

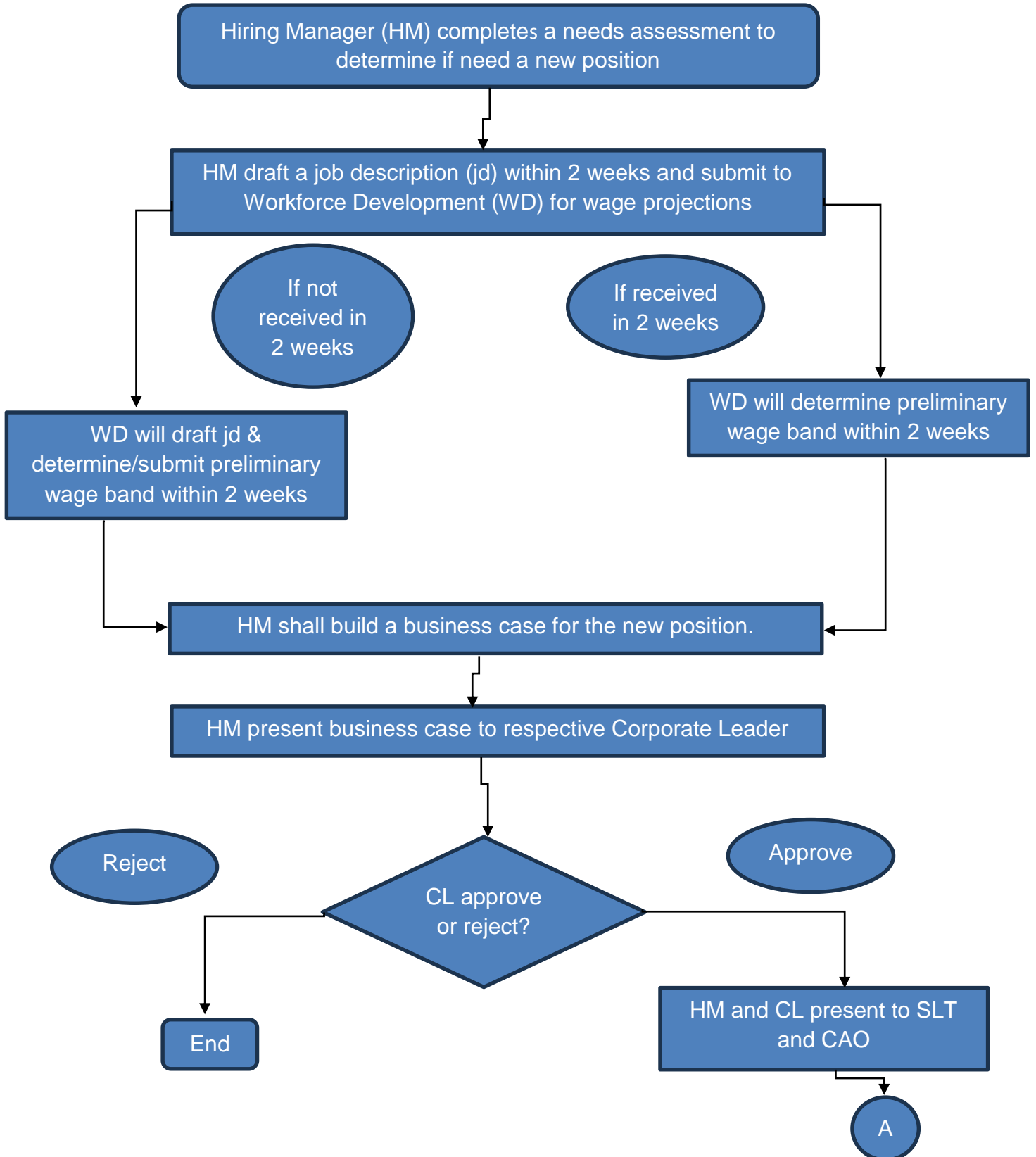


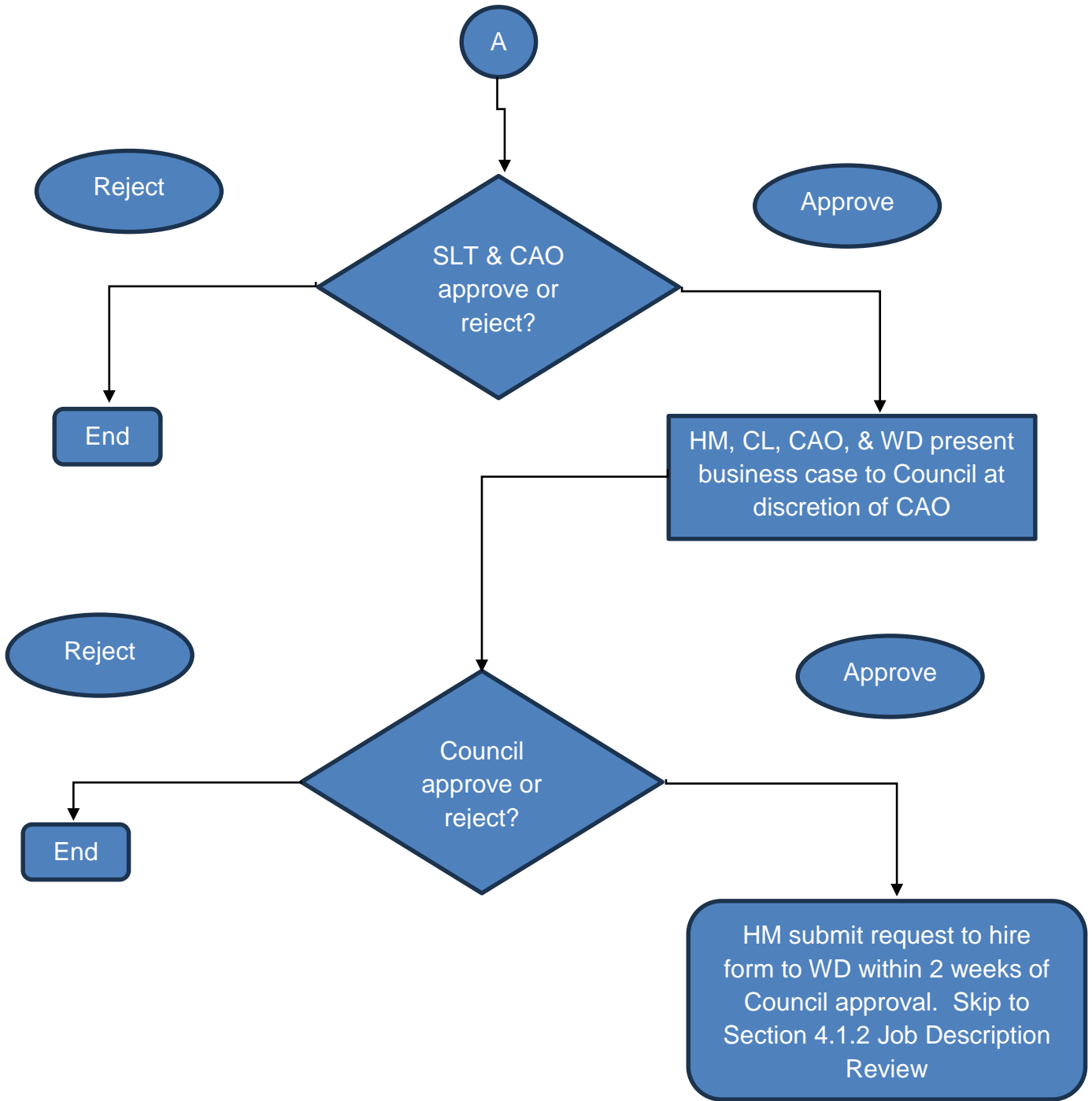
Recruitment Procedure Flowchart

Procedure #A - WD - 00000 Appendix A

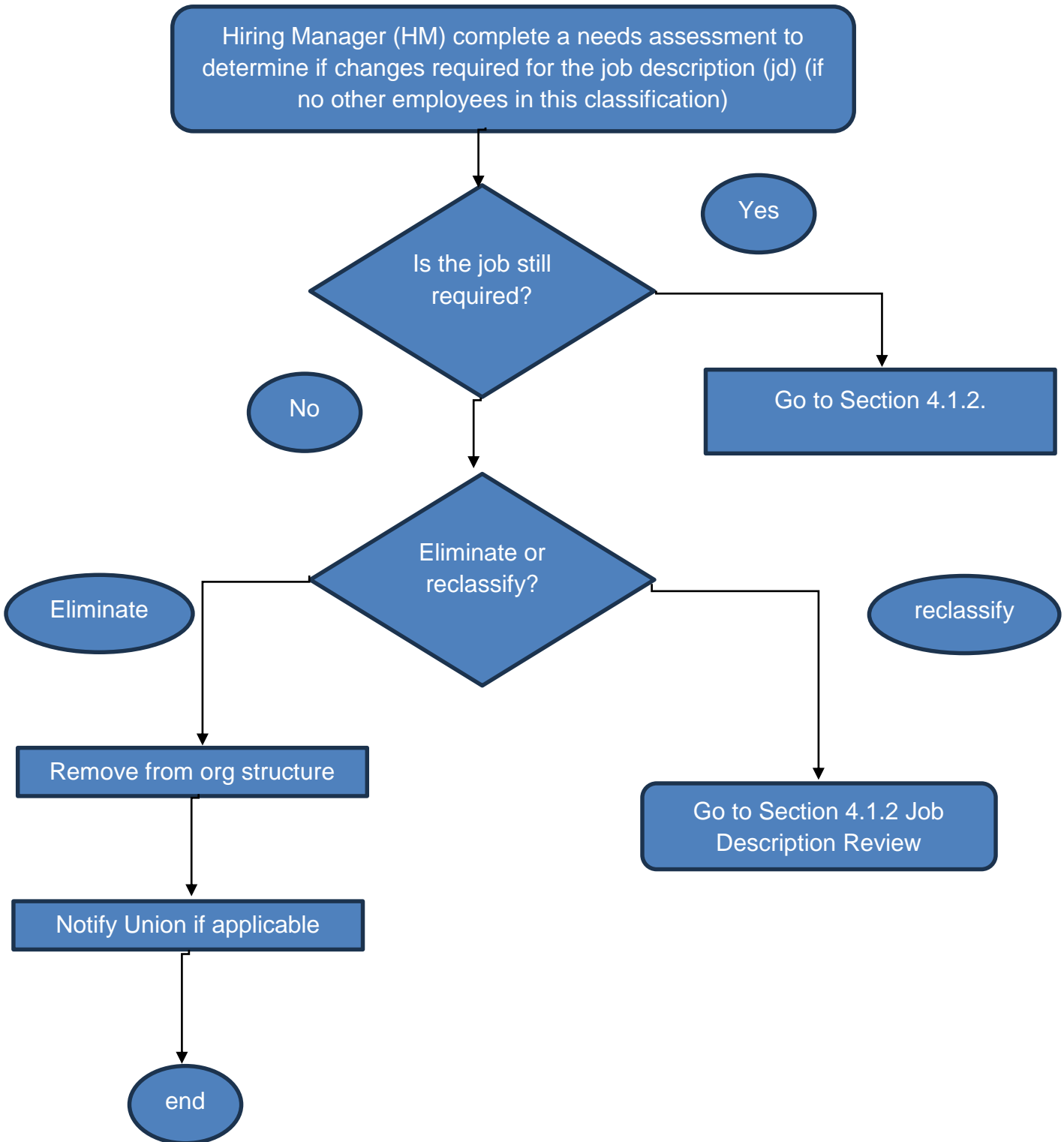
Date Last Reviewed: New

