

Interviewing and Selection of Applicants Policy

1.0 Policy Statement

The City of Mount Pearl will implement consistent, fair and equitable interviewing and selection procedures in compliance with current Human Rights Legislation and based on *bona fide* job requirements. This will help select candidates most closely meeting the requirements of the job in an impartial manner, while at the same time meeting the City's business objectives.

For the purposes of this policy, hiring and selection of City employees will be based on qualifications including skills, abilities, education, experience, values and attitude, without regard to any prohibited grounds of discrimination as outlined in the *Human Rights Act*.

2.0 Scope

This policy applies to the interviewing and selection of candidates for all positions at all locations of the City of Mount Pearl.

3.0 Purpose

To establish a Policy for the City of Mount Pearl that demonstrates the City's commitment to the interviewing and selection of qualified applicants; while abiding by consistent, fair and equitable hiring practices and ensuring legal compliance is achieved.

4.0 Guidelines for the Interviewing and Selection of Applicants

Preparing for Interviewing and Selection

All positions must be posted in accordance with the procedures set out in the *Job Postings Policy (HR-JP-01)* prior to the interview and selection process proceeding. Human Resources, in conjunction with the Supervisor and/or Manager of the vacant position, will be responsible for preparing for the interview and selection process by determining the interview questions and any practical components to be administered. When time permits this process must be undertaken prior to the posting of the vacancy to help ensure the objectivity of the interview and selection process.

Human Resources in conjunction with the hiring Manager will prepare the interview questions, all of which must be directly related to the bona fide job requirements for the position being interviewed.

Prior to the interview, Human Resources and the hiring Manager will prepare Screening Criteria to be used during the interview and selection process.

The Screening Criteria will contain the following information:

Consideration of the job requirements to be used in the determination and selection of the successful candidate for the position. Each requirement must be a 'bona fide' job requirement and must follow current Human Rights legislation. These may include but are not limited to:

- Skills and abilities;
- Educational requirements and designations;
- Licenses or accreditations;
- Physical demands;
- Equipment operation requirements;
- Scheduling requirements such as hours of work and shift rotation; and,
- Minimum experiential requirements related to the position (i.e. a minimum of two years supervisory experience).

Any practical components that may be administered as a part of the selection process will measure 'bona fide' job requirements.

Selection Criteria for Successful Candidate:

The successful candidate will be the best candidate who most closely meets the skills, abilities, education, experience, values and attitude required.

Interviews:

Human Resources will be responsible for arranging all interviews related to the job competition and notifying all participants.

The interview is to be held in a suitable room that will ensure the candidate's privacy the interview is to be conducted without interruption.

All Interview Committees shall be composed of two (2) interviewers including the hiring Manager and another trained interviewer or Human Resources. All interviewers will be responsible for taking their own notes during the interview and will be responsible for ranking their own interview notes. Upon completion of the interview, the interviewers will fully complete their individual interview sheet and mutually discuss the suitability of the job candidate compared to the position requirements.

Copies of candidate applications having been selected for an interview shall be made available to the Interview Committee. Such applications are to be held in the strictest of confidence and

are not to be shared with others outside of the Interview Committee, except for the respective Manager or Director.

Management of Job Competition Files:

Human Resources will be responsible for creating and maintaining a Job Competition File for each job competition. The contents of the Job Competition File will include a copy of the following:

- Request to Hire;
- Job description;
- Job posting;
- All applications received for the position;
- Interview schedules including dates, time, location and attendees;
- The Screening Criteria for the position; and,
- Declaration of the successful candidate.

All completed interview notes will become part of the Job Competition File for the position.

Job Competition Files shall be maintained by Human Resources in accordance with the City's records retention policies.


Human Resources shall be responsible for the acknowledgement and notification of posts filled to candidates.

Reference checks will be conducted by Human Resources on the candidates prior to making an offer for the position. Refer to **HR-ER-01** for guidelines on **Employment References**.

Where it is determined that a candidate will be offered the position, the offer will be made following the guidelines in **HR-EO-01** on **Employment Offers**.

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

5.0 Approvals



Steve Kent, Chief Administrative Officer
August 21, 2018

Date