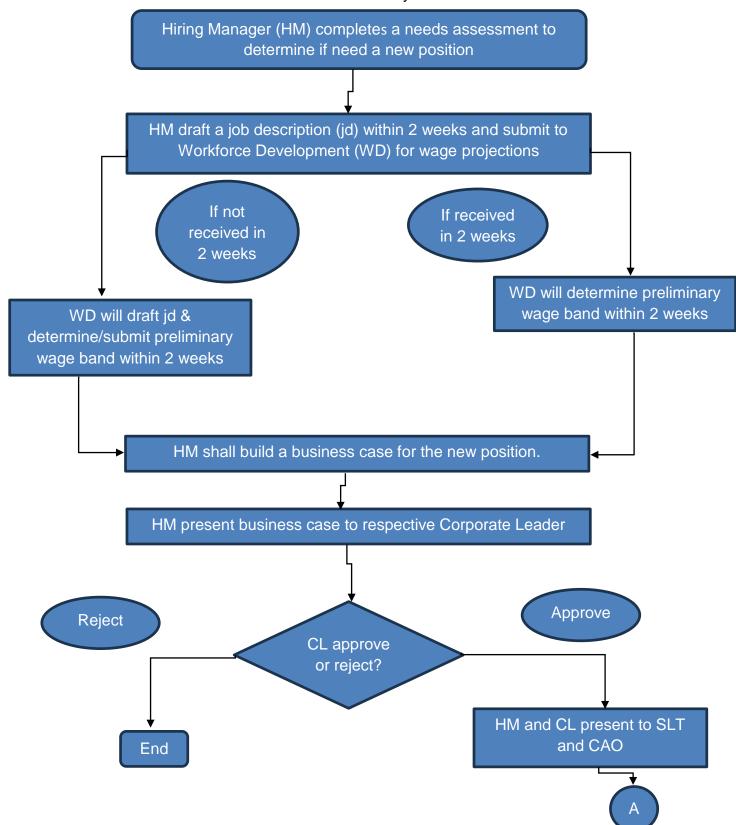


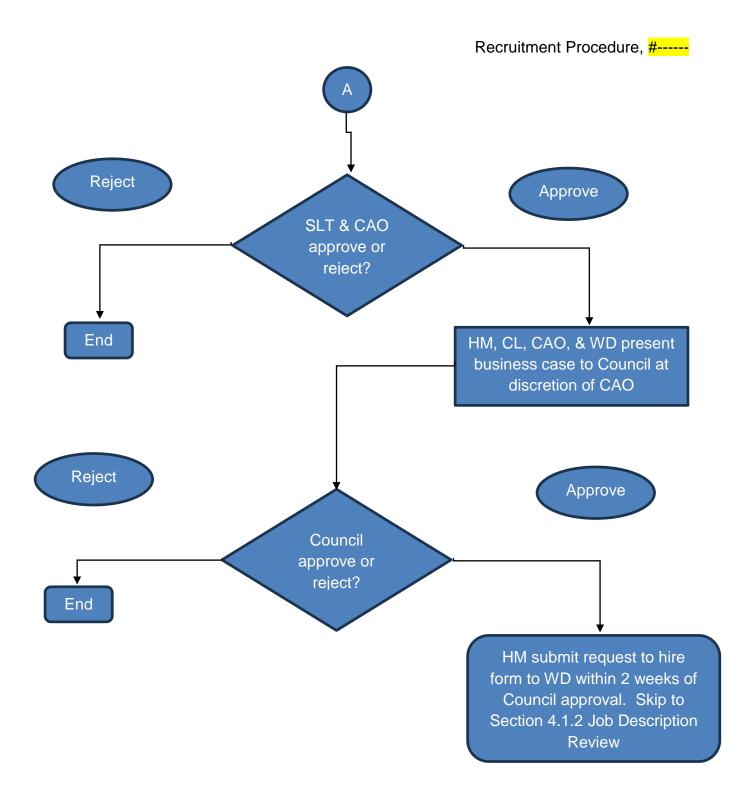
Recruitment Procedure Flowchart

Procedure #A - WD - 00000 Appendix A

Date Last Reviewed: New

Section 4.1.1.1 of Recruitment Procedure – Newly Created Position

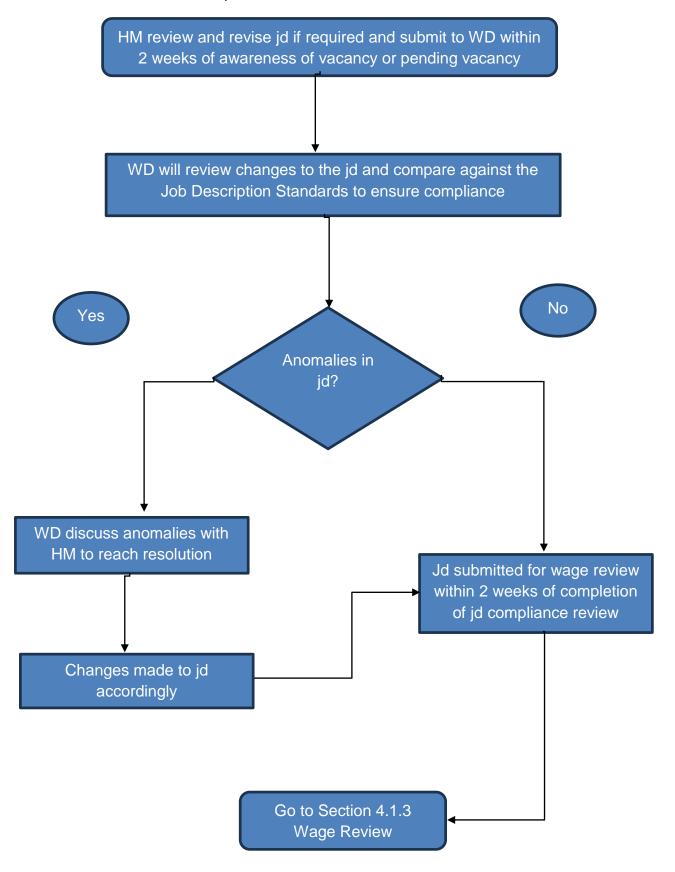




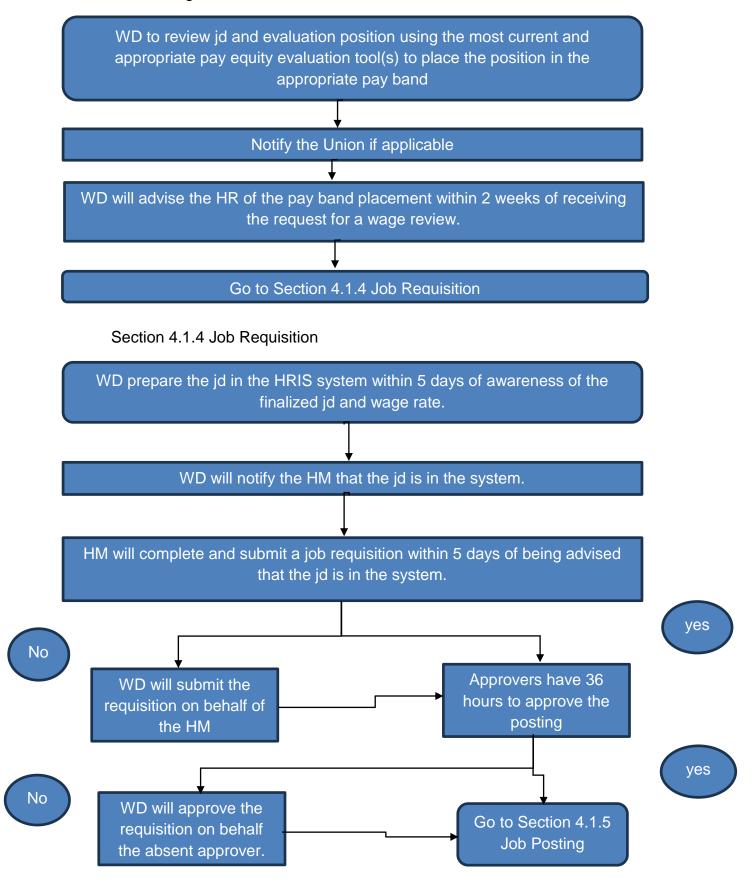
Hiring Manager (HM) complete a needs assessment to determine if changes required for the job description (jd) (if no other employees in this classification) Yes Is the job still required? Go to Section 4.1.2. No Eliminate or reclassify? Eliminate reclassify Remove from org structure Go to Section 4.1.2 Job **Description Review** Notify Union if applicable end

