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| <b>TOWN OF MIDDLETON<br/>CODE D - PERSONNEL</b> |  |
| <b>Subject: Hiring - Selection Process</b>      | <b>Number: 2.3</b>   |
| <b>Coverage: Staff &amp; Council</b>            | <b>Approved by: Council &amp; CAO</b>                      |
| <b>Effective Date : February 4, 2002</b>        | <b>Revision Date: October 2, 2006<br/>February 5, 2007</b> |

**Rationale**

The following policy establishes a selection process to ensure that candidates undergo uniform and thorough selection procedures for each position, resulting in the merit-based selection of candidates.

**Policy Statement**

**1.0) General**

- 1.1) Selection shall be based upon the results of a review of the job requirements compared to the information supplied by the applicants, interview results, reference checks and a pre-placement examination if such an examination is determined necessary for the position being filled.
- 1.2) While reviewing the candidates, those making the selection will make certain to consider the following factors:
  - a) job-related experience,
  - b) personal suitability,
  - c) educational qualifications including professional certification and training,
  - d) personal development factors,
  - e) communication skills,
  - f) other performance related or ability factors.

**2.0) Equal Opportunity**

- 2.1) The Town recognizes the inherent dignity and the equal and inalienable rights of all persons, and is committed to providing equal opportunity of employment as laid out in sections 5 and 6 of the *Human Rights Act*.

**3.0) Pre-Screening Process**

- 3.1) Prior to selecting candidates for the interview process those responsible for selection shall:
  - a) review all applications, resumes, and other information received from each applicant,
  - b) review the job description for the vacant position,
  - c) evaluate each application against the requirements of the job,
  - d) based on the comparative review, select three to five candidates to be interviewed, where the number of applicants is sufficient.

#### 4.0) Interview

- 4.1) An interview package will be prepared by the appropriate department head consisting of the following:
  - a) copies of short-listed applicants' resumes and other pertinent application information,
  - b) a list of standard interview questions,
  - c) Job description for the vacant position.
  - d) The interview of applicants for the position of Chief Administrative Officer shall be carried out by a Committee of Town Council. The incumbent CAO or outside resources may participate, if approved by Council.
- 4.2) The interview of applicants for Department Head positions shall be carried out by the CAO, a Committee of Council and any other resource person(s) required who are not in a conflict of interest position.
- 4.3) The interview of applicants for permanent full time, and permanent part time positions shall be carried out by the CAO, the appropriate Department Head and any other resource person(s) required who are not in a conflict of interest position.
- 4.4) All other positions shall be interviewed by the immediate supervisor and/or Department Head and one other resource person who is not in a conflict of interest position.

#### 5.0) Reference Check

- 5.1) Reference checks must be undertaken on all new and prospective employees with the Town and will be made prior to any formal offer of employment.
- 5.2) Reference checks may be made :
  - a) by phone, providing flexibility and opportunity for in-depth questioning.
  - b) by requesting letters of reference from the applicant.
- 5.3) Evidence and results of completed reference checks shall be retained in the applicants file.

#### ***Previous Policies***

The previous policy 9/17 "Selection Process" approved by Council on February 4, 2002 is hereby amended.

The previous policy 9/20 "Candidate interviews" approved by Council on February 4, 2002 is hereby amended.

The previous policy 9/21 "Reference Checks" approved by Council on February 4, 2002 is hereby amended.

The previous policy 9/19 "Pre-Screening Process" approved by Council on February 4, 2002 is hereby amended.

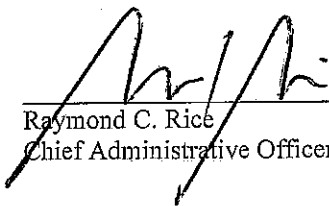
**References**

Province of Nova Scotia, *Human Rights Act*.

**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 5<sup>th</sup> day of February, 2007.

**GIVEN** under the hand of the CAO and under the seal of the Town of Middleton this 5<sup>th</sup> day of March, 2007

  
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Raymond C. Rice  
Chief Administrative Officer