Section 4.1.1.1 of Recruitment Procedure – Newly Created Position

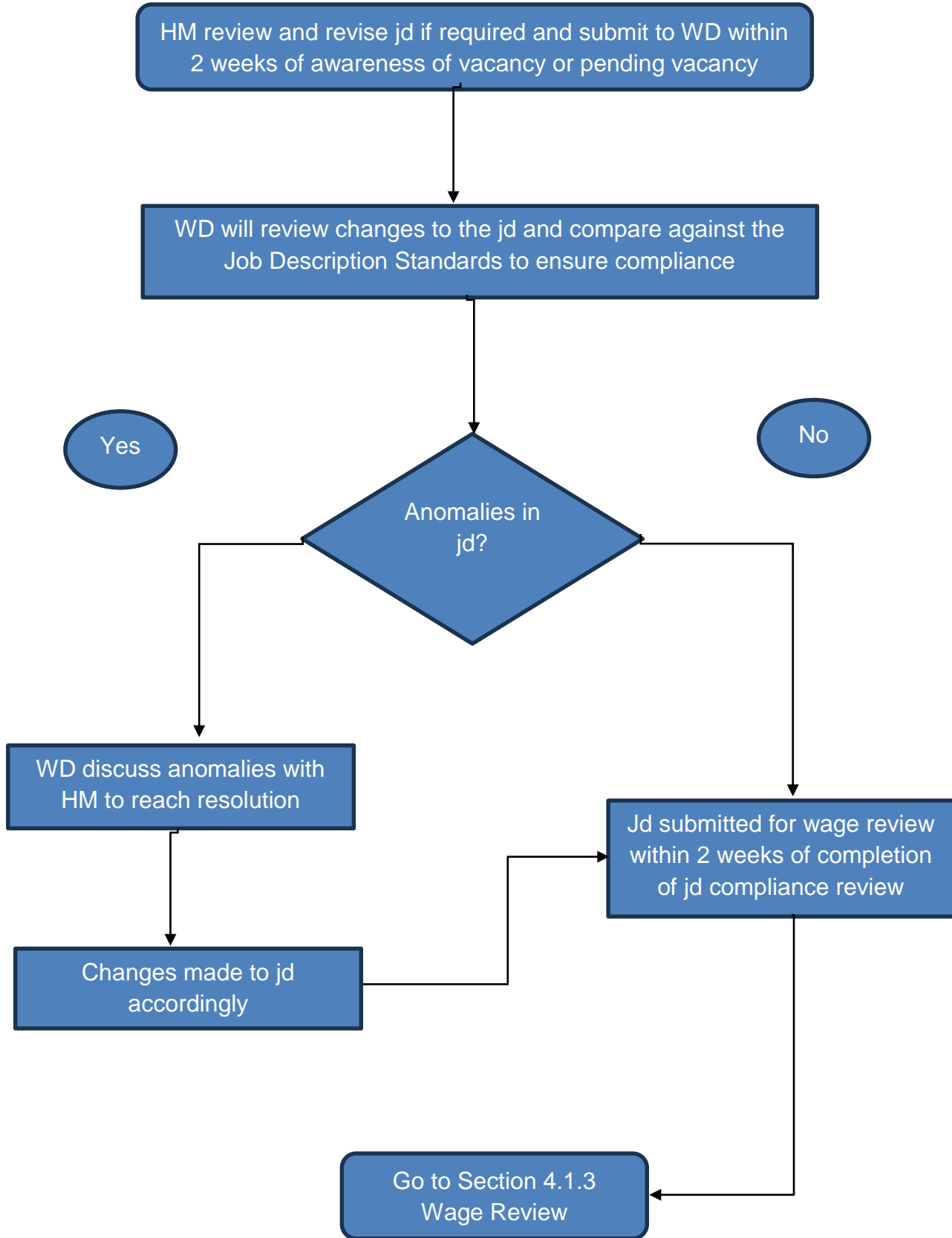




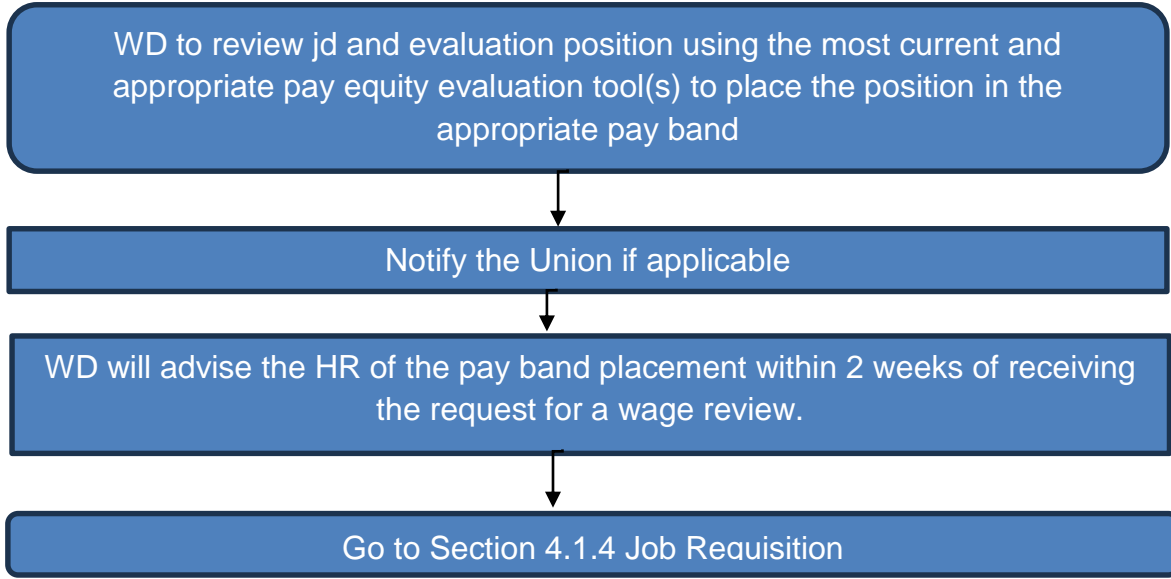
Section 4.1.1.2 of Recruitment Procedure – Vacant existing Position



