# Recruitment and Selection Policy

<table>
<thead>
<tr>
<th>POLICY STATEMENT</th>
<th>The City of Hamilton (“the City”) is committed to transparent and merit based selection in all of its hiring decisions. All applicants are given an equal opportunity for employment in compliance with the provisions in the <em>Ontario Human Rights Code</em>, the <em>Accessibility for Ontarians with Disabilities Act</em> and any other applicable legislation.</th>
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<tbody>
<tr>
<td>PURPOSE</td>
<td>The purpose of this Policy is to set a consistent and equitable standard for the recruitment and selection of employees at the City. This will help to create a diverse and qualified talent pool to support the City’s current and future business needs. Effective recruitment, selection and promotion practices optimize the efficiency of human resources, and maximize the number of promotion and career development opportunities for existing employees.</td>
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<td>SCOPE</td>
<td>This Policy applies to all City employees including but not limited to temporary and contract employees. Refer to the <em>Request to Post &amp; Fill a Vacancy Policy</em> for information on filling a position. Limitations on recruitment activities for vacancies and new positions may occur during times of fiscal constraint (Refer to Vacancy Management Protocol for further details). Where there are discrepancies between this Policy and the employee’s collective agreement, the collective agreement takes precedence.</td>
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| DEFINITIONS      | **Internal Candidate**  

Applicants who are current employees of the City of Hamilton. This group excludes the Hamilton Public Library, agencies, boards, and commissions, and excludes co-op students, summer students, and individuals who have various ‘intern’ or mentoring placements.  

**External Candidate**  

Applicants who are not current employees of the City of Hamilton. This includes candidates who may be: contracted as consultants, employed through a special program (e.g. Foreign Trained Professionals Program), co-op students/interns, summer students, placed through an external temporary employment agency, employed by Hamilton Public Library, Hamilton Police Services, and/or any other boards and agencies receiving funding/sponsorship from the City.  

**Conflict of Interest**  

Conflict of Interest
**Corporate Human Resources Policy**

**Recruitment & Retention**

**Policy No: HR-37-11**

A situation in which a member of the selection panel has a Conflict of Interest in participating in the hiring decision (e.g. they have a significant social or familial relationship with the applicant); or the Internal Candidate, or External Candidate has a Conflict of Interest in applying for a position that may compete with the public interests of the City. Such competing interests can make it difficult to fulfill his or her duties impartially. Refer to the *Code of Conduct for Employees Policy* for more details.

### PRINCIPLES

The following principles apply to this Policy:

1. **Merit** – all selections, appointments, and promotions shall be based on considerations of merit, and ability to perform effectively in a position. Hiring decisions will be free of nepotism in accordance with the City’s Anti Nepotism Policy.

2. **Objectivity** – selection criteria shall be developed in an objective and non-discriminatory manner and must be based on bonafide job-related requirements.

3. **Consistency** – selection systems and procedures will ensure that all candidates are treated in a fair and consistent manner.

4. **Equal Opportunity** - All City recruitment practices and procedures must comply with the *Ontario Human Rights Code*. All Internal Candidates and External Candidates receive equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability.

5. **Accessibility** - All City recruitment practices and procedures must comply with the AODA requirements for developing, implementing and enforcing accessibility standards for Internal Candidates and External Candidates who may have a disability. This includes identifying and removing any barriers that may exist for persons with disabilities to apply for City of Hamilton positions; and if qualified, to participate in the interview process.

### TERMS & CONDITIONS

1. All Internal Candidates who have completed their probationary period, and whose performance is in good standing are eligible to apply for posted positions.

2. Any Internal Candidate who has received a “written notice”
about their performance in the last six (6) months prior to the posting is ineligible for consideration. Exceptions to this require the approval of the Executive Director of Human Resources (or designate); and require a written business case provided by the employee’s immediate manager or supervisor supporting a lateral move to facilitate a better job fit.

3. Short-term positions or vacancies that are six (6) months or less may be filled in accordance with the Temporary Deployment – Acting Transfers & Secondments Policy for Internal Candidates. For External Candidates, these roles may be filled through the use of a temporary agency (refer to the Use and Control of Temporary Agency Placements Policy).

4. External Candidates who were previous employees may apply for positions provided that they meet the conditions outlined in the Eligibility for Reemployment Policy.

5. Subsequent appointments based on previous competitions for the same position can be made only if it falls within 6 months of the closing date of the competition. Otherwise, the position must be re-posted.

