

STATEMENT of POLICY and PROCEDURE			
Manual:	O'Keefe Ranch and Interior Heritage Society	OKR No.	5.02
Section:	Human Resources	Approved:	May 24, 2018
Subject:	Recruitment, Selection and Orientation	Amended:	
Issue to:	All Manual Holders	Page:	1 of 5
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1 POLICY

- 1.01 **O'Keefe Ranch and Interior Heritage Society** is an equal opportunity employer. Candidates will not be discriminated against on the basis of age, gender, creed, ethnic background, marital status, race, colour, sexual orientation, handicap, family status or criminal conviction for which a pardon has been granted.
- 1.02 Reference checks will be completed before any offer for employment is prepared.
- 1.03 All new employees working with vulnerable clientele must produce a "clearance letter" from the local police department within 20 days of their start date or their employment will be terminated. Employees will be reimbursed for the cost of the clearance letter.
- 1.04 All new employees must undergo a minimum of three months probation before they will be considered a regular employee eligible for benefits.
- 1.05 **O'Keefe Ranch and Interior Heritage Society** reserves the right to terminate the employment of any individual during their probationary period without notice and without cause.
- 1.06 All new employees will be provided with an orientation to the organization, their new job and their new work location within one month of their start date.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to establish standards for the organization in the area of recruitment, selection and hiring new employees.

3 SCOPE

- 3.01 This policy applies to all employees.

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4 RESPONSIBILITY

- 4.01 It is the responsibility of the Operations Director to develop job postings, post opportunities internally and externally, recruit candidates, screen applicants, select a short list for interviews and schedule interviews.
- 4.02 It is the responsibility of the Operations Director to recruit and convene a selection committee for job opportunities of the Leadership Team.
- 4.03 It is the responsibility of the selection committee to plan interviews, develop questions and conduct interviews for job opportunities for which the committee has been convened.
- 4.04 It is the responsibility of the Operations Director to obtain approval from the Finance Director for any job offer he or she makes and to make job offers to selected candidates.
- 4.05 It is the responsibility of the Operations Director to arrange for orientation of a new employee.
- 4.06 It is the responsibility of the President of the board of directors or his/her delegate to act as the Operations Director for the Finance Director position.

5 DEFINITIONS

None

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Provincial Employment Standards Act

Provincial Human Rights Code

Federal or Provincial Privacy Act

OKR 2.03 – Roles and Responsibilities

OKR 2.04 – Ethics

OKR 2.05 – Risk Management

OKR 2.06 – Strategic and Business Planning

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- OKR 5.01 – Human Resources Primer
- OKR 5.03 – Performance Planning and Management
- OKR 5.04 – Volunteer Management
- OKR 5.05 – Compensation and Working Conditions

7 PROCEDURES

7.01 Hiring Approval

- (a) Replacement hiring for an existing position may be undertaken, without authorization, by the Operations Director for that position, so long as the compensation for the position is in the approved budget.
- (b) New or altered positions may be posted only after approval to hire has been obtained from the President
- (c) Hiring of the Leadership Team is through the Selection Committee.

7.02 Selection Committees

- (a) Selection Committees may be made up by anywhere from two to four members chosen from the following categories:
 - (i) Operations Director
 - (ii) Board Member
 - (iii) Human Resources specialist
- (b) Before candidates are scheduled for interviews for an available position, an interview protocol must be developed and agreed to by the selection committee. The interview protocol should contain:
 - (i) Identification of who will provide opening comments.
 - (ii) Identification of who will describe the position and the interview process.
 - (iii) Questions to validate information provided in the candidate's application and assignment of questions to interviewers.
 - (iv) Questions to test the depth and breadth of the candidate's skills and experience and assignment of questions to interviewers.
 - (v) Identification of who will invite and answer candidate's questions.
 - (vi) Identification of who will close the interview.

7.03 Interviews

- (a) The Operations Director will screen applicants and provide the selection committee with copies of the applications for those selected for interview.

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- (b) The Operations Director will schedule interviews, make arrangements for interview space and provide the selection committee with location information and an interview schedule.
- (c) The selection committee may, at its option, utilize a scoring sheet for candidates it interviews.
- (d) After each interview, the selection committee will provide its comments and feedback to the Operations Director. However, the Operations Director will make the final decision.

7.04 **Reference Checks**

- (a) The Operations Director will perform reference checks on a minimum of two selected candidates. Two out of three references for an individual are considered sufficient.
- (b) Job offers may not be made until reference checks are complete.

7.05 **Job Offers**

- (a) All job offers will be made in writing.
- (b) Job offers will contain at a minimum:
 - (i) The job title.
 - (ii) The location of the job.
 - (iii) The start date.
 - (iv) The salary or wage rate being offered.
 - (v) Additional compensation being offered (performance bonus, benefits coverage, pension/RRSP contribution, perquisites).
 - (vi) Any conditions the candidate must fulfil (medical exam, proof of insurance).
 - (vii) The probationary period for the position.
 - (viii) A request for acceptance of the offer in writing.
- (c) Applicants who have been asked to supply a clearance letter from the local police department must do so within 20 days of commencing employment or their offer of employment will be withdrawn.

7.06 **Orientation**

- (a) The Operations Director will arrange for appropriate orientation for every new employee.

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- (b) At a minimum, orientation procedures must include:
- (i) Location of the human resources manual and/or collective agreement.
 - (ii) Explanation and enrolments for payroll, pension and benefits plan.
 - (iii) Provision of personal information for emergency contacts.
 - (iv) Signature on code of ethics, conflict of interest and safety policy as read and understood.
 - (v) Where the job requirements include special training (e.g., a child protection training course), a signed acknowledgement that the training has been successfully completed.
 - (vi) Collection of a completed TD-1 tax form and provincial equivalent.
- (c) In addition, orientation procedures may include:
- (i) Keys and security codes.
 - (ii) Meeting staff members.
 - (iii) Specialized training courses.
 - (iv) Equipment and supplies locations.
 - (v) Passwords.
 - (vi) Phone system instructions.
 - (vii) Location of forms, organizational policies and procedures.
 - (viii) Organizational business plan, departmental business plan, inherited work plans.
 - (ix) Registration for corporate credit card.
 - (x) Ordering of business cards.
 - (xi) Suggested reading material.