

Staffing action for:	<i>Name of position</i>
-----------------------------	-------------------------

Before you recruit

- Review the organization's recruitment and selection policy and/or practices
- Review the strategic and operational plans to determine if the position should be filled
- Confirm that funding exists to recruit for and staff the position
- Obtain the necessary approvals to staff the position
- Develop a job description if the position is new
- Review and update the job description for an existing position
- Decide on the type of employment (full-time; part-time; permanent; contract; short-term; etc)
- Identify constraints that will have an impact on the staffing process (need someone soon; specialized skills; supply/demand, etc)

Establish the recruitment and selection criteria

- Develop recruitment and selection criteria based on the job description
- Establish the minimum qualification for the position
- Review all recruitment and selection criteria to ensure they are job-related and measurable
- Ensure that all recruitment and selection criteria comply with Human Rights Legislation

Recruitment process

- Determine the best method for recruiting for the position
- Draft the job announcement using the job description, minimum qualifications and selection criteria
- Include the following in the job announcement:
 - Application deadline
 - Request for references
 - Start date
 - Salary range
 - Contact information
 - Format for submission
- Ensure that the job announcement complies with Human Rights Legislation

Selection process

Before the interview

- Plan the interview process:
 - Number of rounds of interviews
 - Number of interviewers
 - Length of the interview
 - Location of the interview

Provided for reference only.
Always consult current legislation in your jurisdiction to create policies and procedures for your organization.

- Date of the interviews
 - Any materials the candidate should bring to the interview
- Ask colleagues to sit on the interview panel
- Give the interview panel the logistical information about the interviews
- Develop the interview questions
- Prepare an interview rating guide
- Develop a reference check guide
- Prepare a reference release form
- Ensure that the interview questions, reference questions and other selection criteria comply with Human Rights Legislation
- Prescreen applications using the selection criteria
- Set up the interviews with the selected candidates
- Forward the applications of those candidates being interviewed to the interview panel
- Forward the interview questions and interview rating guide to the interview panel
- Meet with the interview panel to brief them on the interview process

Conduct the interview

- Review the candidate's application before each interview
- Welcome the candidate to the interview
- Introduce the interview panel
- Explain the interview process
- Rate the candidate's responses to the questions
- Give the candidate an opportunity to ask questions
- Close the interview by explaining the next step and thanking the candidate for coming to the interview
- Ensure that the discussion and the note taking during the interview complies with Human Rights Legislation

After the interview

- Finalize your interview notes

Select the right candidate

- Use other selection methods as appropriate
- Telephone the references
- Use the reference checking guide to document the conversation
- Ensure that the discussion and the note taking during the reference check complies with Human Rights Legislation

Conclude the staffing process

- Make your decision and review it
- Make a verbal offer of the position to the selected candidate
- Follow-up the verbal offer in writing
- Prepare the job contract and have it signed before the new staff member starts work
- Send out rejection letters to the other candidates that were interviewed
- Set up a competition file
- Complete the paperwork necessary for the new staff member to start work

A national organization agreed to post this policy on www.hrcouncil.ca as part of the HR Toolkit. Sample policies are provided for reference only. Always consult current legislation in your jurisdiction to create policies and procedures for your organization

Provided for reference only.
Always consult current legislation in your jurisdiction to create policies and procedures for your organization.