

## Recruitment and Selection

## Policy No. 335

**Policy Statement:** Through effective recruitment and selection processes/practices, essential in attracting and maintaining quality and committed employees, the Archdiocese aims to provide equal employment opportunities to qualified persons based on *bona fide* occupational requirements, consistent with provincial legislation.

**Definition:** A *bona fide* occupational requirement is defined as any requirement that is reasonably necessary for the performance of a job. For example, religion could be considered a *bona fide* occupational requirement when membership in a certain religion is reasonably necessary to the performance of a job.

**Procedure:**

**Advertising/Posting of Positions:**

Prior to commencing advertising, internal and/or external, for new or existing vacant positions, approval must be obtained from the appropriate authority:

- Pastor (Parishes)
- Moderator of the Curia (PAO)
- President (Newman Theological College)
- Rector (St. Joseph Seminary)
- Facility Manager (Edmonton Catholic Cemeteries)

The pastor, department head or supervisor is responsible for developing recruitment ads and for coordinating the posting with the Office of Human Resources.

- Ads will include a designated contact for submission of the applications.
- The pastor, department head, supervisor or their designate will review applications & resumes and short-list candidates for pre-screening.

**Interviews:**

- Questions for pre-screen interviews and panel interviews are developed related to the advertised position.
- Questions to determine the personal suitability of the applicant are also to be included.
- Questions must adhere to the provincial and federal employment and other applicable legislation.

It must be indicated during the interview that the successful applicant will be required to obtain a Police Information Check (PIC) and/or Drivers Abstract (DA) prior to commencement of employment, and any formal offer of employment will be conditional upon having a clear Police Information Check (PIC) and/or Drivers Abstract (DA). Other policies identified in the “Conditions of Employment” section of the manual should also be brought to the attention of applicants.

### **Reference Checking**

- a) As part of the interview process, employment and character references are to be requested and confirmed with the applicant.
- b) Where feasible, at least three (3) references are to be obtained, preferably a minimum of two related to employment (current/past). Only those references identified by an applicant are to be contacted.
- c) Where feasible, employment references are to be obtained from an applicant's immediate supervisor and not obtained from a co-worker, colleague, friend, or relative.

**If the applicant was previously employed in a parish/diocese, it is mandatory that one of the references identified be from this source.**

- d) The person responsible for hiring will ensure that work related references are completed.
- e) The person responsible for hiring will receive a summary of the reference information, if references were completed by a designate.

### **Considerations for Selection**

- a) Employment of relatives – Prior to a hiring decision being made, a candidate related to an existing employee must disclose the familial relationship. The person(s) responsible for hiring shall discuss the matter with the appropriate authority and the Human Resources Manager.

For fair and equitable employment standards and practices, it is important that a number of factors be considered before a decision is made to hire a person who is related to a current employee of the Archdiocese. (see Appendix 335A)

- b) In special circumstances, and subject to operational requirements, positions may be filled on a temporary or permanent basis without being advertised or posted.

### **Review of the Contract of Employment**

- a) When a decision to hire a candidate is finalized, the Moderator of the Curia, or in his absence the Chancellor, signs the employment contract. (Policy 323)
- b) The person responsible for hiring makes the verbal offer and sends the following:
  - unsigned contract
  - position description
  - Code of Ethics & Accountability
  - employee group benefits summary
  - a request to obtain a police information check
  - a drivers abstract consent form as required

Note: Pastors, department heads, supervisors or their designates are encouraged to consult with the HR Manager at any stage of the recruitment process.

**Completion of Employment Competition:**

- a) Regret notice is sent to applicants who were contacted but not successful.
- b) Resumes/applications of unsuccessful applicants may be kept on file for a specified period of time, dependent upon the office practices and procedures.

**Preparation for the first week:**

- a) Using Appendix 335B New Employee Orientation Checklist as a guide, preparations are made to welcome the new hire before the start date.
- b) The supervisor is to clarify with the Human Resources Manager any questions concerning Appendix 335C Employee Information Form so that the Form will be ready for the new hire before the start date.

***Refer to Policies:***

- No. 302 Police Information Check (PIC)
- No. 323 Contract for Employment
- No. 332 Personnel Files

***Refer to Appendices:***

- 323A Contract for Employment – With Benefits
- 323B Contract for Employment – Without Benefits
- 335A Employment of Relatives
- 335B New Employee Orientation Checklist
- 335C Employee Information Form
- 335D Drivers Abstract Consent form