

TOPIC: Human Resources	SUBJECT: Hiring Procedures and Offer of Employment for Internal Competitions	Code: HR071
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		Page 1 of 1

PURPOSE: This policy will outline the procedures to be followed when hiring a successful candidate for an internal 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. Present your results and proof that all conditions of employment are current.
2. Once approval has been received, the candidate is called in for a brief second meeting or telephoned.
3. At the second meeting or phone call, the employment offer is made, offering him/her the position.
4. The candidate will:
 - (a) Accept the position in writing by signing the terms of employment when they meet with the Human Resources Officer.