

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: HIRING PRACTICE**

**Applies to:** All Personnel

#### **Effective/Revision Date:**

1993  
April 28, 2003  
January 26, 2004  
April 19, 2004  
November 22, 2004  
February 21, 2005  
May 30, 2005  
April 13, 2010  
September 12, 2011  
January 25, 2013  
January 26, 2015  
February 26, 2018  
March 25, 2019  
November 23, 2020

#### **Advertising**

1. Post employment opportunities on Castanet, Work BC and Indeed and Pathway's websites.
2. Email job posting to the local colleges and post-secondary institutions that train people in the field.
3. Applicants are to email the human resources manager or designate their resumes.

#### **Resumes**

The human resource manager or designate:

- Reviews the resume to determine if the person's qualifications meet the society's policies.
- Inputs the pertinent information in the Resume and Applicants ShareVision list.
- Ensures the resume is retained for one year and destroys the resume in compliance with policy upon completion of the year.

#### **External Hiring**

1. When staff is required, contact the human resource manager or their designate. They review the resumes on file, and if there are no suitable applicants, places advertisements.
2. The human resource manager or designate:
  - Corresponds with applicants by email to determine suitability
  - Schedules and completes the initial Zoom interview, telling the applicant there may be a shadow shift in the applicant's service area(s)

3. If the interview is successful the human resource manager or designate:

- Schedules the shadow shift(s).
- Directs the person to bring a voided cheque or banking information to the shadow shift.
- Requests they send two references via email, confirming they agree to have the references contacted.
- Tells the applicant to contact the human resource manager upon completion of the shadow shift, letting them know the results and if they are still interested in employment.
- Notifies the respective supervisor or supervisors.
- Prepares the file documents the applicant needs complete at the shadow shift (Confidentiality Statement and provincial and federal TD 1's) and ensures the information is available to complete at their first shadow shift.

4. Upon completion of the shadow shift:

- The human resource manager gives the completed file documents and banking information to the executive director or designate, identifying the number of hours worked.
- The executive director or designate enters the information into PayWorks.
- The executive director gives the file documents to the finance manager to review.
- The finance manager ensures the information is entered accurately and then gives the file to the human resources manager.

5. If the shadow shift was successful, the human resource manager:

- Checks the applicant's reference.
- If the references are positive hires the person.
- Determines in consultation with the supervisors and the manager of the new hire's orientation schedule.
- Contacts the new hire and informs them outlining their orientation schedule.
- Updates the Resume and Applicants ShareVision list.
- Moves the new employee's email file to the correct outlook folder.

6. If the shadow shift was not successful and/or the person is not interested, the human resource manager:

- Notifies the applicant.
- Gives the applicant's file documents to the executive director for filing.
- Updates the Resume and Applicants ShareVision list.
- Moves the applicant's email file to the correct outlook folder.

7. The human resources manager and supervisor or other manager:

- Completes the orientation.
- Provides the human resources manager with a copyies of the signed orientations.
- Completes probationary reports after the new hire worked 1 and 2 months to assess continued suitability.
- Prior to completion of the probation period, completes an evaluation with the person confirming employment suitability.
- Probationary employees deemed not suitable are referred to the human resources manager and executive director.

8. Where the employee is classified as a supervisor or professional, the manager or executive director:

- Completes the orientation.
- Upon completion of the orientation, provides the executive director with a copy of the signed orientation.
- Completes probationary reports after 1, 2, 3, 4 and 5 months of employment to assess continued employment suitability.

9. The human resources manager gathers and follow-up on all pre-employment documentation and requirements.

### **Internal-Bargaining Unit**

1. When a vacancy occurs, or a new position is created inside the bargaining unit, the human resource manager posts notices of the position in the employer's offices and on all area bulletin boards for a minimum of seven (7) days.

2. Applicants are required to complete a written interview in order to determine if they possess the necessary qualifications and abilities to fulfill the job requirements.

3. Management endeavors to notify internal applicants of the status of their applications prior to announcing the successful applicant. Applicants are notified within seven (7) days of the date of the appointment to the vacant position, the name of the successful applicant.

