

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: HIRING PRACTICE**

**Applies to:** All Personnel

Original Approval Date: 1993

Date Approved: September 25, 2023

Replaces Procedure Dated: September 12, 2022

#### **Advertizing**

The People and Culture Manager or designate:

- Posts employment opportunities on various hiring platforms such as, Indeed, Castanet and the National Job Bank.
- Emails job posting to the local colleges and post-secondary institutions that train people in the field.

#### **Resumes and Corresponding with Applicants**

The People and Culture Manager or designate:

- Checks the Resume and Applicant list in ShareVision to determine if the applicant has previously applied or worked at Pathways.
- Reviews resumes to determine if the person's qualifications meet the society's policies and if so, saves the resume to the folder Management/ Employee Employment Information/ Resume file.
- Creates an email folder in their inbox under "Active Applicants" for the applicant (the applicant's first name and last).
- Corresponds with prospective employees.
- Updates the applicants email folder with the correspondence and the ShareVision Resume and Applicants list.
- Ensures the resume is retained for one year and destroys the resume in compliance with policy upon completion of the year.

#### **Hiring**

The People and Culture Manager or designate consults with supervisor and/or manager to determine the needs of the position. If the vacant position relates to individualized funding, determines the type of involvement the person and/or their support networks wants to have in the hiring process.

#### **External Hiring**

1. When staff are required, contact the People and Culture Manager or their designate. They place advertizements.
2. The People and Culture Manager or designate:
  - Corresponds with applicants as outlined above to determine suitability.
  - Schedules and completes the initial interview, telling the applicant there may be a shadow shift in the applicable service area(s).

3. If the interview is successful the People and Culture Manager or designate:
  - If it is feasible to schedule the shadow shift during the online interview, the People and Culture Manager may book at this time.
  - Schedules or confirms the shadow shift via email and includes the relevant Shadow Shift Overview document and the relevant supervisor, manager and/ or senior support worker. Directs the person to bring a voided cheque or banking information along with proof of COVID vaccination.
  - Tells the applicant to contact the People and Culture Manager upon completion of the shadow shift, letting them know the results and if they are still interested in employment.
  - Updates the applicants email folder with the correspondence and the ShareVision Resume and Applicants list.
4. The relevant senior support worker, supervisor and/or manager or designate:
  - Prepares the shadow shift documents (Confidentiality form, applicable tax forms and Shadow Shift Checklist) and completes them with the applicant at the start of the shadow shift. They obtain a copy of their vaccination.
5. Upon completion of the shadow shift the relevant senior support worker, supervisor and/or manager gives the completed documents and banking information to the executive director or designate, identifying the date and number of hours worked.
6. The executive director or designate:
  - Determine if we are potentially proceeding with employment and if so, enters the information into PayWorks. If not, completes and submits a cheque request for the hours worked.
  - Gives the file documents or cheque request to the finance manager to review.
7. The finance manager ensures the information is entered accurately and gives the file to the People and Culture Manager. In the case of Leadership staff, the file is given to the executive director.
8. If the shadow shift was successful, the People and Culture Manager:
  - Requests they send two references via email, confirming they agree to have the references contacted and checks the applicant's references verbally.
  - If the references are positive, hires the person.
  - Determines, in consultation with the executive director, supervisors, senior support workers and managers, the new hire's orientation schedule.
  - Contacts the new hire and informs them, outlining their orientation schedule, identifying what they are to bring to the orientation including the pre-employment information, and includes the executive director, supervisors, senior support workers and managers in the correspondence.
  - Updates the applicant in the ShareVision Resume and Applicants list.
  - Moves the new employee's email file to the correct Outlook folder.
9. If the shadow shift was not successful and/or the person is not interested, the People and Culture Manager:
  - Notifies the applicant.
  - Updates the ShareVision Resume and Applicants list.
  - Moves the applicant's email file to the correct outlook folder.

10. The supervisor or manager:

- 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 People and Culture Manager and executive director.

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

- Completes probationary reports after 1, 2, 3, 4 and 5 months of employment to assess continued employment suitability.
- Prior to completion of the probation period, completes an evaluation with the person confirming employment suitability.

12. The People and Culture Manager gathers and follows-up on all pre-employment documentation and requirements and sends out an updated list of employee file requirements to Supervisors, Managers, and Senior Support Workers weekly.

### **Internal-Bargaining Unit**

1. When a vacancy occurs, or a new position is created inside the bargaining unit, the People and Culture Manager or designate posts notices of the position on the Employee Services page of ShareVision for a minimum of seven (7) days.

2. After 7 days and the posting closes:

- All applicants are contacted and arrangements made for them to collectively come in and complete a one-hour application document.
- If there is only one applicant, determines if they are suitable and have completed all preemployment requirements. If they are, they are appointed to the position by acclimation.

3. The application document is reviewed by the People and Culture Manager and one other member of the leadership team. The successful applicant is determined as outlined in the most recent collective agreement.

4. 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.

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

- Completes the area orientation.
- Upon completion of the orientation provides the People and Culture Manager with a copy of the signed job description and orientation documents.
- If the new position is in another service area or is a different classification than the previously worked shift line the Supervisor or Manager 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.

6. Employees deemed not suitable will be referred to the People and Culture Manager and executive director.

### **Social Ventures Contract Employees: People with Diverse-Abilities**

1. When a vacancy occurs, or a position is required, the employment manager is notified by the support staff working in social ventures.

2. The employment manager, in consultation with the employment developers, determines if there are internal applicants who can fill the position.

3. If there are no internal applicants, the employment manager:

- Contacts CLBC and/ or Work BC.
- Schedules and completes the initial interview and shadow shift with the candidate.
- 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.

4. The employment developer:

- Reviews the orientation package with the person and signs all relevant documents and returns the completed forms to the employment manager.
- Completes the orientation and provides the employment manager with a copy of the signed orientation.

5. The employment manager:

- 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.
- Takes copies of the information from the orientation package, creates an employee file which is held at 1216 S.t Paul Street.
- Gives the completed file documents and banking information to the executive director or designate, identifying the number of hours worked.

6. The executive director or designate:

- Enters the information into PayWorks.
- Gives the file documents to the finance manager to review.

7. The finance manager ensures the information is entered accurately and then gives the file to the People and Culture Manager.

### **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 another manager. 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.