Section 4.1.1.2 of Recruitment Procedure – Vacant existing Position

Section 4.1.2 Job Description Review

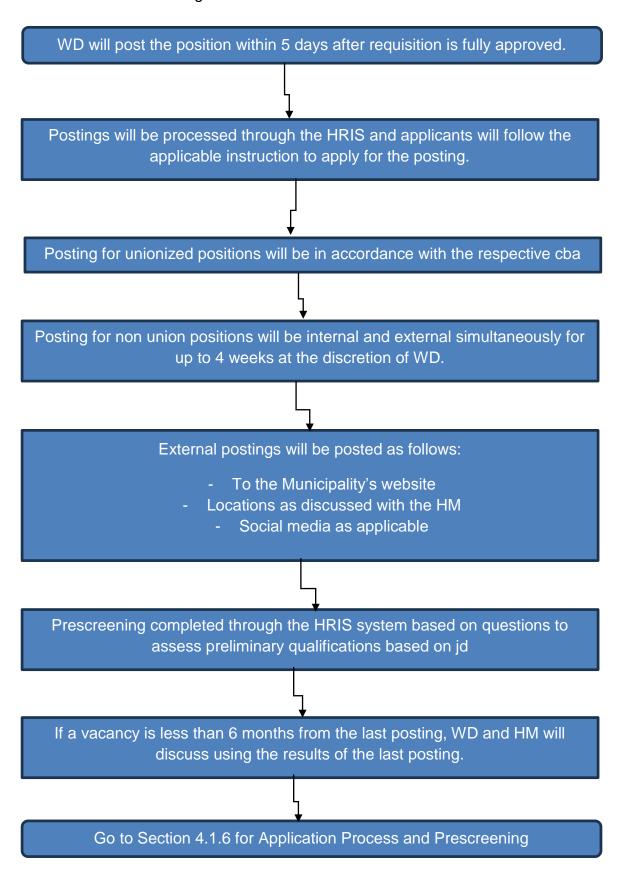


Section 4.1.3 Wage Review

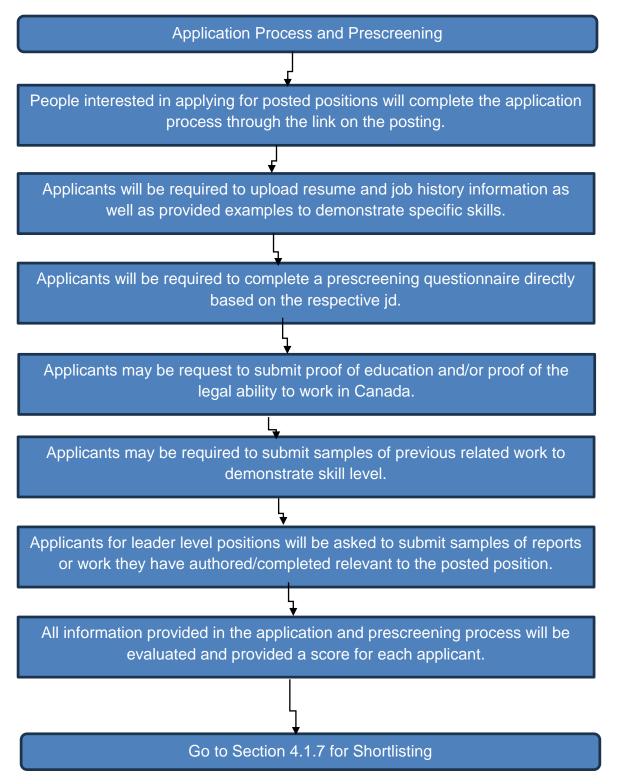


Page **5** of **17**

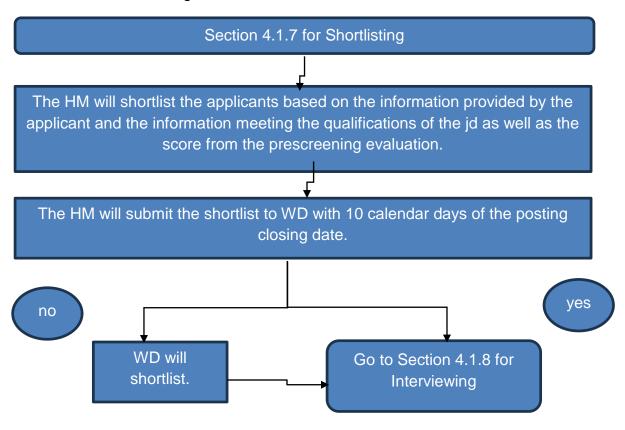
Section 4.1.5 Job Posting



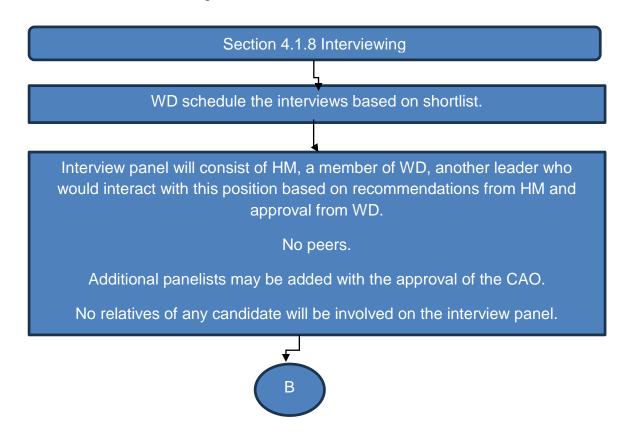
Section 4.1.6 Application Process and Prescreening