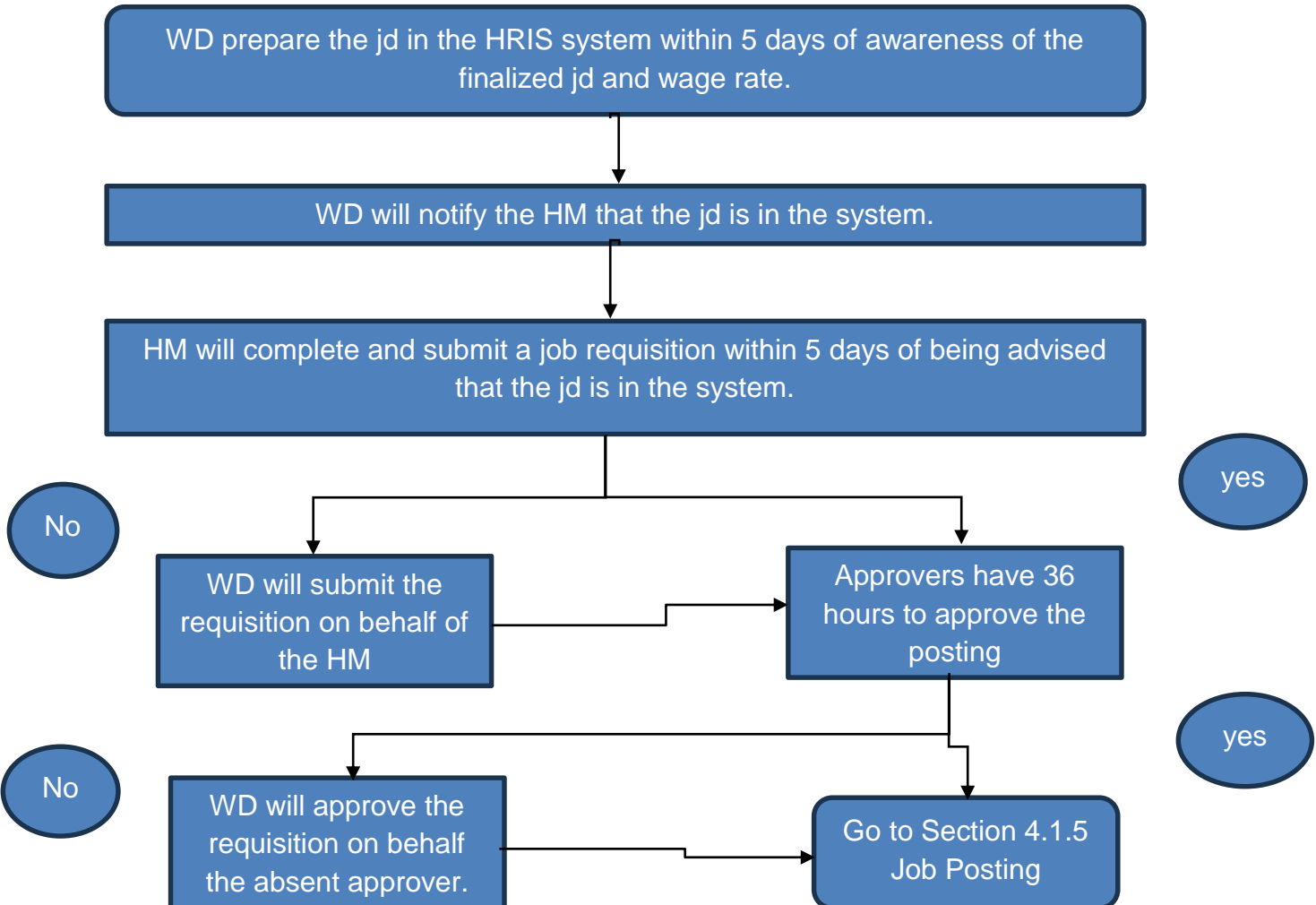
Section 4.1.2 Job Description Review



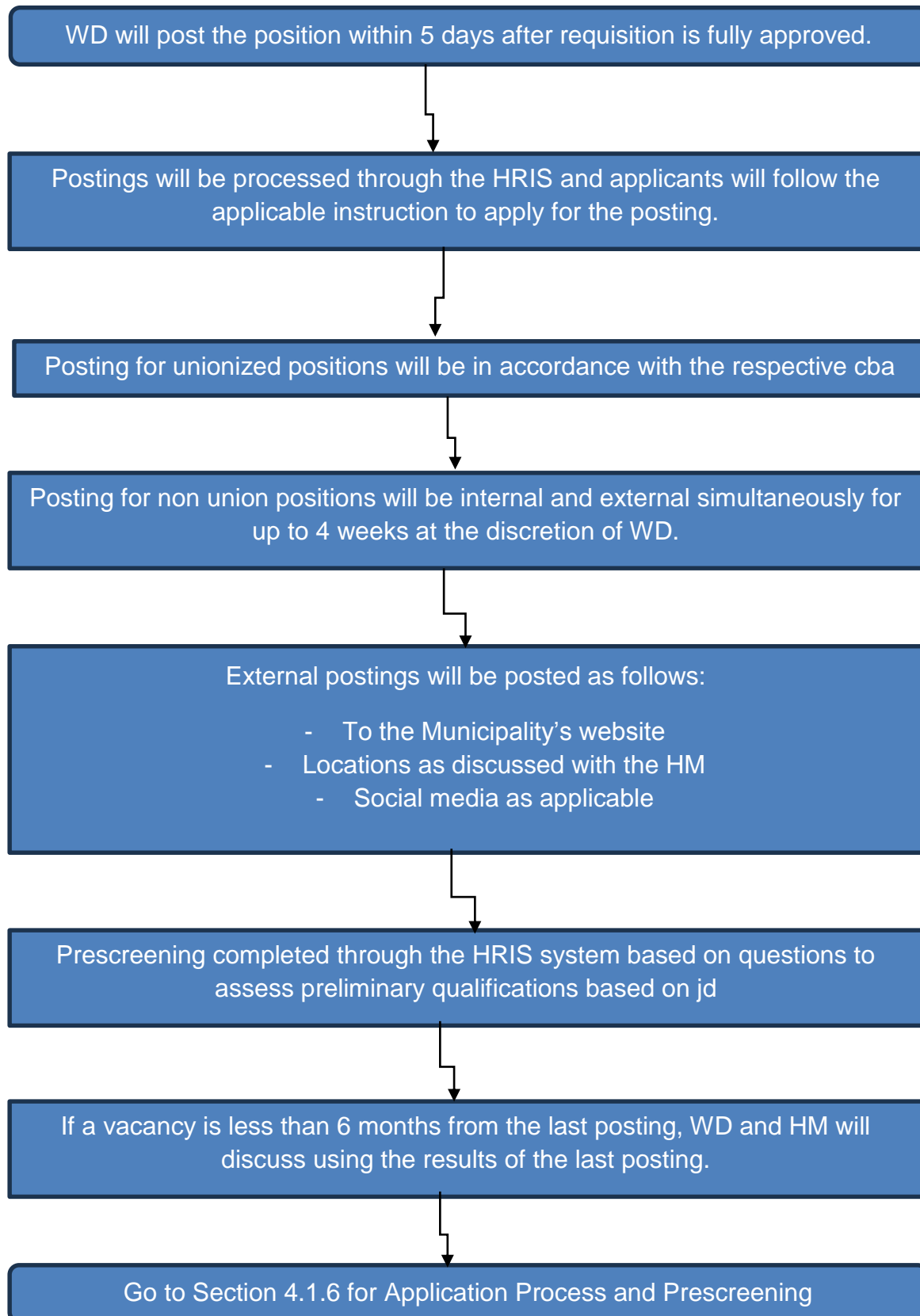
Section 4.1.3 Wage Review



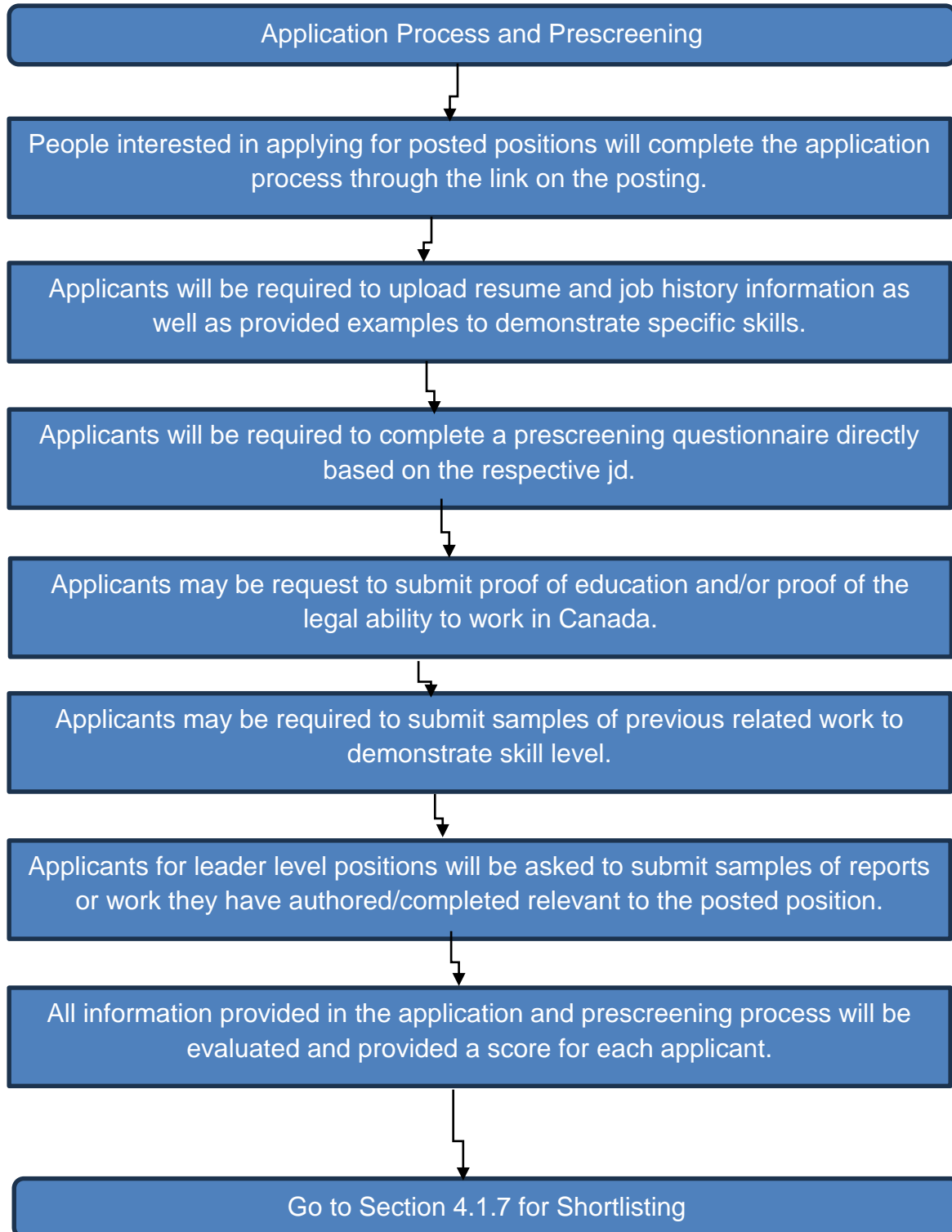
