

**TOWN OF MIDDLETON
CODE D - PERSONNEL**

Subject: Hiring - Recruitment Process

Number: 2.2

Coverage: Staff & Council

Approved by: Council & CAO

Effective Date : February 4, 2002

Revision Date: October 2, 2006

Rationale

The following policy establishes a process of advertisement and competition to find the most qualified candidate for vacancies that arise. Encouraging training and offering promotions to qualified employees contributes to an engaged and motivated workforce, while implementing thorough and consistent guidelines for recruiting, increases the range of qualified candidates attracted to the position. These measure help maintain an excellent municipal staff.

Policy Statement

1.0 Internal hiring

- 1.1) The Town will fill job vacancies by the promotion of qualified employees within the organization prior to conducting external competitions whenever possible.
- 1.2) Employees are encouraged to obtain the necessary skills, training, education and professional registration in order to be eligible candidates for promotions.
- 1.3) Employees who request a transfer within a department or to another department will be given consideration.
- 1.4) Where the above mentioned qualification factors are considered equal among two or more employees being considered for a vacant position, the determining factor may be based on seniority.

2.0 External Hiring

- 2.1) External advertising will be used when no qualified applicant is available through the promotion process.
- 2.2) The Chief Administrative Officer will be responsible for coordinating the advertisement of vacancies which should include:
 - a) responsibilities and requirements;
 - b) working conditions;
 - c) related conditions of employment;
 - d) opportunities for development;
 - e) level of compensation where applicable;
 - f) specific requirements necessary and recommended for all applicants.

3.0 Casual Positions

- 3.1) A minimum of 2 applicants must be interviewed for one-time casual and grant positions.
- 3.2) The previous requirement may be waived if, after appropriate advertising of the position, there are insufficient applicants.
- 3.3) Communications and reference checks may be done on a verbally, however notation of actions taken must be recorded on the applicants' file/resume.

4.0 Executive Hiring Consultants

- 4.1) The Town recognizes that it may occasionally be necessary to rely on the services of outside management consultants to assist in the identification and referral of candidates for senior positions or professional and technical positions.
- 4.2) The use of consultants will be subject to review and approval of the town Council. The Chief Administrative Officer will be responsible for coordinating the selection and retention of outside consultants and for liaising with them during the selection process.

Previous Policies

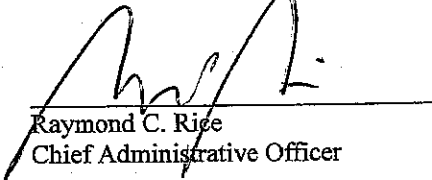
The previous policy 9/18 "Recruitment Process" approved by Council on February 4, 2002 is hereby amended.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 2nd day of October, 2006.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this

5th day of March, 2007


Raymond C. Rice
Chief Administrative Officer