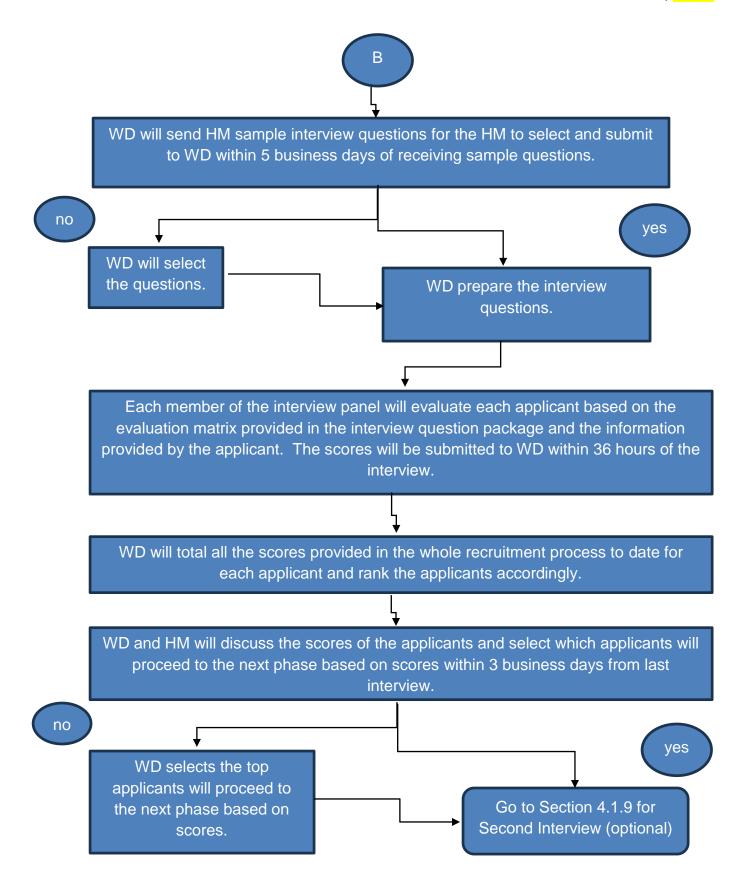


Section 4.1.7 Shortlisting

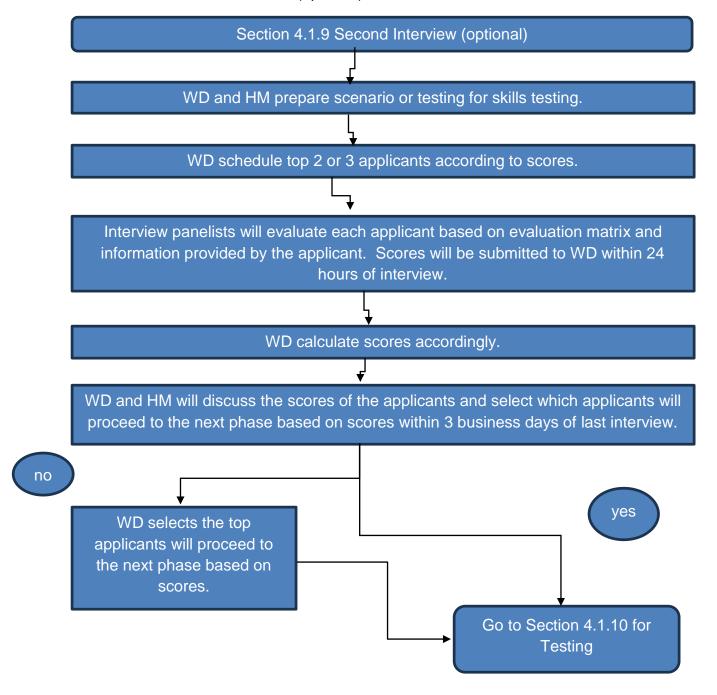


Section 4.1.8 Interviewing

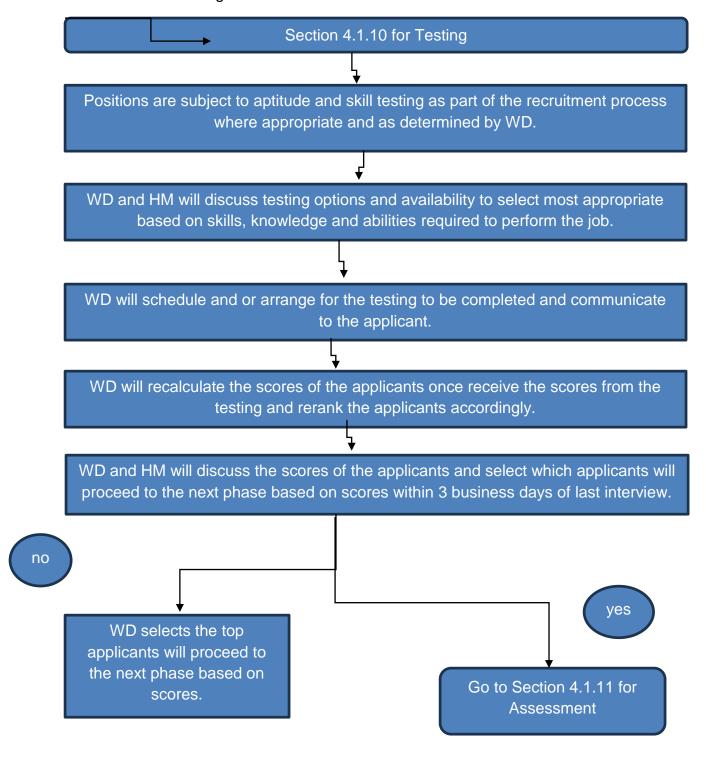




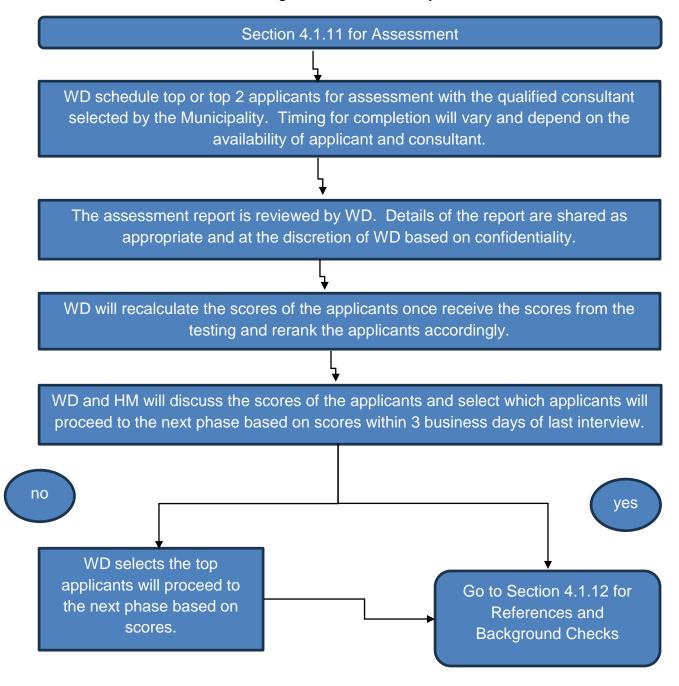
Section 4.1.9 Second Interview (optional)



Section 4.1.10 Testing



Section 4.1.11 Assessment for Organizational Suitability