Section 4.1.4 Job Requisition



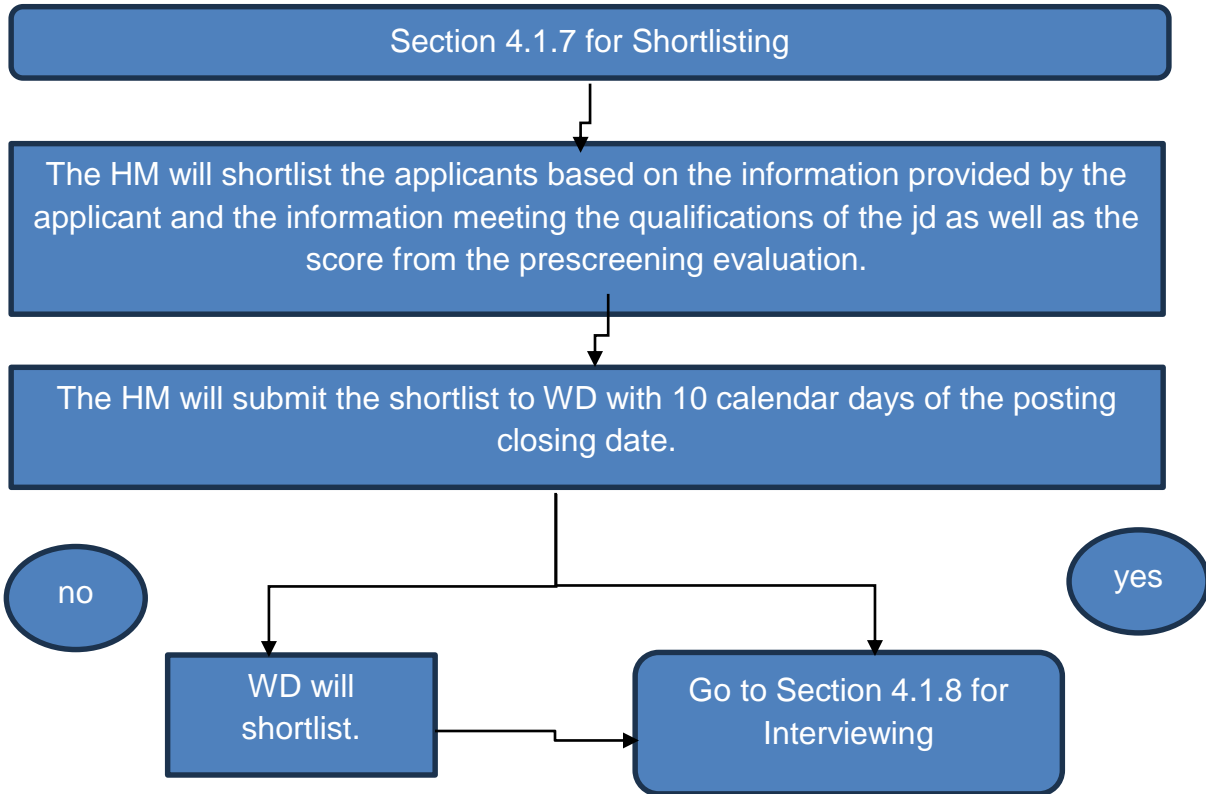
Section 4.1.5 Job Posting



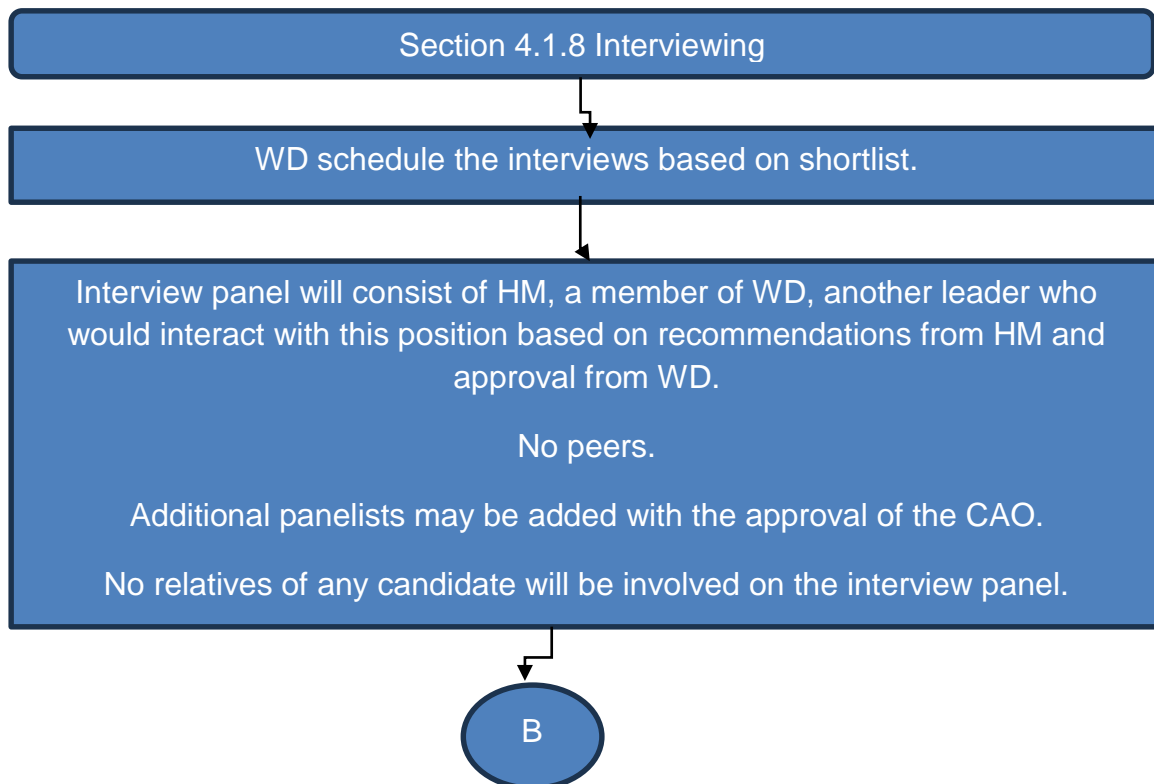
Section 4.1.6 Application Process and Prescreening

