

## HR: EMP13 – Recruitment Selection and Appointment

Originated: Sept. 2007  
Review: Sept. 2020  
Revised: Dec. 2016  
Approved: Sept. 2020

### **POLICY:**

The Library Board supports a recruitment environment that attracts, selects, and retains the best candidates possible through a fair, objective, and defensible recruitment process.

### **PURPOSE:**

The purposes of the recruitment policy and procedure is to provide an objective standardized method of recruiting, attracting, and selecting candidates utilizing behavioral descriptive interview tools which reflect the key competencies of the position being recruited for and to ensure compliance with legislative requirements.

### **PROCEDURE:**

1. When a budgeted vacancy occurs, with appropriate approval advertising may be initiated on the Job Bank, within the local paper and by posting in the Library.
2. Candidates for vacancies may be from internal staff or from outside sources.
3. Where required, for more senior positions, an advertisement may be placed on the Job Bank, within the local paper and in a weekend edition of Alberta's larger newspapers.
4. A behavioral descriptive interview tool, specific to the position description being recruited to will be utilized for all interviews.
5. Copies of interview notes will be retained for a period not less than the probationary period of the position affected.
6. Applications will be screened by the Library Director and where appropriate, the Administrative Assistant in consultation with the Board Chair.
7. Selection of the successful candidate will be based on the merit principle. Where the qualifications of candidates are deemed equivalent, preference will normally be given to internal candidates.



8. Reference checks will be conducted on the proposed successful candidate(s) to ensure the individual(s) possess the requisite expertise, knowledge, skills, and suitability to successfully perform the job function. All appropriate security clearances will be conducted and ensured prior to any offer of hire.
9. Subject to satisfactory clearances, job offers will be in writing utilizing a standardized offer letter reflecting the position title, start date, job status (i.e. full time, part time, casual or temporary), rate of pay, benefits and probationary period to be served. This offer of employment must be signed in writing before commencing work.
10. The pay rate assigned to the position available to the new incumbent will be based on the wage and salary guidelines approved by the Board and within approved budgetary limits.
11. Recruitment to the position of Library Director will be conducted using these principles by an appointed committee of the Board. For all other positions, the recruitment will be conducted by or under the authorization of the Library Director, utilizing this policy and procedures. ♦

