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<b>Policy Owner</b>	Administration, Human Resources, Manager Organizational Development and Talent Acquisition
<b>Approval Body</b>	Regional Council
<b>Approval Date</b>	
<b>Effective Date</b>	
<b>Review by Date</b>	

### 1. Policy

Niagara Region is committed to the attraction, selection, and retention of a qualified and effective workforce that embraces the vision, values and culture of our organization in order to consistently deliver on operational objectives and the Council Business Plan. We believe in fair, objective, and transparent recruitment and selection practices. For employment and/or promotion opportunities, we seek out and select the best-qualified available candidates at the time of recruitment while promoting a culture of diversity and inclusion.

### 2. Purpose

The purpose of this policy and its corresponding procedures is to establish a consistent and equitable standard for the recruitment and selection practices at Niagara Region while ensuring equity in recruitment practices, clarity in roles and responsibilities, and promoting career development opportunities for our employees which support our internal succession planning practices.

### 3. Scope

This policy applies to all union and non-union employees as well as any person engaged in the recruitment function on behalf of Niagara Region. This policy is inclusive of all employee, student, co-op, intern, etc., roles at Niagara Region.

There are to be no acts of favoritism or discrimination in any recruitment process. Members of Council, staff, external vendors and anyone else approved to be part of the recruitment process shall not attempt to influence the hiring of any applicant in a manner

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that is inconsistent with this policy. This includes that no one shall engage in any behavior that provides an unfair advantage to a candidate during a recruitment process, to assist any candidates by providing inside information, such as but not necessarily limited to, interview questions and suggested answers, presentation materials, information about other candidates, or any information gathered in meetings, conversations, email or any other form of communication or discussion.

Niagara Region is committed to protecting the confidentiality of all candidates seeking employment and advancement regardless of position.

Candidate information confidentially collected through the recruitment and selection process will be restricted to those persons who on behalf of Niagara Region require such information in order to assess those best qualified in each instance and those who administer the recruitment and selection process. All persons involved in the recruitment and selection process shall keep confidential all related information, including in accordance with each person's Confidentiality Acknowledgement or Commitment, where applicable, and shall not release or divulge any information except where required by law or by administration of Niagara Region duties in accordance with this policy and its corresponding procedures.

### **3.1.Roles and Responsibilities**

- a. Human Resources: Facilitates the Recruitment and Selection process; serving in a consulting and advisory capacity to Management to ensure effective and efficient hiring/advance of staff and candidates for employment. This includes ensuring, through providing any advice and consultation, including any ancillary recruitment and assessment tools to support the administration of policy and procedure, that a fair and open competition is maintained, particularly with respect to ensuring equal opportunity and adherence to collective agreement, where applicable, and related employment law requirements.
- b. Hiring Manager: Accountable for final candidate selection and hiring decisions, except where formal Regional Council approval and/or other regulatory body endorsement or approval is required (e.g. as may be required under the *Municipal Act* or *Health Promotion and Protection Act*). Engages in all policy requirements and procedural elements as outlined in respective procedures. Enforces procedural and policy requirements including confidentiality. Attendance either self or designate at all selection activities, participation in attraction and selection consultations, and engaging

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in onboarding activities for selected candidate. Consultation with Human Resources on all relevant policy and procedures as required, including the engagement of any external vendors who may be acquired to support the recruitment and selection process.

- c. Selection Panel Participant: Engages in all procedural elements either self or designate at all selection activities; participation in attraction and selection consultations as required. Understands and adheres to policy and procedural requirements including confidentiality.
- d. Candidate: Fully completes the application process, including accurate representation of their qualifications, experience, skill, and ability. Engages in selection activities through attendance at interviews either in person or by phone/Skype, including completion of any assessment/testing requirements, as well as onboarding activities as a successful applicant. Engages in all policy requirements and procedural elements as outlined in respective procedures, including adherence to confidentiality requirements.

Failure or refusal to adhere to the terms of this policy may result in discipline up to and including dismissal.

#### **4. References and Related Documents.**

List related legislation, directives, By-laws and associated procedures

##### **4.1. Legislation, By-Laws and/or Directives**

- Employment Standards Act, 2000
- The Ontario Human Rights Code
- Municipal Act, 2001
- Health Protection and Promotion Act, 1990

#### **5. Related Policies**

- C-HR-001 Non-Union Compensation Policy
- C-HR-006 Criminal Records Check
- C-HR-011 Extra Professional Services
- C-HR-013 Job Sharing
- C-HR-015 Re-Employment of Former Employees
- C-HR-017 Secondment Policy
- C-HR-020 Temporary Staffing

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C-HR-026 Chief Administrative Officer – Recruitment, Selection, Offer of Employment, and Performance Management

## 6. Document Control

The electronic version of this document is recognized as the only valid version.

### Approval History

Approver(s)	Approved Date	Effective Date

### Revision History

Revision No.	Date	Summary of Change(s)	Changed by