

Research St. Joseph's – Hamilton (RSJ-H)		Pages 1 of 7	Number 060-RSJ-H
Policy Title Recruitment, Selection and Employment		Date 23 March 2017	
Supersedes New policy	Cross Reference	Issuing Authority RSJ-H Scientific Director	
<input checked="" type="checkbox"/> Charlton Campus	<input checked="" type="checkbox"/> West 5th Campus	<input checked="" type="checkbox"/> King Campus	

Position responsible for developing and maintaining the policy: RSJ-H Scientific Director

1.0 PURPOSE & GOALS DESCRIPTION

The purpose of this policy is to provide guidance on the Research Institute's (RI's) policy and procedures related to employment at the Research Institute while ensuring equal employment opportunity to qualified persons and complying with all relevant employment legislation and collective agreements.

Effective recruitment and selection is critical to the achievement of:

- Research Institute Mission, Vision and Values;
- Operating Plan – strategic goals and objectives;
- A high standard of job performance; and
- Quality of work-life, employee engagement and job satisfaction.

2.0 DEFINITIONS

Job Vacancy - A position in the department that has been vacated by the incumbent or a position that is new to the department or organization that has not been filled.

Employee Action Notification (EAN) – SJHH system to initiate a change in employment (i.e. status, transfer, termination).

Recruitment Management System (RMS) - SJHH system used to manage job vacancy and other recruitment transactions.

3.0 POLICY

The Research Institute's goal is to attract, select and retain the best qualified people based on position and performance requirements, and the organization's values, goals, and objectives. RI is committed to treating all candidates fairly and equitably, aiming to project a positive experience regardless of competition outcome.

It is the policy of RI to provide equal employment opportunity to all qualified persons over the age of 18 who are legally qualified to work in Canada.

These Research St. Joseph's - Hamilton policies are **CONTROLLED** documents as are all management system files on the intranet. Any documents appearing in paper form are not controlled and should **ALWAYS** be checked against the intranet version (electronic version) prior to use.

We encourage the promotion of suitably qualified staff within the organization. Job vacancies can be posted internally and externally to provide current employees an opportunity to be considered at the same time that a vacancy is advertised externally.

Hiring Managers, in consultation with Human Resources, are responsible for abiding by this policy and ensuring that all recruitment and selection activities are carried out in accordance with legal requirements, RI policies and ensuring potential employees, at minimum, meet RI's position and performance standards.

3.1 Equal Employment Opportunity

RI is an equal opportunity employer and strives for equity, inclusiveness, and diversity in all our programs, practices, facilities, and people. RI will promote a climate favourable to the successful integration of all groups protected under the *Ontario Human Rights Code*.

In compliance with the *Accessibility for Ontarians with Disabilities Act (AODA)*, RI will notify applicants about the availability of accommodation for applicants with disabilities in its recruitment processes and when making offers of employment will advise the applicant of RI Workplace Accommodation Policy (076-RSJ-H).

3.2 Legislative & Contractual Requirements

RI will ensure that all relevant statutory and contractual requirements are met in any and all dealings with prospective or active employees of RI.

4.0 PROCEDURE

To assist in the achievement of RI's Recruitment, Selection and Employment Policy objectives, the following procedures have been designed to coordinate hiring and transfers through Human Resources.

4.1 Vacancy

Researchers are responsible for identifying any vacancies in their department(s) and initiating the recruitment process in a timely manner.

4.2 Request for Staff form

Requests for staff for all known vacancies, including temporary vacancies caused by illness, accident, leave of absence or non-recurring task, must be submitted to Research Administration for review and signature. The authorized Request for Staff package will be forwarded to Human Resources.

Should a suitable candidate be available, posting the position is not required. A suitable candidate must meet the skills and education required for the position and should be free of any real or perceived conflict of interest.

The Request for Staff must be received by the Recruitment Department by 4:00 pm on Friday in order to enter the queue for posting the following Thursday.

All positions are subject to a weekly review for potential accommodation or reassignment in advance of posting. Any position identified as a potential match through this process will be placed on hold by Human Resources for further review and discussion with the Executive Director.

4.3 Job Posting/Advertising

If requested, Human Resources will ensure that job vacancies are posted in accordance with RI Policy.

Job postings are posted internally on posting boards and on the Intranet (MyStJoes) for a period of 7 calendar days. Some postings will be posted simultaneously on an external website as required.

