Oakville Public Library

Recruitment Policy

Policy Number:	**HR-005**
Policy Category:	**Human Resources**
Approved by:	OPL Board
Accountability:	Chief Executive Officer
Approval Date:	**May 27, 2021**
Effective date:	**May 28, 2021**
Next Review Date:	**2024**
Supersedes:	Hiring of Employees Policy – 3.4

PURPOSE STATEMENT:

This policy provides leaders and employees with an overview of the recruitment phases and standard practices that govern recruitment at Oakville Public Library (OPL), and outlines roles and responsibilities throughout the recruitment process to ensure all recruitment practices are transparent and consistently applied.

SCOPE:

This policy applies to all internal and external applicants.

Unionized staff should refer to the terms and conditions of the applicable articles of the collective agreement. In the event that the applicable collective agreement conflicts with this policy, the terms and conditions of that collective agreement will apply.

POLICY STATEMENT:

The Oakville Public Library (OPL) is committed to attracting a talented, diverse and inclusive workforce which broadly reflects the communities and residents served and to selecting the best candidate for the position in accordance with the *Ontario Human Rights Code*, *AODA* and all applicable employment legislation and policies/procedures. OPL supports and encourages employees to realize their career goals and reach their maximum potential.

RECRUITMENT OVERVIEW:

The procedures that support this policy provide detailed direction to staff in all aspects of the recruitment process.

OPL will comply with all requirements of Ontario Regulation 191/11 of the AODA, the Integrated Accessibility Standards Regulation (IASR), throughout the recruitment process by:
- Taking into account the accessibility needs of all applicants with disabilities

- Removal of unnecessary barriers that restrict employment
- Notifying all applicants of the availability of accommodation throughout all steps of the recruitment process, and
- Providing individual accommodation plans (upon request or as initiated by management)

The following is an overview of the recruitment process, from the initial position request to hiring of the candidate.

1. **Planning**
   - A vacancy or recruitment need is identified by the Hiring Manager, who partners with the HR to initiate the Recruitment Planning process.
   - Vacancies shall be reviewed by Executive Management Team (EMT) to consider options in managing vacancies.
   - The results of EMT decisions will be communicated to the hiring department and HR department.
   - Requests are to be approved as follows:
     i. *Replacement for budgeted positions must be approved by EMT;*
     ii. *Increases to library complement must be approved by Town of Oakville Council as part of the annual OPL budget approval process.*

2. **Posting**
   - Vacancies are posted for a minimum of seven (7) days and shall be accessible online.
   - An external search firm may be used to fill the vacancy and will generally be limited to the recruitment and selection of applicants for senior positions or hard-to-fill roles. An external search firm or temporary agency may also be used to temporarily fill a vacancy.

3. **Selection**
   - Full consideration will be given to an applicant's education, experience, abilities, suitability and work related references.
   - A relative of an OPL employee or member of the Board, or Town of Oakville council, who is identified as being the best qualified candidate in the selection process, is eligible to be hired if there is no direct or indirect supervisory link between the parties. In cases of promotion and transfer from within OPL or in situations where related employees, may for any reason come into supervisory relationship, an effort will be made to arrange a transfer of the employee(s) to an alternative position.
   - An employee of OPL or a member of the Board or Town of Oakville council may not advocate for the employment of any individual by OPL.

4. **Offer**
   - The Hiring Manager selects the preferred candidate after consultation with their leader and provides their rationale for selection to HR (w*hen a choice must be made between equally qualified candidates, preference will be given to internal employees in order to promote the development of employees*).

- HR is responsible for making the job offer to the successful candidate.
- All necessary documentation must be received and acceptable to OPL (e.g. Police Record Check, Driver's Abstract, Eligibility to Work in Canada, educational documents, etc.) prior to the successful candidate's starting date.

RESPONSIBILITES:

Employer:

- Ensuring all applicable managers/supervisors are aware of this policy and of any subsequent revisions, and ensuring compliance with this policy

Hiring Managers:

- Identifying a vacancy within their department and initiating the recruitment process
- Partnering with HR to consider the department's current and future workforce needs and/or opportunities
- Partnering with HR throughout the recruitment process
- Complying with all legislative requirements, collective agreement, this policy and related procedures

Human Resources:

- Providing workforce planning and recruitment strategy consultation
- Providing recruitment training and access to support documents
- Developing a sourcing plan for external and internal applicants in partnership with the Hiring Manager, as required
- Sourcing External and Internal Applicants
- Partnering with the Hiring Manager throughout the recruitment process
- Providing coaching, guidance and advice to Hiring Managers throughout the recruitment process as required
- Assisting Hiring Managers to ensure that the recruitment process is equitable and is in compliance with all legislative requirements, this policy and related procedures, collective agreement

RELATED PROCEDURES:

- Recruitment - Permanent
- Recruitment - Temporary
- Probationary Period
- Exit Interviews
- Police Record Checks

REFERENCES:

- *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*
- *Ontario Human Rights Code*