

Policy No:	HR – 021
Department:	HUMAN RESOURCES
Subject:	RECRUITMENT POLICY

PURPOSE: The purpose of this policy is to set out guidelines and best practices for the recruitment and selection of qualified individuals by the Corporation of the City of Vaughan (“the Corporation”). This policy ensures that the candidate selection process is consistent throughout the organization and satisfies legal requirements and conditions set out by the Corporation’s collective agreements and applicable legislation. Secondly, this policy supports the People Plan.

POLICY STATEMENT: The Corporation is committed to a fair and transparent recruiting process that supports hiring the best candidate for all positions. The Corporation ensures all candidates have an equal opportunity. There is no toleration of personal bias or discrimination of candidates in the recruitment process. The Corporation strives to represent the diversity of the community by underscoring the importance of external recruitment to diverse applicant pools.

APPLICATION: This policy applies to the recruitment of all employees including union, non-union permanent, temporary/seasonal, part time and remunerated student hiring for which there is a job posting or expression of interest.

GUIDING PRINCIPLES: The Corporation is required to abide by all Province of Ontario legislation relating to fair and equitable hiring processes. The Corporation is committed to conducting its hiring processes in a fair, open and transparent manner without bias and without discrimination as stipulated in the *Ontario Human Rights Code* and through *Bona Fide Occupational Requirements* (BFOR). The *Accessibility for Ontarians with Disabilities Act* (AODA) shall be reflected in the hiring process by developing, implementing and enforcing accessibility standards for all candidates, including removing any barriers that may inhibit a qualified candidate applying to a position with the Corporation. In doing so, the City strives through this policy to attract the best possible talent for the position.

DEFINITIONS:

Internal Candidate: Applicants who are current permanent employees of the City of Vaughan. This includes employees who have successfully completed their probationary period with the City, and who belong to the bargaining unit as indicated on the job posting, where applicable.

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External Candidate:

Applicants who are not employees of the City of Vaughan. This includes candidates who have not successfully completed a probationary period with the City, and/or who do not belong to the bargaining unit as indicated on the job posting, where applicable.

RESPONSIBILITIES OF THE EMPLOYER:
Hiring Department Managers/Supervisors must:

- Ensure consistent application and compliance with procedures and related policies and legislation;
- Initiate the hiring process by submitting employment requisition notice to the Office of the Chief Human Resources Officer;
- Work collaboratively with the Office of the Chief Human Resources Officer to develop and administer recruitment criteria and candidate assessments;
- Provide feedback to the Office of the Chief Human Resources Officer throughout the recruitment process;
- Ensure that they are responsibly carrying out the hiring process and are accountable for adherence to the policy, collective agreement and legal requirements of employment and hiring decisions; and
- Disclose if they have a conflict of interest related to the Code of Conduct and/or Hiring and Nepotism policy.

Office of the Chief Human Resources Officer must:

- Ensure consistent application and compliance with procedures and related policies and legislation;
- Develop hiring procedures, establish the hiring process and monitor that all hiring activity complies with the policy, collective agreement and legal requirements;
- Review hiring department’s employment requisition notice, ensuring all information is complete;
- Work collaboratively with the hiring department to develop and administer recruitment criteria and candidate assessments; and
- Establish and maintain employment recruitment files.

Candidates must:

- Ensure they apply to a position within the timeframe specified on the job advertisement;

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- Satisfy all employment conditions and provide proof of qualifications required in the posting; and
- If relevant and applicable, consult with the Office of the Chief Human Resources Officer to disclose and request accommodation due to a disability.

Amending the Policy

Any changes to the Recruitment Policy may be recommended at the direction of either the City Manager or the Chief Human Resources Officer, subject to the subsequent approval of Council where required.

The City Manager may consider appointments from time to time as required and when it is in the best interest of the Corporation and its operations.

REFERENCES AND RELATED POLICIES:

Office of the Chief Human Resources Officer Recruitment Guidelines Office
of the Chief Human Resources Officer Recruitment Templates Hiring and
Nepotism Policy 05.5.17

Ontario Human Rights Code, 1990
Accessibility for Ontarians with Disabilities Act,
2005 Occupational Health and Safety Act, 1990
Municipal Act
Volunteer Policy

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