

Town of Wabush

SECTION: Finance & Administration

Amended

POLICY: Recruitment and Hiring Policy

Purpose:

To establish a standard procedure for hiring of employees for the Town of Wabush. The objective is to hire the most qualified and suitable candidate for all vacant positions which need to be filled.

Policy:

The following procedure shall be followed with respect to interviewing and hiring applicants for jobs/positions in the various levels and/or departments:

- 1) All vacancies will be advertised locally. If required, advertising will be done at the Provincial and National level if necessary. Exceptions to this policy may only be made in an emergency situation and then only on a temporary basis.
- 2) If the Town has already gone through the recruitment process and a vacancy occurs within a 6-to-12-month period, the Town **may** review to previous applicants to fill the vacancy.
- 3) A committee of Council and the Town Manager or their designate shall interview for the positions of Town Manager/CAO, Town Clerk, Department Heads, Municipal Officer and other senior positions. The Fire Chief & Assistant Fire Chief will interview and select applicants for the firefighters. The Fire Chief shall inform Council of the candidate(s) selected for approval.
- 4) The immediate supervisor, the appropriate department heads, and the Town Manager/CAO or their designate, shall interview for all other positions to be filled.
- 5) The final selection and appointment of Town Manager/CAO, Town Clerk and all Department Heads shall be the responsibility of the Council.
- 6) Preference shall be given to candidates who possess all the necessary qualifications to fill the position.
- 7) Notification shall be sent to all unsuccessful candidates thanking them for their interest in seeking employment with the Town.
- 8) Any new hires and employees working directly with children, seniors and/or money will be required to have a Code of Conduct and/or Criminal Record and Vulnerable Sector Check completed prior to commencing employment. Applications can be obtained at the Royal Newfoundland Constabulary and fees associated will be reimbursed by the Town.

The final selection and appointment of all other town employees shall be the responsibility of Management. All previous policies will be repealed.

Meeting #: 22-10

Date Approved: October 20, 2022

Mayor: [Signature]

Town Clerk: Kathy Bolger

TOWN OF
SEPTEMBER 15, 2022
193