

Hiring – Procedure

CATEGORY	Human Resources	NUMBER	C25(a)
SUBJECT	Hiring	DATE	O – Jan.1989 R – April 2021

1. Non-contract positions shall be advertised both internally and externally.
2. Advertisements will be posted on the Centre website, staffroom bulletin board, social media and online job bank.
3. In accordance with the Accessibility Act: All advertisements will include the following header: **The Children’s Treatment Centre of Chatham-Kent welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. All interview applicants will be provided information in the format requested.**
4. All resumes will be collected by Human Resources and reviewed by interview team. If possible, at least three successful candidates will be chosen for an interview.
5. All interviews will be Behavioral Based and will be conducted by Human Resources, reporting supervisor and another staff member. The interview process will be conducted in a fair and unbiased manner with all interviewers declaring any conflict of interest such as relationship, etc. prior to the interview. Disclosure will not necessarily preclude the interviewer from participating.
6. All interviews will be graded by interview team and candidate with the highest marks will be selected. All interview material will be kept on file for 3 months after start date of successful candidate.
 - - Contract positions of one year will be posted internally.
 - Qualified existing staff may apply, as well as prior staff who were previously on a contract and were terminated due to expiry of contract.
 - Any Centre staff person who is qualified for a position will be granted an interview.
 - If the position is not filled through internal posting it will then be advertised and open to the public.

Temporary FTE increases to existing contract positions will not be posted and will be offered to incumbents.

Mandatory professional requirements **must** be complied with at all times, with no exceptions to minimums.

Approved By:

Donna Litwin-Makey

Donna Litwin-Makey, Executive Director

Dated: April 23, 2021