

TOPIC: Human Resources	SUBJECT: Hiring Procedures and Offer of Employment for External Competitions	Code: HR070
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PURPOSE: This policy will outline the procedures to be followed when hiring a successful candidate from an external competition.

After the interview process, once a candidate has been chosen, the following procedure is to be followed:

1. The Executive Director is to approve all hiring decisions before the position is offered to the candidate.
2. Once approval has been received, the candidate will be called and offered the position. They will be advised that they are required to bring in their Criminal Record Check, before remaining paperwork will be completed. They will be called to set up an appointment to sign on once the CRC has been received and approved.
4. **When the candidate accepts the position, he or she is advised that the offer is conditional pending successful completion of the training program and the following conditions of employment which must be met prior to starting agency orientation.**
 - Criminal record check (current within 6 months of start date),
 - A copy of their SIN card,
 - Accept the position in writing,
 - Meet with the Administration to complete payroll information, including direct deposit information, to sign the Conditional Offer of Employment, the Confidentiality Agreement, the Medical Requirements, the Service Provision Agreement, the Minimum Hour Requirement and the Mental and Physical Requirements of a Support Worker.
4. **The following conditions of employment must be complete prior to being scheduled for their first orientation with an individual:**
 - TB skin test results,
 - Hepatitis B vaccination begun or waiver signed,
 - Current Emergency First Aid Certificate received,
 - Copy of car insurance and a copy of their Driver's License received,
 - Copies of diplomas, degrees received,
 - Health and Safety/WHMIS Training, Non-Violent Crisis Intervention Training, Abuse Training, Philosophy/Gentle Teaching, Medication/Food Safety Training, Paperwork orientation and Quality Assurance Training. Specific training requirements may be waived subject to the approval of the Executive Director,
 - Mandatory Policy reading.

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5. Administration will advise the Manager when all conditions are met.
6. All other conditions of employment must be completed prior to the end of the probation of the individual, including all of the policy reading. It is a Manager's responsibility to ensure all conditions are met.