



POLICY

POLICY STATEMENT

The goal of the City is to attract and hire the best qualified candidates for position vacancies so that the City can effectively provide services and programs to build and support a prosperous, growing and sustainable community.

It is with this principle in mind that the City will:

1. Conduct fulsome candidate searches, both internal to the City and external, that are in keeping with the applicable Ontario legislation and identify candidates who embrace our mission, vision and corporate values;
2. Conduct assessments on candidates qualifications and experience inclusive of knowledge, skills and abilities;
3. Utilize reliable and valid measurements during the selection process to ensure the assessment is reflective of the candidate's knowledge, skills and abilities as it relates to the position;
4. Establish required conditions as required, associated with job offers in keeping with the position which include but are not limited to the following:
 - a. Medical exam;
 - b. Police records check;
 - c. Credential requirements and/or proof of same;
5. Establish methods to recognize experience, specifically through the Education Equivalency Procedure;
6. Provide accommodation, upon request, to candidates that take into account the individual's unique accessibility needs;
7. Conduct reference checks on all new employees to the City to verify employment history and to assess suitability for employment;
8. Ensure that employees fulfill all conditions of employment that were outlined in the employment offer documentation; and
9. Recognize recruitment related parameters within collective bargaining agreements.

SCOPE

- a. This policy applies to all candidates and staff that participate in the recruitment and selection process for all position vacancies at the City.
- b. Employees covered by a collective agreement are subject to the terms and conditions in their respective collective agreements.



POLICY

PURPOSE

The purpose of the policy and related documents is to outline the terms, conditions and parameters for the recruitment and selection process to set a consistent and equitable standard. This will assist in ensuring a qualified talent pool equipped to support the City's current and future business needs.

REFERENCES AND RELATED DOCUMENTS

- a. Anti-Nepotism Procedure
- b. Complex Recruitment Procedure
- c. Development Status Procedure
- d. Education Equivalency Procedure
- e. Employee Orientation Procedure
- f. Employment Assessments Procedure
- g. Police Record Check Procedure
- h. Pre-employment Medical Evaluation Procedure
- i. Probationary Period Procedure
- j. Recruitment and Selection Procedure
- k. Reference Checks Procedure
- l. Senior Leadership Recruitment Procedure
- m. Trial Period Procedure
- n. BPFPA Collective Agreement
- o. CUPE Local 2380 Collective Agreement
- p. *Accessibility for Ontarians with Disabilities Act*
- q. *Ontario Human Rights Code*
- r. *Employment Standards Act*

DEFINITIONS

Internal Candidate: An internal candidate is considered to be an individual who is currently employed by the City who wishes to be considered for different employment. This does not include employees of the Barrie Library, Barrie Police or the Downtown Barrie Business Association (BIA).

External Candidate: an external candidate is considered to be an individual who is not currently employed by the City who wishes to be considered for employment.

Accommodation: when used in the context of hiring, it shall mean a change, adaptation or adjustment made to the recruitment and selection process to ensure equal access to employment opportunities. This can include such things as providing extra time to a candidate in testing or allowing the use of an assistive device.