




POLICY

SECTION:	Personnel	NUMBER:	PER 02
APPROVED:	Chief Executive Officer	ORIGINAL:	December 2008
		REVIEWED/REVISED:	December 2014

RECRUITMENT AND SELECTION

Nipigon District Memorial Hospital strives to attract the most qualified individuals to ensure the attainment of its strategic priorities. The purpose of this Recruitment and Selection policy is to ensure a timely, equitable and effective employee recruitment and selection process that complies with relevant employment legislation and applicable collective agreements. The recruitment and selection process must be transparent, impartial and applied consistently.

The Hospital is also committed to promoting equal opportunities and providing an inclusive place of employment. Accordingly, the Hospital aims through its recruitment and selection practices to ensure its workplace reflects the diversity of the communities it serves.

This policy applies to the recruitment and selection of all full time, part time and casual employees. This policy does not apply to the procurement of contractor and consultant services.

DEFINITION

- applicant - an individual who has applied for employment with Nipigon Hospital.
- candidate - an applicant who has been selected for the interview process.
- conflict of interest - a situation in which an employee engages in activities or has any person interests which might harm, or even have the appearance of harming, the interests, obligations or duties of Nipigon Hospital or one of its employees.
- vacancy - an open position created through the departure of an employee or development of a new position, for which approval to fill has been granted by Senior Management.

Recruitment and selection shall be proactive and founded on the vision, mission and values of the Hospital.

RESPONSIBILITIES

Senior Management is responsible for the interpretation of this policy, its application and compliance with applicable provincial and federal legislation, Hospital policies and procedures, collective agreements and terms of employment.

Senior Management

- maintains best practices in recruitment and selection
- works collectively to recruit and select highly qualified employees
- consults with department heads as required
- makes the final decision regarding selection of a candidate
- is accountable to the Hospital for hiring decisions

ACCESSIBILITY

The Hospital will support applicants/candidates who have self identified as having a disability, through each stage of the recruitment and selection process.

Job postings will include communication regarding the Hospital's commitment to providing individual accommodation.

Job assessment and selection materials and procedures, including application form, testing materials and interviews, will be made available in accessible formats and methods for those applicants who have self identified a need and requested accommodation.

Where the successful candidate has a disability, an individual accommodation plan will be developed to support them in undertaking their new role.

Information related to accommodation needs will be held in the strictest of confidence.

CONFIDENTIALITY

Applicant information and discussions/decisions during the recruitment and selection process are to be held in the strictest of confidence. All documentation relating to recruitment and selection must be treated with confidentiality in accordance with the Hospital's policies/procedures and relevant legislation.

CONFLICT OF INTEREST

A conflict of interest exists when the duties and responsibilities of an employee are or potentially could be compromised by his or her personal and private interests.

EQUITY

No applicant shall be discriminated against in any way on the basis of race, national or ethnic origin, color, religion, age, gender, sexual orientation, marital or family status, or disability.

Nipigon District Memorial Hospital is an equal opportunity employer.

GENERAL REQUIREMENTS

To be considered for employment, an applicant will meet the following general requirements. He/she will:

- Be a Canadian citizen or landed immigrant, or possess an employment visa or other authorization to work in Canada if not a Canadian citizen or landed immigrant
- Be required to produce a Social Insurance Number issued by the Canada Employment and Immigration Commission
- Provide a Vulnerable Sector Check
- Provide validation of credentials