

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> A-10
<b>POLICY:</b> Staffing			
<b>DATE:</b> NOV30/94	<b>REV. DATE:</b> MAY27/09	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 2

**POLICY STATEMENT:**

Each Department of the County of Renfrew is responsible for recruiting its staff in accordance with budgeted hours, expenditures, and pay rates approved by Council, Committee, and the Human Resources Department.

**PROCEDURE:**

1. Consult the appropriate **Collective Agreement** for any deviations to the items below.
2. **Written applications for employment are kept on file for three (3) months by the Human Resources Department.**
3. All vacancies for permanent positions are posted internally at all County locations for a minimum of one (1) week.
4. If an advertisement is required, a draft ad is forwarded to the Human Resources Department for approval. The ad must state the position title, hours of work, duties, qualifications and experience desired, salary, and location or the link to the position information on the County of Renfrew website if referenced.
5. The Human Resources Department and the Department involved reviews the applications and selects those applicants to be interviewed. Interviews are conducted in accordance with Human Resources Department procedures, and a representative of the Human Resources Department may, at his/her discretion, attend the interview.
6. Reference checks are undertaken for all prospective employees by the Human Resources Department or designate prior to any verbal or written offer of employment. A reference check is not conducted without first obtaining the written authorization of the applicant.
7. A verbal offer of employment, confirming the salary and seniority date, is made to the successful candidate by the Human Resources Department **unless otherwise directed.**

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8. After the verbal offer of employment is made, the prospective employee is required to obtain a criminal record check from the police force responsible for their current place of residence (see policy A-07 for more information). Prospective employees of the Public Works Department, and those of any other position that requires it, are also required to obtain a *Ministry of Transportation of Ontario Driver's Abstract* and/or proof of a valid driver's license.
9. Any and all costs associated with obtaining the information in the item above are the sole responsibility of the prospective employee.
10. The Human Resources Department sends a written offer of employment to the prospective employee confirming the terms of employment. All unsuccessful interviewed applicants are notified either by telephone or in writing.
11. The Department completes the Employment Record and forwards it to the Human Resources Department for filing.