Section 4.1.12 References and Background Checks

Section 4.1.12 for References and Background Checks

WD will typically complete 3 reference checks (minimum of 2 references required) within 2 weeks of last phase.

Some positions may require a security background check in which WD will arrange where applicable.

WD will discuss with HM a summary of outcomes from the references and background check(s).

Go to Section 4.1.13 for Selection and Recommendations for Hiring

Section 4.1.13 Selection and Recommendations for Hiring

Section 4.1.13 for Selection and Recommendations for Hiring

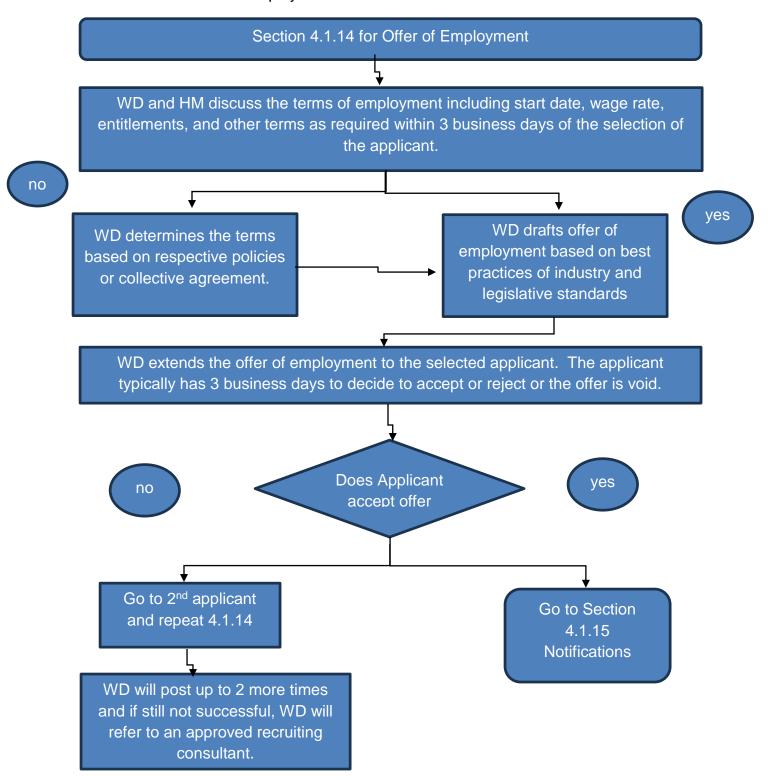
WD will total scores calculated based on the score from each phase and rerank the applicants accordingly.

