

THUNDER BAY REGIONAL RESEARCH INSTITUTE STATEMENT of POLICY and PROCEDURE			
Manual:	Human Resources	SPP No.	HR – 2.11
Section:		Issued:	2008
Subject:	Hiring and Renewal Process	Effective:	2008
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Issued by:	Chief Operating Officer	Dated:	September 2014

Policy

The Research Institute will have a consistent recruitment/hiring process that meets all applicable legislation. It is the TBRRRI's policy to provide equal opportunity for all qualified employees and applicants for employment and to ensure that there will be no discrimination in our selection practices.

The Recruitment/Hiring Process must be completed before an employee is scheduled to work. Orientation will commence the first day of employment. For liability reasons, an employee must complete the Recruitment/Hiring process and Training as outlined before work commences.

Any decisions made by the TBRRRI concerning hiring, promotion, job assignment and training, and any other selection practices will be on the basis of qualifications, ability, knowledge, performance, and when appropriate, seniority, to be considered within the framework of legislation and applicable collective agreements.

Ontario Human Rights Code

Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or handicap.

Scope

This policy applies to all employees, other than Scientists (*For Scientists, please read HR 2.03 Appointment, Progression and Renewal*).

Procedure For New Hires

- A Request to Hire form will be submitted for sign off by the appropriate level of authority (which will depend on the level of hire). This form includes such information as the position title, whether this is a new position, the estimated salary range (which will be established in consultation with HR and in accordance with current TBRRRI salary grids which are in effect at the time of hire), reporting relationships, and budget source, length of contract, full time or part time, etc.
- An up to date job description will accompany the Request to Hire form. If one

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does not already exist, HR will establish a title and job description, in consultation with the Manager/Supervisor submitting the Request to Hire form.

- All regular position vacancies will be posted at a minimum internally; student and scientific positions hired by the Scientists are exempt.
- Vacancies that will be advertised externally must be approved by HR or the Director of Research Operations (DRO).
- All applications and resumes will be retained by the HR department until the competition closing date. HR will then make arrangements to review the Posting file with the position's Supervisor and/or area Director as required.
- Should the person requesting to hire an employee have a conflict of interest in regards to any of the candidates, the conflict must be declared to HR – see Policy HR 2.07 Conflict of Interest, and addressed.
- Interviews will be held with the most qualified candidates when necessary.
- Reference checks will be conducted in accordance to this policy.
- HR will retain files relating to the names of the individuals interviewed, the individual who has been selected as the successful candidate, and the fact that references were checked.
- A formal Letter of Offer will be sent to the successful applicant, in writing to confirm of his/her appointment to a vacant position, by HR.
- The offer of employment will contain all standard terms, with necessary information provided.
- A copy of the Letter of Offer and a data form will be placed in the employee's file in the HR office. The respective Supervisor will also receive a copy.
- All new employees will be oriented to TBRR – the process is outlined under Policy JH 2.01 Training.
- Notification to unsuccessful applicants will be conducted through HR.

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Renewals

- The Supervisor and the employee will receive a notice from HR 6 weeks prior to the employees scheduled contract end date.
- If the employee's contract is to be extended or renewed, the Supervisor is to fill out the Request to Hire Form, indicating the terms of the new contract.
- A formal Letter of Offer will be sent to the successful applicant, in writing to confirm of his/her appointment to a vacant position, by HR.
- The offer of employment will contain all standard terms, with necessary information provided.
- A copy of the Letter of Offer and a data form will be placed in the employee's file in the HR office. The respective Supervisor will also receive a copy.
- If the employee's contract is not to be renewed, the respective Supervisor is responsible for informing HR, so a formal note can be sent to the employee, indicating last day and other formalities.