4. During the trial period, the supervisor or manager:

- Completes the orientation.
- Upon completion of the orientation provides the human resource manager with a copy of the signed job description and orientation.
- Completes probationary reports after the appointee worked 1 and 2 months unless the appointment is to a supervisor or professional position then after 1, 2, 3, 4 and 5 months to assess continued employment suitability.
- Prior to completion of the trial period, completes an evaluation confirming employment suitability.

5. Employees deemed not suitable will be referred to the human resource manager and executive director.

### **Individualized Funding (IF)**

1. When a vacancy occurs or a new position created inside the bargaining unit with IF funding, the human resource manager posts notices of the position in the employer's offices and on all area bulletin boards for a minimum of seven (7) days.

2. The supervisor or manager determines if the person and or their support network wants to be involved in the hiring process.

3. The human resource manager arranges for interested applicants to complete an IF application.

4. If applicable:

- Copies of the completed application are given to the IF contractor.
- If the position was posted externally, resumes collected are given to the IF contractor.
- The IF contractor establishes the interview format and interviews the applicants to determine which applicant possesses the necessary qualifications and abilities to fulfill the job requirements.

5. Management endeavors to notify internal applicants of the status of their applications prior to announcing the successful applicant. Applicants are notified within seven (7) days of the date of the appointment to the vacant position, the name of the successful applicant.

6. During the trial period, the IF contractor and/or supervisor or manager:

- Completes the orientation.
- Upon completion of the orientation, provides the human resource manager with a copy of the signed job description and orientation.
- Completes probationary reports after the appointee worked 1 and 2 months to assess continued employment suitability.
- Prior to completion of the trial period, completes an evaluation confirming employment suitability.

7. Employees deemed not suitable will be referred to the human resource manager and executive director.

### **Contract Employees/ People with Diverse-Abilities**

1. When a vacancy occurs, or a position is required, notify the human resource manager.

2. The human resource manager, in consultation with the area supervisor or manager, determines if there are internal applicants who can fill the position.

3. If there are no internal applicants, the manager or supervisor contacts CLBC or Work BC.

4. The supervisor or manager or designate:

- Schedules and completes the initial interview.
- Has the applicant sign two Employment Reference forms authorizing reference checks for completion, if applicable.
- Checks the applicant's references, if applicable.
- Contacts the applicant to inform them that either they were not suitable or they are hired and notifies them of their orientation schedule.
- Completes the person's letter of hire and sends it in an email to the executive director or designate identifying the corresponding job description, orientation checklist and evaluation that needs to be included in the person's orientation package.
- Reviews the orientation package with the person and **then signs** all relevant documents and returns to the completed forms to the executive director or designate.
- Completes the orientation.
- Upon completion of the orientation, provides the executive director with a copy of the signed orientation.

- Completes probationary reports after the new hire worked 1 and 2 months to assess continued suitability.
- Prior to completion of the trial period, completes an evaluation with the person confirming employment suitability.

5. The executive director or designate takes copies of the information from the orientation package, creates an employee file and gives the file to the finance manager to update the payroll information and review.

6. The finance manager returns the file to the appropriate service area where they are maintained, either 123 Franklyn Road or 1216 St. Paul Street.

### **Management and/or Exempt**

1. The executive director or designate:

- Corresponds with applicants by email to determine suitability.
- Schedules and completes the initial interview.
- Has the applicant authorize two reference checks.
- Checks the applicant's references.
- Notifies the Board of Directors.
- Completes the orientation.
- Completes probationary reports after 1, 2, 3, 4 and 5 months of employment to assess continued suitability.
- Prior to completion of the trial period, completes an evaluation confirming employment suitability.

2. When a second interview is required, the interview is conducted with a board member and/or an individual who receives services from Pathways Abilities Society. The interviewers tell the applicants that if they were not contacted within a week, they were not the successful candidate.

3. When a new Executive Director needs to be hired, the board of directors determines the hiring process.