

**TOWN OF MIDDLETON
CODE D - PERSONNEL**

Subject: Hiring - Communication with Applicants

Number: 2.4

Coverage: Staff & Council

Approved by: Council & CAO

Effective Date : February 4, 2002

Revision Date: October 2, 2006

Rationale

The following policy establishes guidelines to ensure that all applicants involved in competitions are informed as to the status of their application at the earliest possible date following the closing of the competition.

Policy Statement

- 1) Candidates who are sufficiently qualified to be interviewed will be contacted by telephone and/or in writing to establish the date and location of the interview.
- 2) The successful candidate(s) will be advised first by telephone, and subsequently in writing, of an offer of employment.
- 3) Unsuccessful candidates who are initially interviewed but will not be further considered will be advised of their status in writing as soon as possible.
- 4) Unsuccessful candidates who completed a second interview will be advised of their status in writing as soon as the successful candidate has confirmed acceptance of the position.

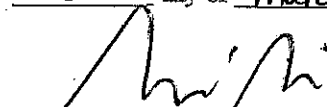
Previous Policies

The previous policy 9/22 "Communication with Applicants" 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