WD and the HM will discuss the scores and WD will make recommendations accordingly. Some positions will require special approval from the CAO before extending the offer. WD will advise accordingly.

Temporary employees for a non management position through a normal recruitment process who remain in the position for a period of 9 months or longer will be placed in the position permanently if a permanent placement of the same classification becomes available provided all performance evaluations are satisfactory and there is no internal candidate with more seniority rights.

Go to Section 4.1.14 for Offer of Employment

Section 4.1.14 Offer of Employment



Section 4.1.15 Notifications

To Staff:

WD will prepare a draft staff announcement using the WD approved template and information as well as the WD approved picture submitted by the applicant to introduce the applicant once the written acceptance has been provided by the applicant and send to the HM for distribution.

WD will assist the HM by providing appropriate information upon request.

The HM will release the announcement to all staff within 3 business days of WD receiving the written acceptance and confirmation that the applicant has appropriately notified their current employer.

To Council (if applicable):

The CAO shall make Council aware of the final candidates under consideration for positions at the Director level.

The CAO shall make Council aware of the successful candidate for positions at the Director level.

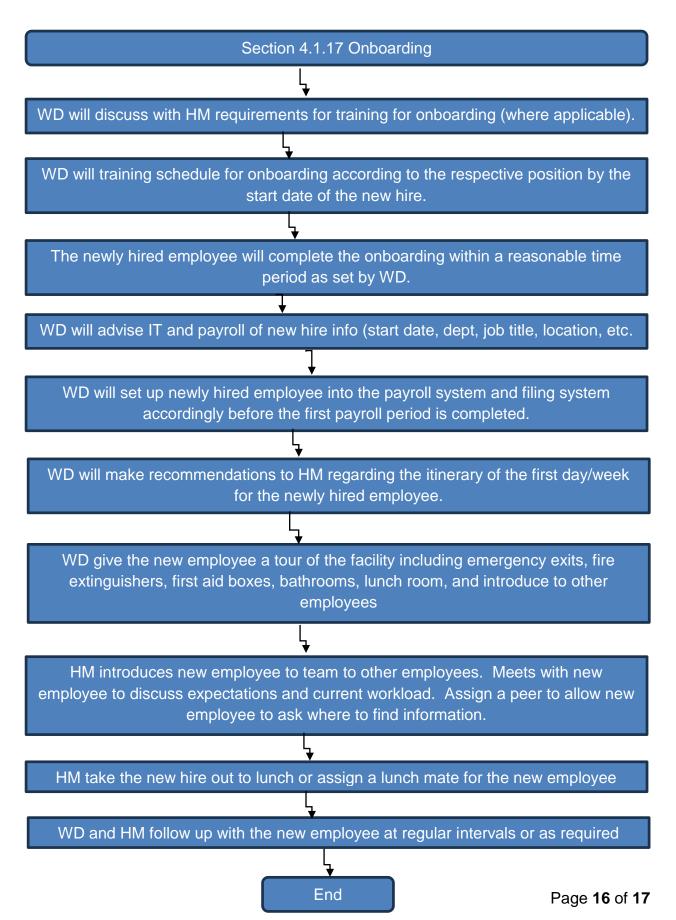
Go to Section 4.1.16 Police Checks

Section 4.1.16 Police Checks

WD will request police clearance checks as required and where appropriate

Go to Section 4.1.17 Onboarding

Section 4.1.17 Onboarding



#	Date	Author	Section/	Details of Change
	Revised		Line #	
00	Sept 2024	Lisa Granger		Added decision flow chart as appendix to
				Recruitment procedure
01				
2				
3				
4				
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