

	POLICIES & PROCEDURES MANUAL
SECTION 4 – HUMAN RESOURCES POLICY #HR-B2	SUBJECT: Hiring, Interviewing & Promotion Process
APPROVED:  <hr/> Executive Director	DATE APPROVED: February 1997 DATE REVISED: February 2003, July 2009, February 2011 March 2014, February 2017 January 16, 2020, August 25, 2023

POLICY STATEMENT

This policy provides for a consistent and systematic process by which new employees are assessed for employment with Community Living Prince Edward, and existing employees are evaluated for promotion, based on ensuring that the “Mission, Goal and Vision” of the organization is maintained.

CLPE is committed to developing inclusive, barrier-free selection and appointment processes and work environments. If contacted about this process, please advise Human Resources of your need for accommodation measures which must be taken to enable you to be assessed fairly and equitably.

PROCEDURE

1. All prospective new employees will be required to complete a standardized application form.
2. All applications will be screened for compliance with the posted or advertised requirements.
3. Applicants, who do not meet such requirements, will not be interviewed, except where, in the sole discretion of Community Living Prince Edward, such an interview is advisable. Community Living Prince Edward may, prior to deciding whether to grant an interview, request further information or clarification of the information submitted from the applicant.
4. Community Living Prince Edward shall complete its consideration of all internal applicants for the position(s) in question, before interviewing any external applicants for the same position(s).

5. For new hires, Community Living Prince Edward's Interview Team shall consist of the Director - Human Resources and/or the Director - Supports and Services as designee, the Manager and/or designate of the area to which the position relates and a person who receives services.
6. For internal postings or promotions, CLPE's Interview Team shall consist of the Director - Human Resources and/or the Director - Supports and Services as designee, the Manager and/or designate of the area to which the position relates. People we support will be represented in the interview by including the *"Preference Profile"* as part of the process. The profile will be updated annually or as needed.
7. Prior to interviewing the applicants, the Interview Team shall:
 - ❖ determine the competencies for the position;
 - ❖ determine the weighting of those competencies (for the hiring process only);
 - ❖ in the case of an internal applicant, familiarize itself with the applicant's background and performance with Community Living Prince Edward (except where the member(s) of the Interview Team have personal knowledge of the applicant);
 - ❖ determine the questions to be asked at the interview based on the *"Preference Profile"* and the competencies identified by the posting.
 - ❖ ensure that any necessary accommodation for the candidate are considered and in place including audio, alternative language formats, physical space, etc.
8. Community Living Prince Edward may utilize other forms as is appropriate to hiring circumstances.
9. For new hires, Community Living Prince Edward will conduct a second interview at the hiring work location. The interview will require the prospective employee to be on-site a minimum of 2 hours and they will be evaluated by the location Co-ordinator and the people we support.

For internal postings or promotions, the organization may conduct a second interview of an applicant, or take other steps, to obtain all necessary information to make the hiring/promotion decision.
10. On the completion of the interviews, all applicants will be scored and assessed against the applicable factors contained in the Collective Agreement, or Community Living Prince Edward's Policies. A minimum of two reference checks shall be conducted by Community Living Prince Edward.

11. A conditional offer of employment or promotion may be made in writing to the applicant, setting out any applicable conditions such as:
- ❖ a satisfactory criminal reference check,
 - ❖ the results of a medical examination,
 - ❖ proof of insurance and valid drivers license are required. All employee drivers license is provided to the insurance company who conducts random driver abstracts throughout the year.
 - ❖ current drivers abstract.
 - ❖ the confirmation of educational credentials, and
 - ❖ the signing of any documents which reflect the applicant's obligations to Community Living Prince Edward during employment.
12. Any documents containing the applicant's obligations to Community Living Prince Edward during employment shall be signed by the applicant prior to Community Living Prince Edward extending a final offer of employment to the applicant.
13. Once all conditions applicable to the hiring or promotion of the applicant have been satisfied, the Director - Human Resources shall approve the hiring or promotion in writing, after which a final offer of employment shall be provided to the applicant in writing.

It is an expectation of all employees to adhere to this policy. Any violation of the policy may be grounds for disciplinary action up to and including termination of employment.