

<b>Section:</b> 7.07 STAFF RECRUITMENT	Staff
<b>Policy No:</b> 7.07.1 Hiring	<b>Pages:</b> 4
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<b>Cross Reference:</b> Conflict of Interest Policy; Discrimination and Harassment-Free Workplace; Accessibility.	<b>Approved By:</b> Executive Director

**POLICY:**

The Vaughan Community Health Centre is committed to equality in employment and a fair and equitable process for the hiring and promotion of employees. Efforts will be made to ensure the staff recruited represents the community we serve at large and have language skills that reflect the languages spoken in the community.

The goal of recruitment at the Vaughan Community Health Centre is to attract applicants who share the values and philosophy of the Centre, including the desire for community involvement and forming partnerships with community members and agencies. The selection of an applicant as an employee at Vaughan Community Health Centre, however, is based mainly on the individual's qualifications and ability to meet the position requirements established by the Centre.

**GUIDELINES:**

1. A Selection Committee will be established for all permanent positions. The size and the composition of the Selection Committee will vary with the nature of the position.
2. Throughout the process, the confidentiality and the rights of the applicants are respected including those rights contained in the Ontario Human Rights Code. The Selection Committee shall be discreet throughout the hiring process and will not release any information about candidates who have applied for the position.
3. Should there be a potential conflict of interest; the issue will be addressed at the beginning of the process.

4. The Executive Director or his/her delegate, will Chair the Selection Committee and will ensure that each step of the process takes place.
5. When a vacancy occurs, the Programs and Services Director or relevant Management Team member will first obtain approval and authorization from the Executive Director to post the position. The Executive Director or his/her designate will review the position description to ensure it is accurate, and that it is current regarding the changing environment and the needs of clients.

**Posting/Advertising of Vacancies:**

All available positions at Vaughan Community Health Centre will be posted simultaneously internally and externally.

**Screening:**

Based on the job description requirements, the Coordinator/Director, in consultation with the Executive Director, develops the process, and the screening criteria. The criteria will be based on the essential qualifications listed in the job posting and must match the basic requirements for the position.

**Review of Resumes and Selection of Candidates for Interviews:**

1. Criteria for reviewing resumes will be established prior to reviewing any submitted resumes. Criteria will reflect:
  - The values and principles of the Centre
  - The individual's qualifications and experience
  - The preferred skills and knowledge
2. All resumes will be reviewed after the closing date by the Programs and Services Director or the respective management team member who will then recommend a short-list of resumes to the Executive Director. Members of the Selection Committee are expected to declare if there is any conflict of interest and/or have had communication with any of the applicants.
3. Telephone screening will be conducted with applicants whose resumes are short-listed, and a final list of those selected for an in-person interview will be prepared.
4. Applicants selected for interviews will be asked to bring proof of their educational credentials and college registration (as applicable) and the contact information for 3 employment references.

**Interviewing:**

1. For fairness and consistency, all applicants will be interviewed by the same persons.
2. The Selection Committee is expected to follow pre-determined guidelines delineating roles and responsibilities in the hiring process.
3. The interview process, criteria for selection of successful applicant, interview questions, tests, and who will ask which questions will be determined prior to any interviews. If a scoring system is to be used for the interviews, scoring must be validated among the Selection Committee members.
4. At the discretion of the Selection Committee, it may be necessary to hold second interviews.
5. The Selection Committee will make a recommendation to the Executive Director, who will have final authority over hiring.

**Reference Checks:**

Before the position is offered, the Executive Director or his/her designate will conduct reference checks on the recommended candidate:

- Checking the standing of regulated professionals with the relevant college, where registration with a professional college is required.
- When possible, contacting a minimum of three previous employers. The reference interview will follow the prescribed format.

**Follow Up:**

The successful candidate will be offered the position through personal contact. Should he or she accept the position, an Offer of Employment --in the form of an employment agreement --will be issued and e-mailed to the candidate by the Executive Director or his/her designate. The Candidate will be given 5 days to decide on the offer and sign back the employment agreement.

If there is no acceptance, the runner up may be offered the position.

Once there is formal acceptance, notification will be made to the unsuccessful candidates who attended interviews.

The successful candidate will be asked to undertake a Vulnerable Sector Screening (VSS) police reference check and submit evidence of it (receipt) to the VCHC on the first day of employment. The results of the VSS should be submitted to VCHC no later than eight (8) weeks after signing the employment agreement.

**Re- Posting:**

In the event that none of the interviewed candidates were recommended for employment and there are other eligible candidates who were not interviewed in the first round, a new round of interviews may take place.

Should no successful candidates be identified the position may be re-posted.

**Documentation:**

All documents received during the process will be collected by the Chair of the Selection Committee after the completion of the process. Resumes of unsuccessful candidates will be kept on file for 6 months. All other documentation of the hiring process will be retained for a period of 1 year.

**Authority:**

The Selection Committee will make a recommendation to the Executive Director who will have final authority over hiring.

**Appeals:**

Should any appeals be made to the hiring process, these appeals will be brought to the Executive Director who may review the hiring process with the Executive Committee of the Board.

**Hiring of the Executive Director:**

A “hiring” or “search” committee may be formed by the Board of Directors of Vaughan Community Health Centre, for the purpose of hiring the Executive Director. The “hiring” or “search” committee will report directly to the Board with respect to its progress and its recommendation around the leading candidate.

Efforts will be made to ensure that the committee membership reflects the team with which the successful applicant will be working and to whom he/she will be accountable. The offer of employment for the Executive Director will be in writing, and will come from the Board Chair.