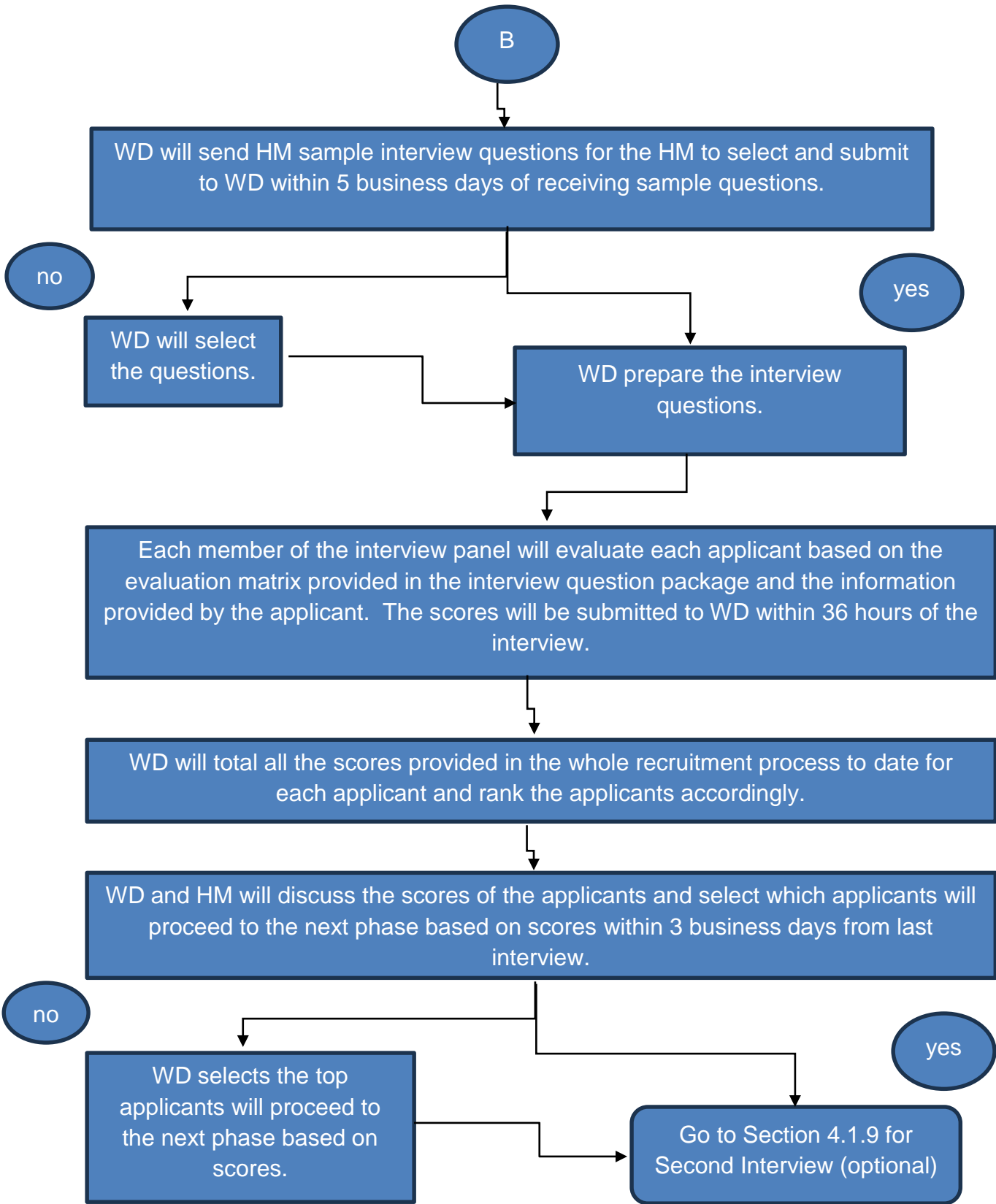


Section 4.1.7 Shortlisting

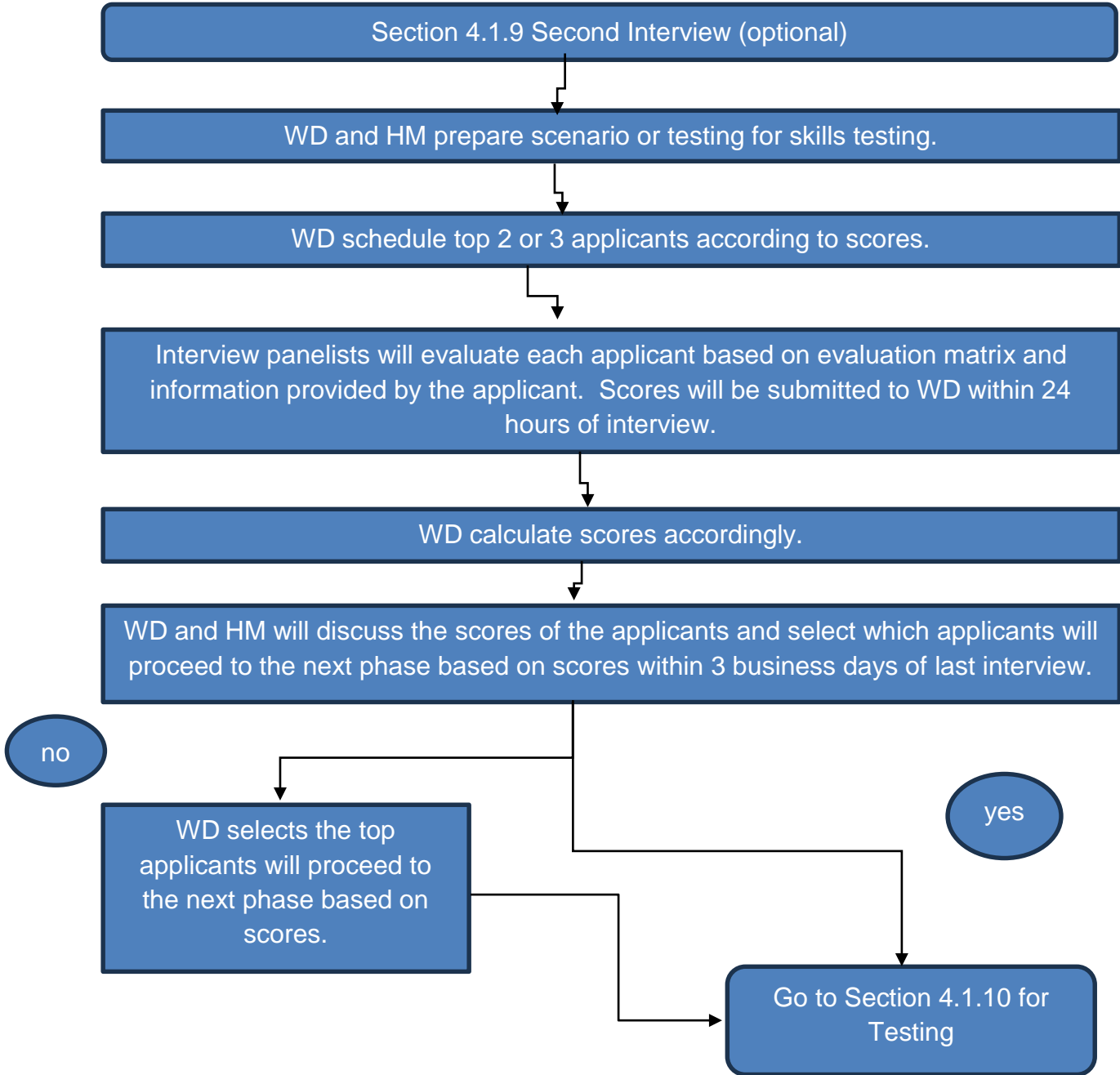


Section 4.1.8 Interviewing

