

| <b>SANTÉ MANITOUWADGE HEALTH<br/>POLICY AND PROCEDURE MANUAL</b> |                        |  |
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| <b>DEPARTMENT:</b> ORGANIZATION                                  |                        | <b>POLICY/PROCEDURE<br/>NO.:</b><br>IV-265 |
| <b>DISTRIBUTION:</b> ORGANIZATIONAL                              |                        | <b>DATE OF ISSUE:</b>                      |
| <b>SUBJECT:</b> RECRUITMENT AND SELECTION                        |                        | <b>REVIEWED DATES:</b>                     |
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## Policy Statement

Santé Manitouswadge Health practices equal opportunity and fair hiring processes when filling positions and will only hire the most qualified individuals, based on their knowledge, skills, abilities, and other competencies. Santé Manitouswadge Health has placed this policy in effect to ensure that all employees and potential candidates are considered for employment opportunities through a consistent, fair and barrier free approach.

### POLICY/PROCEDURE

#### General Guidelines

The Recruitment and Selection policy shall be adhered to by SMH, its employees and its management team into the recruitment and selection process, at all times and without exception.

This policy shall:

1. Provide recruitment and selection related definitions.
2. Outline the recruitment process.
3. Delineate the screening methods, and
4. Summarize the selection procedure.

#### Definitions

Candidate – Is when a job candidate has the knowledge, skills, abilities and/or competencies required by the job in question

Person-Organization Fit – Is when a job candidate fits the organization's values and culture and has the contextual attributes desired by the organization

Recruitment – Is the action of finding new people to join the organization

Selection – Is the action or fact of carefully choosing someone that is best suited to join the organization

## **RECRUITMENT:**

### Internal Job Postings

SMH requires that job postings of employment be circulated internally via email and posted throughout the hospital for a period of one week before being posted publicly. This process is designed to give current employees first priority in consideration for new employment opportunities within the organization and promote applicable employees whenever possible. Qualified applicants under the employment of SMH shall remain subject to the entire recruitment and selection process to ensure a successful candidate is selected for the posted position.

### External Job Postings

After a period of one week, if internal postings have not yielded a qualified candidate, SMH shall make public any new employment opportunities. External job postings shall be based on necessity and budget requirements and the Employee Services Coordinator shall be responsible for the placement of all recruitment advertisements.

### Application Process

Internal and external candidates are required to submit a cover letter and provide a current resume when applying for any job posting.

SMH will review all submissions by departmental leads and interview only the most qualified candidates based on their knowledge, skills, abilities, and other competencies in an effort to find both the person-job and person-organization fit.

Candidates who do not meet the requirements in the recruitment process for employment will remain classified as applicants and may re-apply for any future job postings and shall receive equal consideration.

## **SELECTION PRECEDURE:**

The selection Procedure consists of:

1. Employment Testing – if position requires
2. Employment Interview

### Employment Tests

Any test that is required, used by SMH in the Selection Procedure, shall accurately assess the candidate's performance or capability to perform the job in an efficient and reliable manner, free of discrimination and shall be based on knowledge, skills, abilities and competencies.

### Employment Interview

Employment interviews shall be conducted by the hiring manager and the Employee Services Coordinator and reflect a structured interview approach. The Employee Services Coordinator shall carry out the interview along with the hiring manager and will both take notes for documentation and retention purposes.

Candidates who receive an employment interview but were not selected for hire shall receive a notification from the Employee Services Coordinator in the form of a phone call.

#### Offer of Employment

The hiring manager shall make hiring decisions at his/her discretion and shall notify the Employee Services Coordinator of the said decision. They shall give a conditional offer of employment to the applicant that has successfully proceeded through the recruitment and selection process. Employment offers shall be contingent on the candidate's knowledge and agreement to SMH policies and any other condition(s) applicable to the position which will be required of the employee. Should the applicant accept the offer of employment from SMH, the individual will be considered an employee and provided with a start date and required location to report for duty.

Employee orientation shall be provided and will include workplace policies, rules, procedures, regulations and other job specific information designed to assist the employee in his/her duties.