

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: HIRING PRACTICE**

**Applies to:** All Personnel

#### **Effective/Revision Date:**

1993  
April 28, 2003  
January 26, 2004  
April 19, 2004  
November 22, 2004  
February 21, 2005  
May 30, 2005  
April 13, 2010  
September 12, 2011  
January 25, 2013  
January 26, 2015  
February 26, 2018  
March 25, 2019

#### **Advertizing**

1. Post employment opportunities on Castanet, Work BC and Indeed websites.
2. Email job posting to the local colleges and post secondary institutions that train people in the field.
3. Applicants are to email the executive director their resumes.

#### **Resumes**

1. The executive director:
  - Reviews the resume to determine if the person's qualifications meet the society's policies.
  - Inputs the pertinent information in the Resume and Applicants ShareVision list.
  - Ensures the resume is retained for one year and upon completion of the year, destroys the resume in compliance with policy.

#### **External Hiring**

1. When staff is required, contact the executive director or his/her designate. He/she reviews the resumes on file and if there are no suitable applicants, places advertizements.
2. The executive director or designate:
  - Corresponds with applicants by email to determine suitability directing them to complete the survey monkey questionnaire.
  - Schedules and completes the initial interview, telling the applicants there may be a second interview conducted with a staff and a person with a diverse ability.
  - Has the applicant sign two Employment Reference forms authorizing reference checks to be completed.
  - Checks the applicant's references.

- Contacts the applicant upon completion of the second interview to inform him/her that either they were not suitable or they are hired and notifies them of their orientation schedule.
- Determines in consultation with the supervisors and the manager the new hire's orientation schedule.
- Updates the Resume and Applicants ShareVision list.
- Moves the new employee's email file to correct outlook folder.

3. The supervisor/manager or designate:

- Completes the orientation.

4. The supervisor or manager:

- Upon completion of the orientation provides the executive director with a copy of the signed orientation.
- Completes probationary reports after the new hire worked 1 and 2 months to assess continued suitability.
- Prior to completion of the trial period, completes an evaluation with the person confirming employment suitability.

5. Where the employee is classified as a supervisor or professional, the manager:

- Completes the orientation.
- Upon completion of the orientation provides the executive director with a copy of the signed orientation.
- Completes probationary reports after 1, 2, 3, 4 and 5 months of employment to assess continued employment suitability.

4. Probationary employees deemed not suitable are referred to the executive director or designate.

**Internal-Bargaining Unit**

1. When a vacancy occurs or a new position created inside the bargaining unit, the employer posts notices of the position in the employer's offices and on all area bulletin boards for a minimum of seven (7) days.

2. Applicants are required to complete a written interview in order to determine if they possess the necessary qualifications and abilities to fulfill the job requirements.

3. Management endeavors to notify internal applicants of the status of their applications prior to announcing the successful applicant. Applicants are notified within seven (7) days of the date of the appointment to the vacant position, the name of the successful applicant.

4. During the trial period, the supervisor or manager:

- Completes the orientation.
- Upon completion of the orientation provides the executive director with a copy of the signed job description and orientation.
- Completes probationary reports after the appointee worked 1 and 2 months unless the appointment is to a supervisor or professional position then after 1, 2, 3, 4 and 5 months to assess continued employment suitability.

- Prior to completion of the trial period, completes an evaluation confirming employment suitability.

5. Employees deemed not suitable will be referred to the executive director or designate.

### **Individualized Funding (IF)**

1. When a vacancy occurs or a new position created inside the bargaining unit with IF funding, the employer posts notices of the position in the employer's offices and on all area bulletin boards for a minimum of seven (7) days.

2. Interested applicants complete an IF Posting Application. Copies of the completed application are given to the IF contractor.

3. If the position was posted externally, resumes collected are given to the IF contractor.

4. The IF contractor establishes the interview format and interviews the applicants to determine which applicant possesses the necessary qualifications and abilities to fulfill the job requirements.

5. At the interview, applicants are required to sign Employment Reference forms authorizing reference checks to be completed.

6. Management endeavors to notify internal applicants of the status of their applications prior to announcing the successful applicant. Applicants are notified within seven (7) days of the date of the appointment to the vacant position, the name of the successful applicant.

7. During the trial period, the IF contractor and/or supervisor or manager:

- Completes the orientation.

- Upon completion of the orientation provides the executive director with a copy of the signed job description and orientation.

- Completes probationary reports after the appointee worked 1 and 2 months to assess continued employment suitability.

- Prior to completion of the trial period, completes an evaluation confirming employment suitability.

8. Employees deemed not suitable will be referred to the executive director or designate.

### **Contract Employees/ People with Diverse-Abilities**

1. When a vacancy occurs or a position is required, notify the executive director.

2. The executive director in consultation with the area supervisor or manager determines if there are internal applicants who can fill the position.

3. If there are no internal applicants, the manager or supervisors contacts CLBC or Work BC.

4. The supervisor or manager:

- Schedules and completes the initial interview.
- Has the applicant sign two Employment Reference forms authorizing reference checks for completion, if applicable.
- Checks the applicant's references, if applicable.
- Contacts the applicant to inform him/her that either they were not suitable or they are hired and notifies them of their orientation schedule.
- Completes the person's letter of hire and sends it in an email to the executive director or designate identifying the corresponding job description, orientation checklist and evaluation that needs to be included in the person's orientation package.
- Reviews the orientation package with the person and has/him her sign all relevant documents and returns to the completed forms to the executive director or designate.
- Completes the orientation.
- Upon completion of the orientation, provides the executive director with a copy of the signed orientation.
- Completes probationary reports after the new hire worked 1 and 2 months to assess continued suitability.
- Prior to completion of the trial period completes an evaluation with the person confirming employment suitability.

5. The executive director or designate takes copies of the information from the orientation package, creates an employee file and gives the file to the finance manager to update the payroll information and review.

6. The finance manager returns the file to the appropriate service area where they are maintained, either 123 Franklyn Road or 1216 St. Paul Street.

**Management and/or Exempt**

1. The executive director:

- Corresponds with applicants by email to determine suitability.
- Schedules and completes the initial interview.
- Has the applicant sign two Employment Reference forms authorizing reference checks to be completed.
- Checks the applicant's references.
- Notifies the Board of Directors.
- Completes the orientation.
- Completes probationary reports after 1, 2, 3, 4 and 5 months of employment to assess continued suitability.
- Prior to completion of the trial period, completes an evaluation confirming employment suitability.

2. When a second interview is required, the interview is conducted with a board member and/or an individual who receives services from Pathways Abilities Society. The interviewers tell the applicants that if they not contacted within a week they were not the successful candidate.

3. When a new Executive Director needs to be hired, the board of directors determines the hiring process.