

## MANUAL OF ADMINISTRATION

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| <b>TOPIC:</b><br><br>Human<br>Resources | <b>SUBJECT:</b><br><br>Hiring Procedures and<br>Offer of Employment for<br>External Competitions | <b>Code:</b> HR070               |
|   |  | <b>Date of Issue:</b> April 1993 |
|   |  | <b>Revised:</b> May 2022         |
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**PURPOSE:** This policy will outline the procedures to be followed when hiring a successful candidate from an external competition.

After the interview/reference check process is complete and once a candidate has been chosen, the following procedure is to be followed:

1. The Executive Director is to approve all hiring decisions before the position is offered to the candidate.
2. Once approval has been received, the candidate will be called and offered the position. If they accept they will be advised that they are required to obtain a Vulnerable Sector Criminal Record Check, and are sent a letter to complete the application process.
4. **When the candidate accepts the position, he or she is advised that the offer is conditional pending successful completion of the training program and the following conditions of employment which must be met prior to starting agency orientation.**
  - Criminal record check (current within 6 months of start date),
  - A copy of their SIN card,
  - Verbally accepts the position,
  - Meet with the Human Resources Officer to complete direct deposit information, sign the Conditional Offer of Employment, the Confidentiality Agreement, the Medical Requirements, the Service Provision Agreement, the Minimum Hour Requirement, the Mental and Physical Requirements of a Support Worker, Offer of Employment and Letter of Understanding.
4. **The following conditions of employment must be complete prior to being scheduled for their first orientation with an individual:**
  - TB skin test results,
  - COVID Vaccination Certificate
  - Hepatitis B vaccination begun, or waiver signed,
  - Current Emergency First Aid Certificate received,
  - Copy of car insurance and a copy of their Driver's License received,
  - Copies of diplomas, degrees received,
  - Health and Safety/WHMIS/Emergency Measures Training/IPAC, Non-Violent Crisis Intervention Training, Abuse Training, Philosophy/Gentle Teaching/Mission Service Principles/Rights Training, Medication Awareness Training, Documentation Training, Quality Assurance Measures (QAM) Training, Cash Box Training, Community Care Driving Course and Union Orientation. Specific training requirements may be waived subject to the approval of the Executive Director,
  - All policy reading.

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- 5. Human Resources Officer will advise the Manager when all conditions are met.
- 6. Manager to advise Administration once orientations are successfully completed and the new employee is to be added to team list/phone list/Staff Stat.