



Policy Name:  <p style="text-align: center;"><b>HIRING PROCEDURES</b></p>	Policy Number:  <p style="text-align: center;"><b>1007</b></p>
Approved By: <p style="text-align: center;">Executive Team</p>	Effective Date: <p style="text-align: center;"><b>SEPTEMBER 1, 1996</b></p>
Reason for Revision: <span style="float: right;">Click on item below and select item from list.</span>  <p style="text-align: center;"><b>CONTENT- Enter BELOW Reason for change Ex: Combined Policy ## and ##.</b></p> <p style="text-align: center;">New format being used Removed Contractors</p>	Date Revised: <p style="text-align: center;"><b>October 14, 2020</b></p>  Next Date for Review: <p style="text-align: center;"><b>October 14, 2023</b></p>
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## Policy

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Hiring of employees at Agapé Hospice will be conducted by the supervisor of the hiring department in collaboration with either a representative from Employee Relations or an out of scope manager.

## Procedure

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1. When a vacancy occurs for a position within the bargaining unit, the position will be posted in accordance with the collective agreement.
2. Applicants who meet the required qualifications and experience will be contacted to arrange for an interview. Where possible, two individuals will be present for employee interviews – generally the manager of the hiring department and either a representative from Employee Relations or an out of scope manager.
3. The interviewer package will include: applicant's résumé, interview tool, authorization for reference check, and position description.
4. The successful candidate will be contacted by manager of the hiring department who will make an offer of employment. If the offer of employment is accepted, the manager will arrange orientation dates and obtain information needed to complete the required documentation. **Criminal Record Check must be completed prior to first day worked.** The letter of offer, forwarded by Employee Relations, will include the following information:
  - a. Start Date
  - b. Position (i.e. Registered Nurse)
  - c. Status - permanent or temporary Full Time/Part Time; Casual
  - d. Length of Assignment if temporary
  - e. Hourly Rate of Pay and Step
  - f. Benefits eligibility
  - g. Manager
5. All other candidates will be notified in writing or by telephone once the position has been



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filled.

6. The Employee Relations & Support Services manager in collaboration with the Executive Director will establish a Selection Committee for the purpose of interviewing and selecting replacements for the Executive Team. The Executive Director will be appointed through the official process established by The Salvation Army.