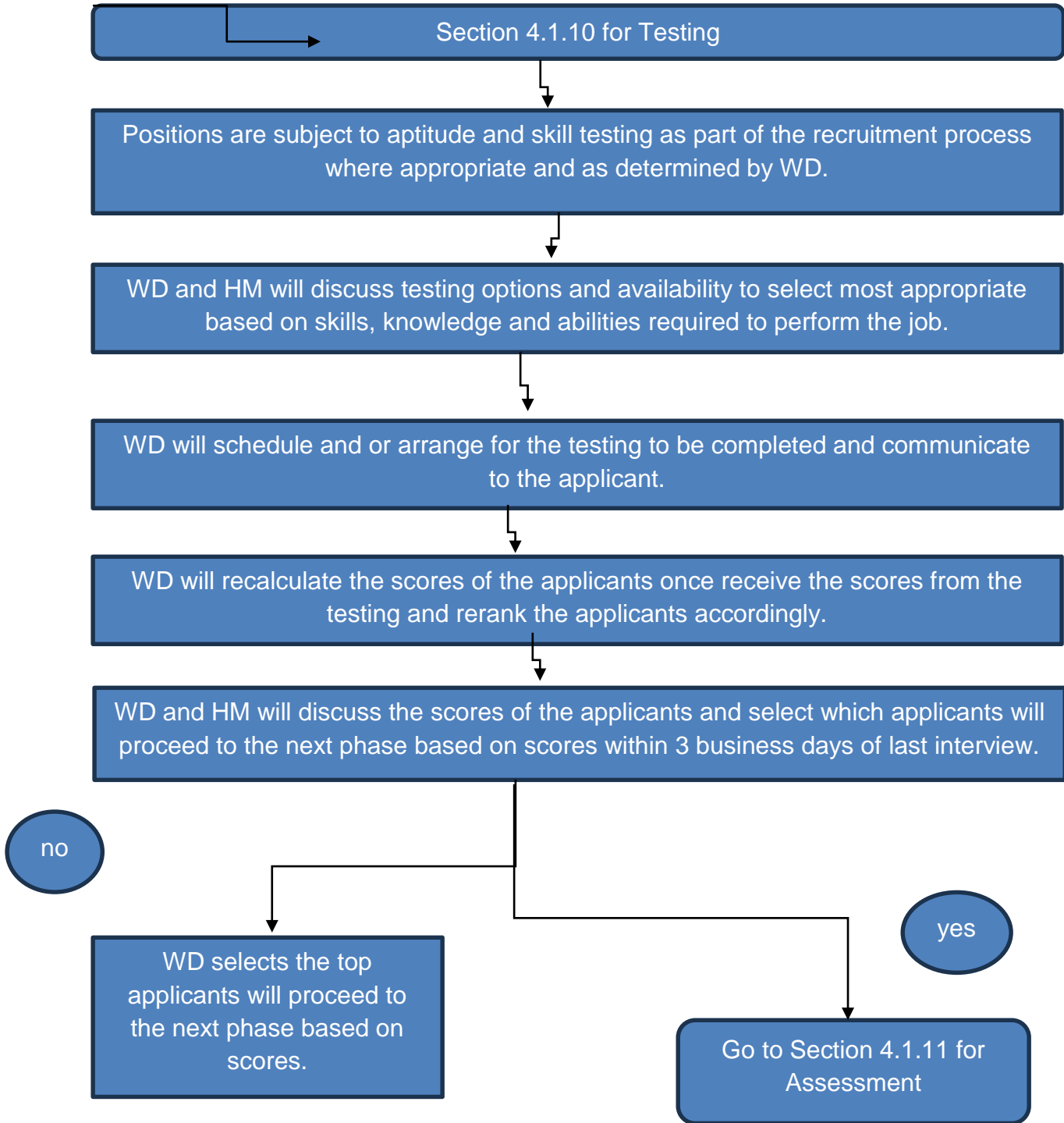




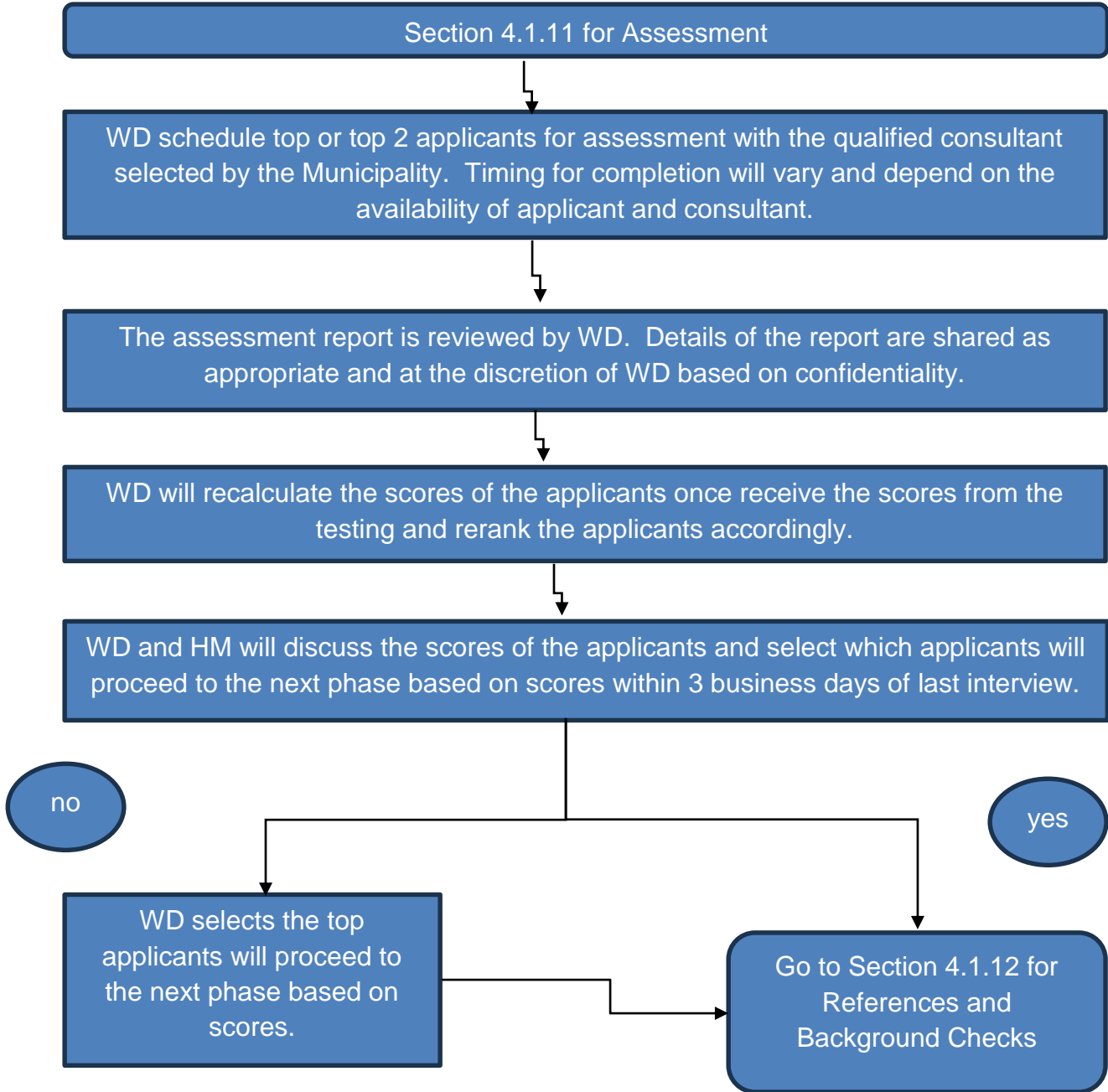
Section 4.1.9 Second Interview (optional)