It is the joint responsibility of the Executive Team member, Manager/Director and Human Resources to decide whether external advertising is required/appropriate for the position. All advertisements requested must be approved by the Director of Human Resources.

Temporary vacancies need not be posted internally.

4.4 St. Joseph's Healthcare System (SJHS) – Career Opportunities

Employers within the SJHS include – St. Joseph's Healthcare Hamilton, St. Joseph's Research Institute, St. Joseph's Health Centre (Guelph), St. Joseph's Villa (Dundas), St. Joseph's Home Care, St. Mary's General Hospital, and St. Joseph's Lifecare Centre (Brantford).

From time to time, St. Joseph's Healthcare Hamilton will be notified of career opportunities within the St. Joseph's Healthcare System. These opportunities, when known, will be posted on non-union bulletin boards. St. Joseph's Healthcare Hamilton employees may apply for these positions in the St. Joseph's Healthcare System.

4.5 Application

Applicants are required to submit applications on or before the posting deadline date for consideration. Candidates who submit their resume outside of the posting deadline will be considered a late applicant and may not be advanced through the selection process.

All external applicants are required to submit an application online via the SJHH Careers website.

4.6 Pre-Screening

4.6.1 Internal Applicants

A list of applicants will be prepared for the Hiring Manager and the most qualified candidates will be selected for interview.

4.6.2 External Applicants

Human Resources reviews applicants based on qualifications and makes available shortlisted resumes for the Hiring Manager to review.

4.7 Interviews

Applications of qualified candidates will then be reviewed by the appropriate Supervisor/Principal Investigator who will select applicants for interview.

The Supervisor/Principal Investigator or delegate will arrange the interview appointments.

Interviews may be conducted by the Supervisor/Principal Investigator. Human Resources may also be part of the interview process.

Interview questions must be standardized for the vacant position and candidate responses documented. This documentation is required for audit purposes and should be evidence-based and objective.

4.8 Candidate Testing/Assessment

Applicant testing is carried out as determined by Supervisor/Principal Investigator and Human Resources to be appropriate for designated positions and all testing should be based on the essential duties as found in the job description and job posting.

The assessment process will be determined in advance wherever possible to ensure process integrity, transparency and accommodation.

4.9 Hiring Decision/Selection

The most qualified applicant will be selected to fill the vacancy, provided that the applicant fully meets the qualifications and required performance standards of the role. In all cases, it will be required to consistently meet the performance standards required in the position.

4.10 Reference Checks

4.10.1 External Candidates

All external applicants interviewed for a position will be asked to provide authorization for RI to contact and obtain reference information from current and former employers.

Prior to an offer of employment, a minimum of two (2) satisfactory supervisory references must be completed for each candidate. These references must be from a direct supervisor or manager and should include the most recent or last employer.

Supervisors/Principal Investigators are responsible for obtaining references for candidates and may not proceed to make an offer until references have been reviewed by Human Resources and found to be satisfactory.

Potential rehires must follow the St. Joseph's Healthcare System Guidelines for Hiring among System Employees and SJHH Hiring a Former Employee policy (035-HR).

4.10.2 Internal Candidates

Prior to an offer of employment, the internal candidate is notified that a reference check is imminent and mandatory. A reference check must be completed with the candidate's current and prior immediate supervisors; and can only take place if the candidate's performance standards are being fully met in their current position.

Supervisors/Principal Investigators are responsible for obtaining references for candidates.

Reference information collected from outside sources will be maintained in Recruitment files for the mandated record retention period.

If an applicant is an employee of the St. Joseph Healthcare System, refer to the HR Department Guidelines for Hiring Among System Employees.

4.11 Credential/Registration Verification

As a condition of employment each candidate is required to provide proof of completion of the minimum level of education required as well as a license or registration number from a regulatory body should this be required for the position.

An original copy of the degree/diploma or an original transcript as well as a license must be forwarded to the Hiring Manager and Human Resources Department prior to the start date.

4.12 Police Record Check

If an applicant indicates on their Candidate profile that they *have been convicted of a criminal offence for which a pardon has not been granted* a police record check must be obtained at the applicant's expense and provided to Human Resources for review prior an offer of employment being extended.

