

## **Job Applications Policy**

### **1.0 Policy Statement**

The City of Mount Pearl shall establish guidelines and procedures for processing employees' applications for City job postings. Where any provision of this policy conflicts with the terms of the collective agreement, the collective agreement will prevail.

### **2.0 Scope**

This policy applies to the job application process for all job vacancies at all locations of the City.

### **3.0 Purpose**

To establish a Policy for the City of Mount Pearl that outlines the guidelines to be followed by employees when applying to City job postings.

### **4.0 Employee Application to Job Posting Guidelines and Procedures**

- The employee is responsible for monitoring job postings.
- The employee is responsible for fulfilling the application requirements by the application deadline date in order to be considered a potential candidate.

#### **a) Eligibility**

To be eligible to apply for a posted position, the employee must meet the following requirements *(Please note that these are the requirements for applying to a position, and are not the determining factors in making the selection decision)*:

- Meet the job requirements stated on the job posting.
- Be presently able to perform the job's essential functions, with or without reasonable accommodation.
- Be an employee in good standing in terms of overall work record, including performance reviews, safety and record of discipline.

b) Supervisor and/or Manager Notification

- The employee is not required to notify his or her Supervisor and/or Manager when applying for a posted position. However, if it is determined by Human Resources that the employee meets the qualifications as set out in the job posting and the employee will be invited to proceed into the job competition. The current Supervisor and/or Manager may be contacted by Human Resources for a reference check.

c) Deadline and Receipt of Applications

- All applicants must file the application with Human Resources during the posting period and no later than the closing date and time appearing on the job posting.
- For non-unionized positions, the City may post the job posting internally and externally simultaneously.
- Considering the impact of these clauses in this policy, it may have an impact on the employee's eligibility to be considered for a job posting, and therefore their opportunity to be placed or promoted into a position within the City, it is critical that employees monitor job postings carefully and ensure that any application made to a job posting is received by Human Resources within the posting period.

d) Determination of Eligibility of Applicants

- The hiring Manager, in consultation with Human Resources, is responsible for determining which applications will go forward into the job competition based on the eligibility requirements described in this policy.
- Human Resources will manage and assist departments with the recruitment process.

**It shall be the responsibility of all employees of City of Mount Pearl to ensure that they are aware of this policy.**

## 5.0 Approvals

  

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Steve Kent, Chief Administrative Officer

August 7, 2018

Date