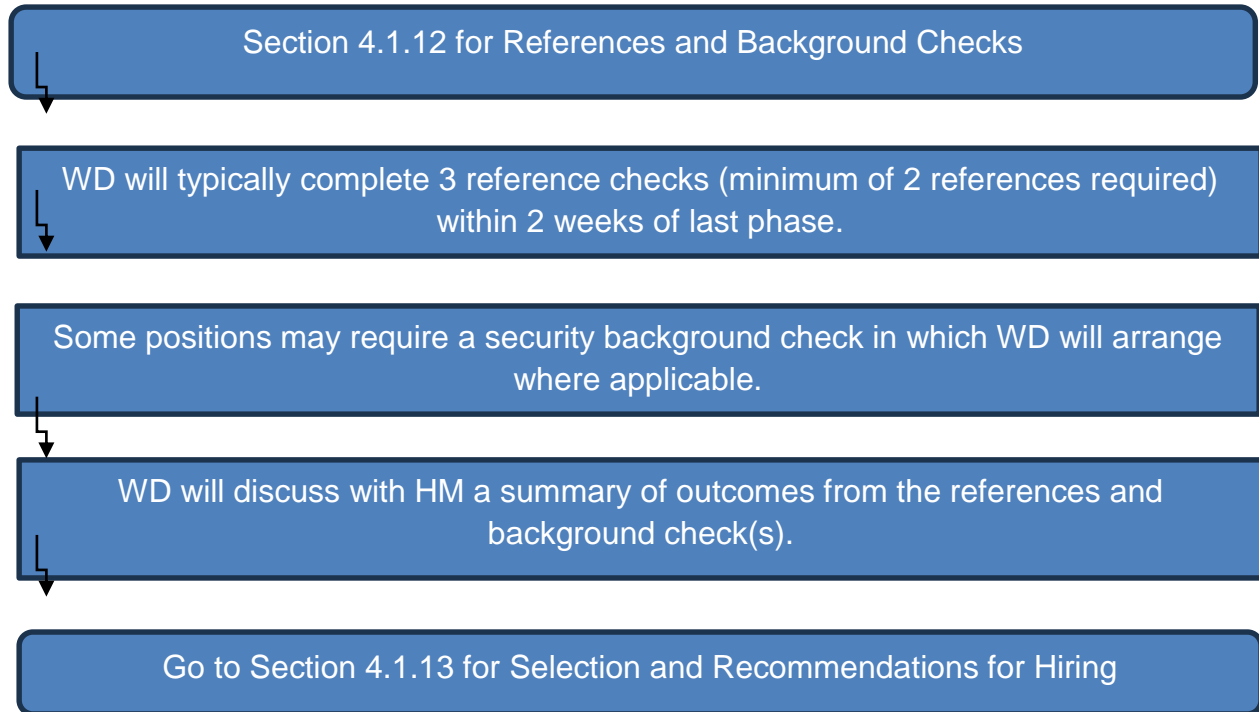
Section 4.1.10 Testing



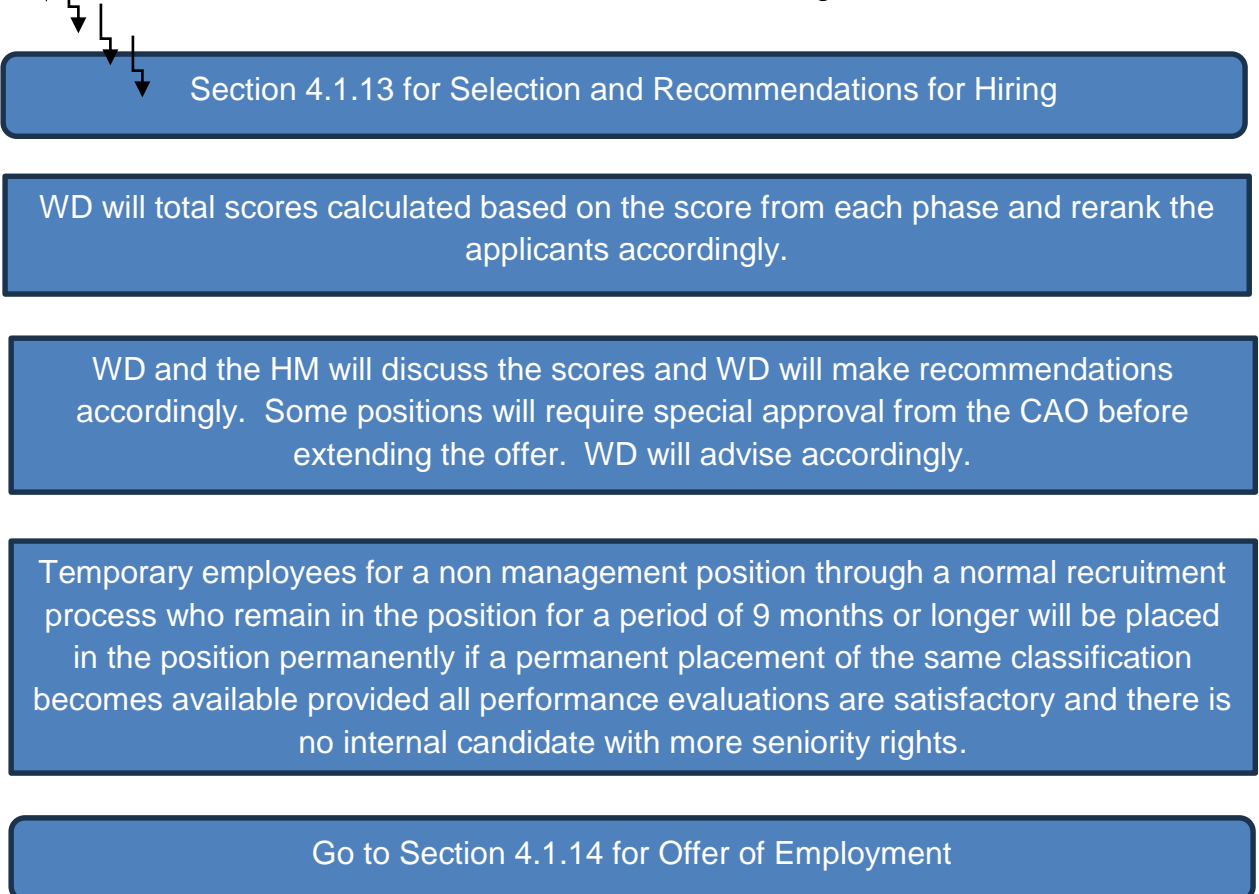
Section 4.1.11 Assessment for Organizational Suitability



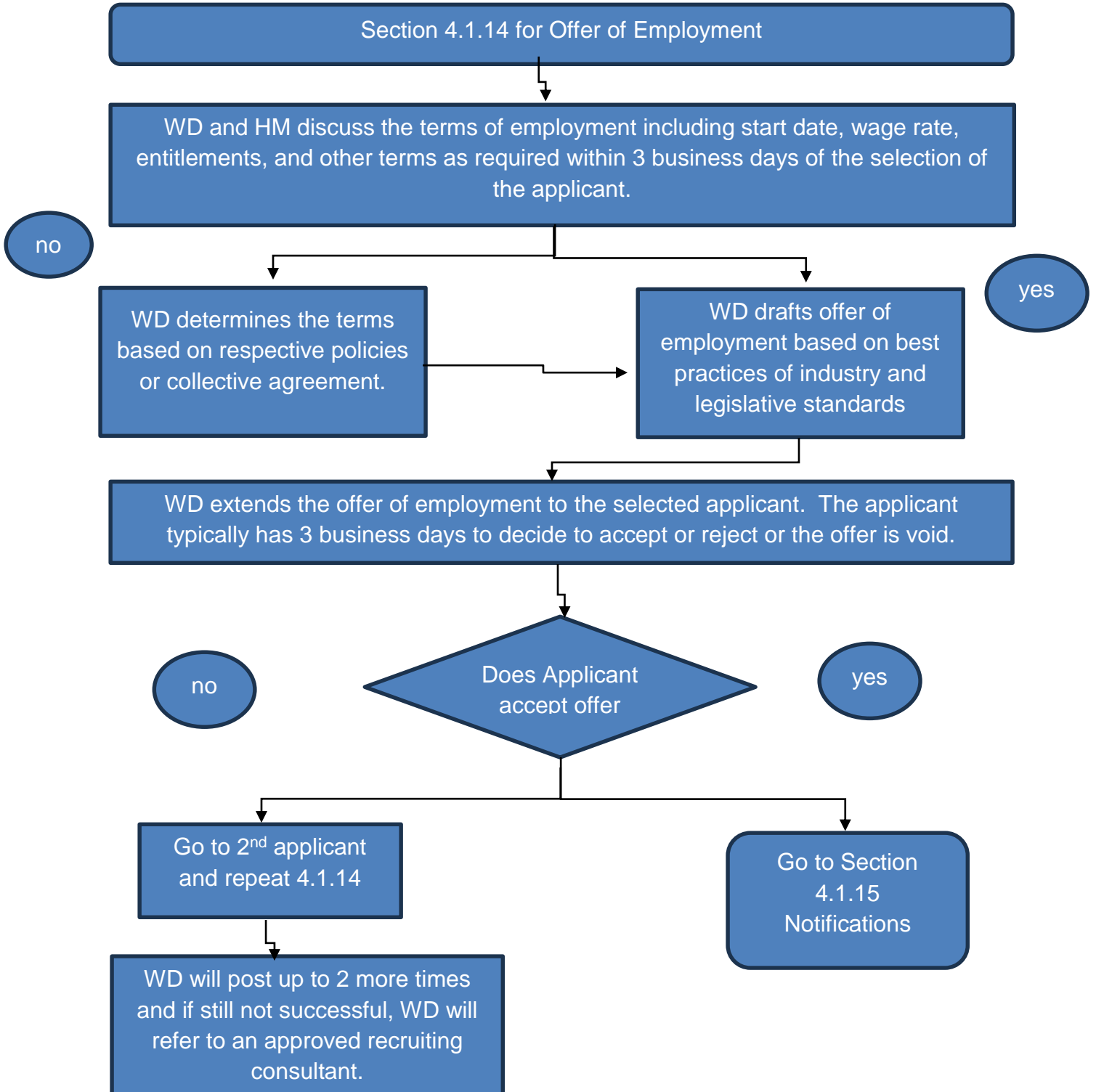
Section 4.1.12 References and Background Checks



