

Ingersoll Support Services Inc.

Policy: Recruitment and Selection

Policy # HR 2

Section: Human Resources

Approved by the Board of Directors: *March 19 2009*

Procedure Revision: *May 2012*

Review Date: September 26 2017

Ministry requirement - **QAM**

II.13.1-6

Ingersoll Support Services will develop recruiting plans and activities that will enable selection from the best possible candidates. Selection will include input from the person accessing support and will be based on predetermined criteria specific to the position.

Procedure:

1. Recruitment activity will consider internal personnel prior to external recruiting.
2. Recruiting includes the development of recruiting messages or job postings by the Executive Director or designate. Ingersoll Support Services provides employment opportunities that are equal and welcoming of all citizens.
3. Recruiting includes but is not limited to newspaper ads, flyers, journal ads and notices sent to local colleges and universities.
4. Applications received by Ingersoll Support Services become the property of Ingersoll Support Services and will be retained for a period of six months before being destroyed.
5. The Executive Director or designate will screen applications and select candidates to be interviewed.
6. Interviews will include the administration of a predetermined set of questions relevant to the position.
7. A second interview of possible candidates will be conducted. It will include the person(s) who will be accessing support from the successful candidate and/or their designate. The interview format will accommodate the person(s) accessing supports. The person and/or designate are not obligated to participate.
8. Once possible selections have been made, at least three employment or employment related references must be provided as per Policy QAM 25-27.

9. Given positive reference checks, a conditional offer of employment can be made. The conditional offer will be based on the candidate completing a criminal reference check.
10. The personal reference check and police records check are completed as soon as possible for the new staff member, volunteer or board member before or after they assume their responsibilities with the agency. Staff schedules confirm that until the completion of their reference check, their police records check and their orientation and initial training, a staff member, volunteer or board member shall have direct contact with persons supported only when being supervised, as per Policy QAM 25-27.
11. All candidates are personally responsible for obtaining their own criminal reference check and for any fees associated with it, initially and every 4 years thereafter.
12. A criminal record does not automatically preclude employment. The possible candidate may choose to give information regarding the nature of the offense(s) and circumstances to the Executive Director. If satisfied with the information, the Executive Director may still extend an offer of employment. If the candidate chooses not to give this information, no further consideration will be given.
13. The completed reference checks will remain in the employee's personnel file.
14. Forms related to employment (such as TD1, Employment Agreements, Confidentiality) will be completed at the commencement of work.