

Atikokan Literacy Incorporated
ADULT LEARNING CENTRE
Human Resources
Policy/Procedure

Employee Hiring

APPROVED BY: Atikokan Literacy Incorporated Board of Directors

DATE: October 17, 2012 (O)

DISTRIBUTION:

Policy:

All Atikokan Literacy Incorporated job postings are posted internally for a minimum of 7 days before they are filled or advertised externally by the Executive Director.

All staff hired to work for Atikokan Literacy Incorporated must meet the minimum qualifications of each position. Minimum job qualifications are determined by the Executive Director and are dependent upon the required criteria of each funding opportunity.

A process of advertising, interviewing and contract signing is used to fill all vacancies for positions within Atikokan Literacy Incorporated. All hiring by the Atikokan Literacy Incorporated is conducted in a manner consistent with fair hiring practices, while ensuring that the best candidate is awarded the position.

Procedure:

1. The Executive Director will display all job postings seven (7) days before the job is posted or advertised externally.
2. After seven (7) days the Executive Director may advertise externally for applicants.
3. A short list of potential candidates will be derived by a hiring committee pursuant to the Application Evaluation form.
4. Individuals being considered for employment will be contacted to arrange times for interviews.
5. Interview will be conducted by the Executive Director and hiring committee.
6. Reference checks of potential employees are required to be completed by the Executive Director.
7. Criminal Records Check must be completed by the successful applicant.
8. Hiring on Probation is explained to each new hire by the Executive Director.
9. Unsuccessful candidates will be notified in a timely manner.
10. All resumes and applications received will be placed on file for a period of six (6) months.