



Interviewing and Selection of Applicants Policy

Original Prepared By: Chief Administrative Officer	Approved: Motion #: RES-203-2023
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Revision Prepared By:	
Date:	Approval Date:

1.0 POLICY STATEMENT

The Town of Torbay will implement consistent, fair, and equitable interviewing and selection procedures in compliance with current Human Rights Legislation and based on *bona fide* job requirements. This will help select candidates most closely meeting the requirements of the job in an impartial manner, while at the same time meeting the Town's operational requirements.

For the purposes of this policy, hiring and selection of Town employees will be based on qualifications including skills, abilities, education, experience, values, and attitude, without regard to any prohibited grounds of discrimination as outlined in the *Human Rights Act*.

2.0 SCOPE

This policy applies to the interviewing and selection of candidates for all positions at all locations of the Town of Torbay.

3.0 PURPOSE

To establish a Policy for the Town of Torbay that demonstrates the Town's commitment to the interviewing and selection of qualified applicants; while abiding by consistent, fair, and equitable hiring practices and ensuring legal compliance is achieved.

Prior to the commencement of the preparation of interviewing and selection, the Director of Human Resources shall confirm any potential conflicts as per the Municipal Official Code of Conduct and discuss them with the Chief Administrative Officer.

4.0 GUIDELINES FOR THE INTERVIEWING AND SELECTION OF APPLICANTS

Preparing for Interviewing and Selection:

All positions must be posted in accordance with the procedures set out in the *Job Postings Policy* prior to the interview and selection process proceeding. The Director of Human Resources, in conjunction with the Direct Supervisor/Manager/Director of the vacant position, will be responsible for preparing for the interview and selection process by determining the interview questions and any practical components to be administered. When time permits this process must be undertaken prior to the posting of the vacancy to help ensure the objectivity of the interview and selection process.

The Director of Human Resources in conjunction with the hiring Direct Supervisor/Manager/Director will prepare the interview questions, all of which must be directly related to the bona fide job requirements for the position being interviewed.

Prior to the interview, the Director of Human Resources and the hiring Direct Supervisor/Manager/Director will prepare Screening Criteria to be used during the interview and selection process.

The Screening Criteria will contain the following information:

Consideration of the job requirements to be used in the determination and selection of the successful candidate for the position. Each requirement must be a 'bona fide' job requirement and must follow current Human Rights legislation. These may include but are not limited to:

- Skills and abilities.
- Educational requirements and designations.
- Licenses or accreditations.
- Physical demands.
- Equipment operation requirements.
- Scheduling requirements such as hours of work and shift rotation; and,
- Minimum experiential requirements related to the position (i.e. a minimum of two years supervisory experience).

Any practical components that may be administered as a part of the selection process will measure 'bona fide' job requirements.

Selection Criteria for Successful Candidate:

The successful candidate will be the best candidate who most closely meets the skills, abilities, education, experience, values, and attitude required.

Interviews:

The Director of Human Resources will be responsible for arranging all interviews related to the job competition and notifying all participants.

The interview is to be held in a suitable room that will ensure the candidate's privacy and that the interview is to be conducted without interruption.

All Interview Committees shall be composed of three (3) interviewers including the hiring Direct Supervisor/Manager/Director, the Director of Human Resources and another trained interviewer. If a conflict is determined as per the Municipal Official Code of Conduct, the Director of Human Resources shall advise the Chief Administrative Officer and an alternate interviewer will be identified. All interviewers will be responsible for taking their own notes during the interview and will be responsible for ranking their own interview notes. Upon completion of the interview, the interviewers will fully complete their individual interview sheet and mutually discuss the suitability of the job candidate compared to the position requirements.

Copies of candidate applications having been selected for an interview shall be made available to the Interview Committee. Such applications are to be held in the strictest of confidence and are not to be shared with others outside of the Interview Committee, except for the Chief Administrative Officer.

Management of Job Competition Files:

The Director of Human Resources will be responsible for creating and maintaining a Job Competition File for each job competition. The contents of the Job Competition File will include a copy of the following:

- Request to Hire.
- Job description.
- Job posting.
- All applications received for the position.
- Interview schedules, which will also include the date, time, location, and attendees.
- The Screening Criteria for the position; and,
- Declaration of the successful candidate.

All completed interview notes will become part of the Job Competition File for the position.

Job Competition Files shall be maintained by the Director of Human Resources in accordance with the Town's records retention policy.

The Director of Human Resources will discuss all candidate recommendations with the Chief Administrative Officer, before offers of employment are made.

If a motion of Council is required, as per The Municipalities Act, 1999 to offer the candidate the defined position as per legislation, the matter will be discussed with all Council before contacting the candidate and making an employment offer.

All other job competitions, once completed, the Director of Human Resources will bring the names forward to the next Committee meeting (responsible for Human Resources) for information purposes and have included in the minutes for the next public Council meeting for public information.

The Director of Human Resources shall be responsible for the acknowledgement and notification of posts filled to all applicants/candidates.

It shall be the responsibility of all employees of the Town of Torbay to ensure that they are aware of this policy.

POLICY REVIEW

This policy will be reviewed annually or as deemed necessary by the Chief Administrative Officer. All changes shall be subject to final approval of Council.

APPROVAL

Chief Administrative Officer: _____

Date: _____