6. Candidates must meet the position qualifications to apply.

7. If an Internal Candidate and External Candidate are both determined to equally meet all the selection criteria, preference for the selected position shall be given to the Internal Candidate.

RESPONSIBILITIES

Human Resources

- Develop employment policies, procedures, guidelines and tools which promote a fair and equitable process, and support the hiring manager or designate in making the best hiring decision possible.

- Ensure the principles in this Policy are abided by during the hiring process and that the hiring manager or designate is aware of and follows any associated procedures.

- Provide support to hiring manager or designate in determining workforce planning requirements and specific recruitment strategies to attract quality candidates.
Hiring

- Ensure that all recruitment activities and staffing decisions comply with statutory requirements, collective agreements, and corporate policies and procedures.

- Participate in the recruitment process for difficult to fill, contentious or senior positions, as necessary.

- Perform candidate screening based on pre-determined objective criteria.

- Receive an up-to-date job description from the hiring manager or designate that outlines duties and requisite qualifications. Provide consultation, as required, to complete this process.

- Post the position as per the Request to Fill & Post a Vacancy Procedure.

- Advise and support the hiring manager or designate so they are able to conduct a fair and equitable selection process, as per the principles of this policy, and in accordance with relevant collective agreements, policies, procedures, and legislation.

- Maintain documentation associated with all phases of selection process including collecting relevant portions from the hiring manager or designate.

- Ensure accessibility and accommodation is provided (as needed) for candidates.

- Safeguard the privacy and confidentially of candidate information.

- Review the job description to ensure it is still accurate in terms of duties and requisite qualifications; consult Human Resources in this process.

- Review applications that meet the identified qualifications in consultation with Human Resources.

- Be aware of the employment related statutory requirements, collective agreements, and corporate policies and procedures. Ask for clarification from Human Resources, as required.

- Participate and conduct interview process with Human Resources.
Candidate Resources as needed.

- Complete the reference checking once consent is received, verify all licenses and professional designation, confirm if there is a requirement for police background check.

- Make the hiring decision in consultation with Human Resources. Ensure that the selected hire does not have any Conflict of Interest as per the *Employee Code of Conduct Policy* and *Anti Nepotism Policy*.

- Extend offer of employment and seek the required approvals for any provisions outside of policy and/or collective agreements.

- Safeguard the privacy and confidentially of candidate information.

- Carefully read the position’s posted requirements and only apply if have the requisite knowledge, skills, abilities and experience. Candidates who are students should read and comply with the Summer Student Recruiting Procedures.

- Complete on-line application process to meet the posted closing date, and accurately and fully disclose all related information to allow for an objective determination of knowledge skills and experience.

- Disclose any potential Conflict of Interests at the beginning of the selection process and do not apply for roles where the supervisor or manager is a family member.

- Satisfy all employment conditions and provide proof of the qualifications identified on the posting if requested.

- Consult with Human Resources to disclose and request accommodation, as required, if have a disability.

- Safeguard and keep confidential any City related information disclosed during the recruitment process.

- Identify and remove any employment practices or selection criteria that may result in employment barriers for any individual
or groups. Such barriers would include any requirement that is not a bona fide occupational requirement, a necessary requirement under a collective agreement or statutory requirement, or a necessary requirement for the effective operation of the City.

**All Management**

**COMPLIANCE**

Any attempt to improperly influence a recruitment or selection decision will be reviewed by management and, if verified, result in appropriate disciplinary action.

Failure to comply with this policy and its associated procedures may result in appropriate disciplinary measures up to and including termination of employment.

Candidates who do not comply with responsibilities listed above may be disqualified from the selection process.

**RELATED**

1. Eligibility for Reemployment Policy
2. Code of Conduct for Employees Policy
3. Anti Nepotism Policy (Formerly Employment of Relatives)
4. Employee Code of Conduct Policy
5. Request to Post & Fill a Vacancy Policy
6. Summer Student Recruiting Procedures
7. Use and Control of Temporary Agencies Policy
8. Vacancy Management Protocol
9. Accessibility for Ontarians with Disabilities Act (AODA)
10. Ontario Human Rights Code

**HISTORY**

This policy was developed by Human Resources and reviewed by the Corporate Policy Review Group, 2011-11-16. Content was updated by Human Resources 2012 -01-06.

This policy was approved by Senior Management Team 2012 – 01-12