Section 4.1.13 Selection and Recommendations for Hiring

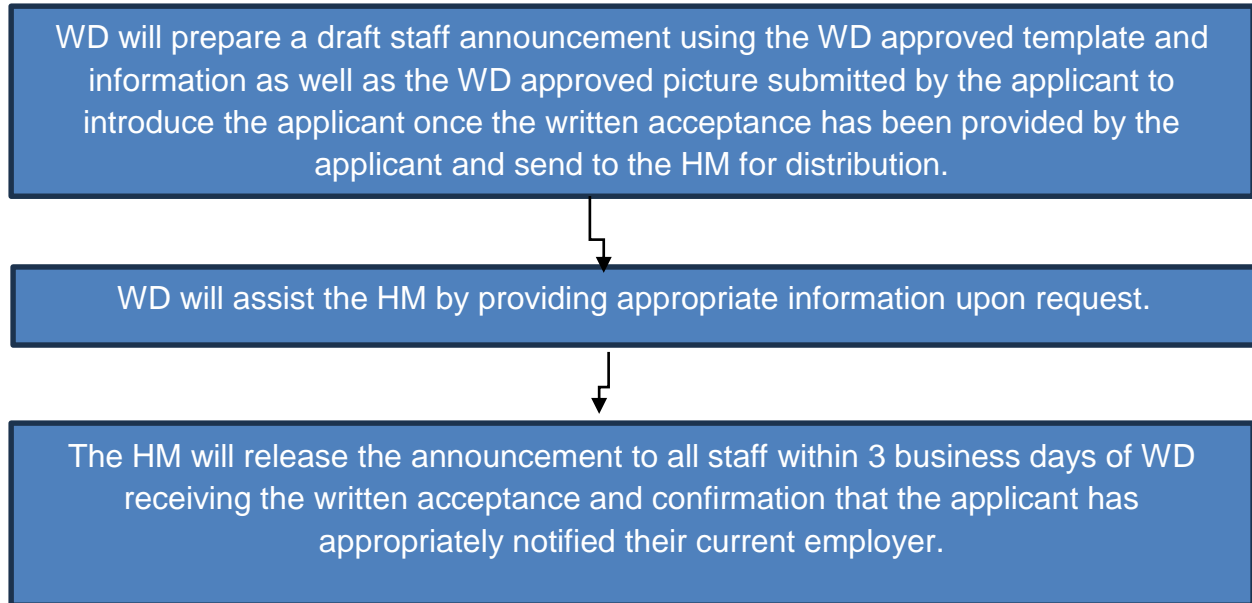


Section 4.1.14 Offer of Employment

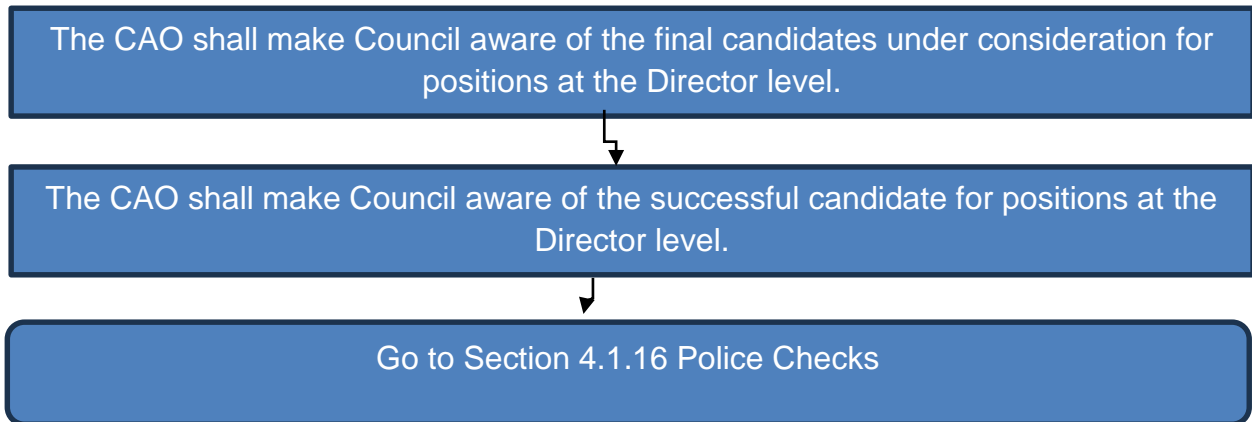


Section 4.1.15 Notifications

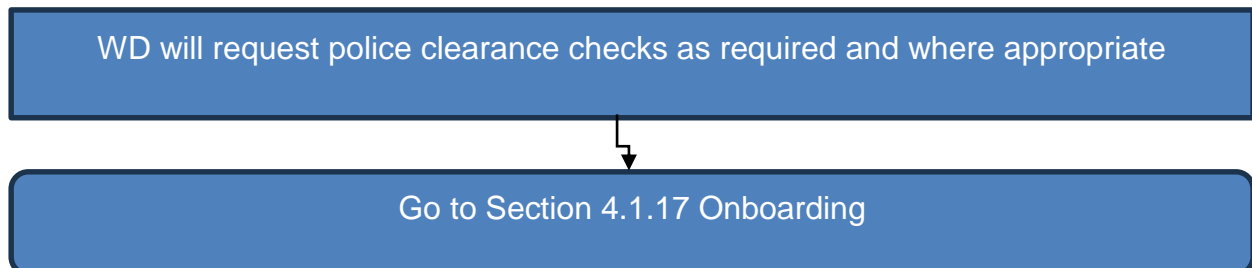
To Staff:



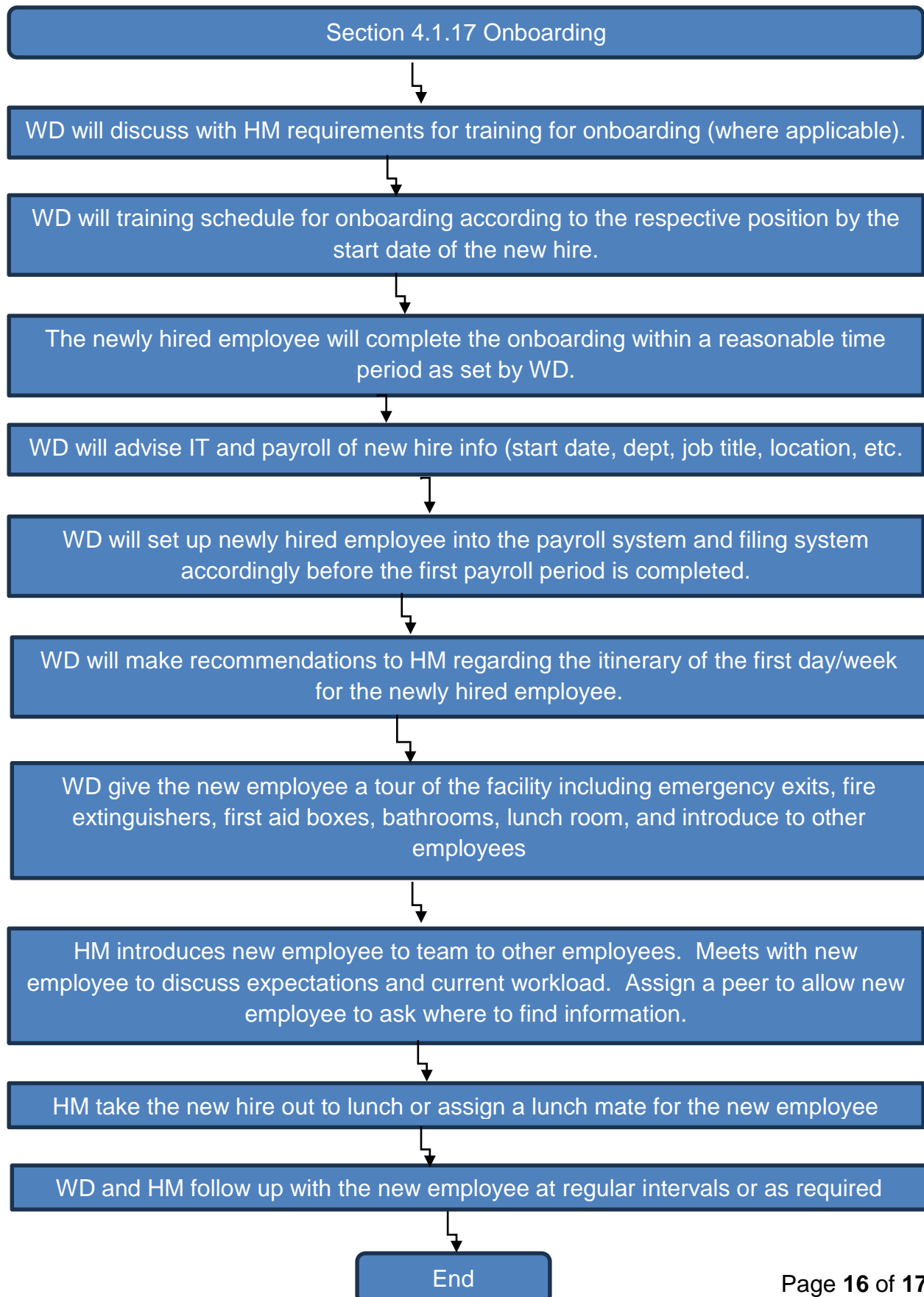
To Council (if applicable):



Section 4.1.16 Police Checks



Section 4.1.17 Onboarding



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