

HR:EMP09 – Job Posting

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Revised: Sept. 2012
Approved: Sept. 2020

POLICY:

The Library Board supports effective recruitment and selection of staff to vacancies. Where a vacancy exists for a budgeted position, the vacancy will be posted in accordance with the provision of this policy in order to provide internal and external candidates with notification of the opportunity. The external competition will occur after the internal competition has been completed and work in conjunction with the Recruitment and Selection Policy and Procedures.

Employees who wish to apply for a Job Posting must submit a cover letter and resume within the time limits specified.

Applicants to a job vacancy will be evaluated in accordance with the relevant job selection criteria. Job Posting applicants who are deemed to meet all of the criteria for the position will be considered.

PROCEDURE

Any job vacant due to illness, accident, vacation, leave of absence or a job of a temporary nature, shall be deemed to be “not vacant” for the purpose of the policy.

Each external job posting shall be posted on a bulletin board, website, and job bank for a period of three weeks. The posting shall include the following information:

- Position title.
- Hours of work.
- Employment Classification.
- Dates of employment if a temporary assignment.
- Duties.
- Qualifications.
- Wage range.
- Experience.

Successful candidates must fulfill a three (3) month probationary period in their new position and shall receive an interim performance review during that time. Failure to successfully complete the probationary period will not guarantee an alternative work assignment for the employee. If no alternate employment is available, the employee's employment will be terminated. ♦