Police Record Check (Vulnerable Person Screening) may also be required for specific positions as determined by RI. If required, completion of the police record check is the responsibility of the applicant and documentation shall be submitted prior to commencement of employment.

The Police record check will be reviewed by Human Resources for the respective area, and in consultation with the Executive Director will determine next steps.

4.13 Health Assessment

In keeping with SJHH Policy 003-OH&S, a health assessment must be conducted by the Employee Health Office prior to the candidate commencing work or orientation.

Human Resources will advise new hires or rehires of the initial pre-placement health assessment appointment to ensure they can complete the appointment before they commence employment.

New hires/rehires who have not completed the pre-placement health assessment will not be able to work or attend orientation.

It is the responsibility of the hiring Supervisor/Principal Investigator to ensure that pre-placement health review has been completed and that the candidate is cleared for employment.

Non-compliance may result in the employment offer being rescinded.

4.14 External Offers of Employment

The Hiring Manager offers candidates employment verbally after satisfactory references are obtained. Once accepted, a formal offer of employment letter is generated by Human Resources and sent to the candidate, conditional upon completion of clearance by Occupational Health and Safety and any additional specified requirements are confirmed in writing by Human Resources on behalf of the Hiring Manager.

4.15 Employee Transfers

Employees successful to an internal posting are responsible to advise their current Supervisor/Principal Investigator of the transfer.

Transfers will typically occur within 2-4 weeks of the job offer and the two respective Supervisors/Principal Investigators will determine a mutually agreeable transfer date. Transfers must occur at the start of a pay period.

The hiring manager (receiving manager) will submit an Employee Action Notice (completed online) to Human Resources to advise of the transfer with details of posting number, status, and effective date.

Human Resources may complete letters of transfer for positions in which there is a change in classification or rate of pay.

A non-union employee who has obtained a transfer to a posted position need not be considered for another job posting until they have completed 12 months of continuous active service in their current position unless they have obtained their Manager's permission.

4.16 Onboarding/Documentation

Human Resources will arrange for the documentation of all new employees outlining both mandatory and voluntary benefits available and employee contributions to such plans. The process will also include the starting rate for the applicant, start date, probation period, and ensure the new employee is registered with their respective health professional College, and scheduled to attend the next available mandatory General Hospital Orientation session.

The hiring manager will organize department orientation, required system access and training for new hires.

4.17 Probationary Period

All staff will be considered probationary until they have been continuously and actively employed by RI for at least 90 worked days or 675 hours worked.

The initial probationary period may be extended, with written notice to the employee, at the RI's discretion.

During the probationary period RI will assess the employee's performance and their ability to meet the requirements of their position and reserves the right to discontinue the services of the employee should performance be unsatisfactory.

5.0 REFERENCES

5.1 Internal References

- "Accessibility: Our Organization & You" – Manager & Employee Handbooks
- SJHH Careers Website – www.joinstjoes.ca
- HR Department Guidelines for Hiring Among System Employees

5.2 External References

- [Human Rights Code](http://www.ohrc.on.ca/en/ontario-human-rights-code) <http://www.ohrc.on.ca/en/ontario-human-rights-code>
- [Labour Relations Act](http://www.labour.gov.on.ca/english/lr/index.php) <http://www.labour.gov.on.ca/english/lr/index.php>
- [Employment Standards Act, 2000](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_00e41_e.htm) http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_00e41_e.htm
- [Hospital Labour Disputes Arbitration Act 1990](https://www.canlii.org/en/on/laws/stat/rso-1990-c-h14/latest/rso-1990-c-h14.html) <https://www.canlii.org/en/on/laws/stat/rso-1990-c-h14/latest/rso-1990-c-h14.html>
- [Workplace Safety and Insurance Act, 1997](http://www.e-laws.gov.on.ca/html/source/statutes/english/2006/elaws_statutes_97w16_e.htm) http://www.e-laws.gov.on.ca/html/source/statutes/english/2006/elaws_statutes_97w16_e.htm
- [Occupational Health & Safety Act, 1990](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm) http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm
- [Accessibility for Ontarians with Disabilities Act \(AODA\)](http://www.mcsc.gov.on.ca/en/mcsc/programs/accessibility/understanding_accessibility/oda.aspx) http://www.mcsc.gov.on.ca/en/mcsc/programs/accessibility/understanding_accessibility/oda.aspx