Recruitment and Selection Policy

1. **Purpose**

A recruitment and selection policy has been developed to ensure the organization fills vacancies with the most suitable candidate.

2. **Philosophy**

[Company Name] believes in equal opportunity in employment practices without discrimination on the grounds of race, religious beliefs, colour, gender, sexual orientation, physical disability, mental disability, ancestry, place of origin, age, marital status, source of income or family status.

3. **Responsibility**

Human Resources is responsible to ensure employment practices conform to legislation and personnel policies. Department Management approve employee selection decisions. Supervisors make employee selection decisions.

4. **Guidelines**

- Internal applicants who apply in writing for vacancies will receive an interview
- Recruitment activities may be conducted externally
- An employment interview will be conducted before making an offer of employment
- All candidates participating in an interview will be notified of the results
- One or preferably two reference checks will be conducted before making an offer of employment
- Employment tests may be conducted before making an offer of employment
- A copy of the job description will be provided to new employees

5. **Employment offers**

Offers will be written and include all terms of employment including: job title, start date, rate of pay, pay period information and eligibility for benefits. All

employees and contractors of United Way will sign an oath of confidentiality. Information about hours of work and overtime compensation will be included for eligible employees.

6. **Permanent employees**

Will be asked to review and conform to all personnel policies. The letter will be signed by Human Resources. The employee will sign the letter indicating acceptance of the terms and conditions of the offer.

7. **Temporary employees**

Employment letters will include the termination date and/or terms for termination. Changes to the employment conditions, i.e. position or end date will be in writing.