late February until early March), and also at the Canada Employment Center.

2. The deadline for receiving applications will normally be in late April. The exact date will depend on when the first students are to be hired. Applications received after the deadline will be accepted; however, consideration will be given to these only if suitable candidates are not found from among those received by the specified deadline.

3. Due to the volume of applications, receipt of such will not be acknowledged by mail.

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3. Due to the volume of applications, receipt of such will not be acknowledged by mail.

4. Upon receipt, each and every application is reviewed and screened by the Human Resources Department. When a department requires the services of a student or students, this department reviews the applications. Interviews are then arranged, which will be conducted by the appropriate Human Resources staff person, with the assistance of one representative of the applicable department. Subject to the Hiring Policy, if a student who was hired the **previous year** applies for the **same position**, and this student performed to the satisfaction of the user department, then he/she may be re-hired without going through the interview process. Also subject to the Hiring Policy, if a student who was hired the previous year or prior applies for a **different position**, then he/she must go through the interview process. This is the only instance in which a phone interview may be conducted, with the agreement of the Human Resources Department and the user department.

5. The Human Resources Department will notify all interviewees of the results of the interviews.

6. Introduction of and orientation for the new student(s) will be done by the Human Resources Department and the department for which the student(s) is/are hired.

7. At the conclusion of the summer, each department that employed a student or students will inform the Human Resources Department of the student's performance. This information will be used for assessing the possibility of future employment. (See attached Student Evaluation Form).

CITY OF BATHURST/VILLE DE BATHURST
CASUAL, NON-SUPERVISORY POSITIONS
IRVING CENTER

1. Currently, advertisements for all casual positions are registered with Human Resources Development Canada. Any requests to place additional advertisements are to be forwarded to the human Resources Division.

2. Applications are received in the Human Resources Division.

3. Supervisors are required to come to the Human Resources Davison to screen from the applications received for the purpose of arranging interviews, Screening is to be based on:

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7. At the conclusion of the summer, each department that employed a student or students will inform the Human Resources Department of the student's performance. This information will be used for assessing the possibility of future employment. (See attached Student Evaluation Form).

- (a) Level of education (high school graduation (or equivalent) is required; however, students qualify)
- (b) Work experience
- (c) Knowledge
- (d) Ability
- (e) Personal suitability
- (f) Bilingualism (ability to function in both English and French). Exceptions may be granted to Special Events Technicians, some Concessions Staff (i.e.-cooks), and Parking Attendants.

4. The Human Resources Division is to be advised (prior to candidates being contacted for an interview) if a possible conflict of interest exists, based on any relationship between any of the candidates and any member of the interview committee.

5. Generally, for every one (1) vacancy that exists, three (3) candidates should be interviewed.

6. Once candidates have been selected for interviews, the Executive Secretary – Human Resources is to be advised of the following:

- (a) names and phone numbers of candidates
- (b) position that interviews are being held for
- (c) date of interviews
- (d) start time of interviews
- (e) time to be allotted for each interview

7. Interviews are to be held in the Interview Room, Human Resources Division. The Interview Room is to be booked through the Executive Secretary – Human Resources.

8. At least two individuals will form the interview committee. In accordance with Policy 06-96 (Hiring Policy for City Employees), the Director of Administrative Services reserves the right to appoint the interview committee.

9. All members of the interview committee are to ensure that they arrive at the Human Resources Division at least ten minutes prior to the start of the first interview.

10. Supervisors are responsible for ensuring that sufficient copies of question sheets are made prior to the interviews taking place. The questions should be based on:

- (a) level of education, including any relevant training and courses
- (b) relevant work experience
- (c) situational questions particular to the position in question
- (d) personal goals and interests
- (e) ability to communicate in both English and French (if the position in questions so requires)
- (f) availability to start work
- (g) availability to work on-call, evenings and weekends
- (h) health and safety concerns
- (i) references

11. One person is to conduct the interviews; however, all members of the interview committee shall have the opportunity to ask questions during the interview process.

12. Each interview will begin with a brief description of the job (responsibilities, hours, pay rate and scale, and expectations).

13. For positions requiring the ability to function in both English and French, each candidate will be asked to answer questions in both languages.

14. At the end of each interview, each candidate is to be advised that only candidates selected for a position will be advised.

15. Candidates are to be rated using Candidate Evaluation forms, which are available from the Executive Secretary – Human Resources.

16. Reference checks are to be performed, using the Reference Check form, on those candidates to which the interview committee is interested in offering employment.

17. Once reference checks are completed, all documentation, along with recommendations for hiring and corresponding dates of birth, is to be forwarded to the Human Resources Office, who will conduct background checks.