

Category: Human Resources HR-05
Policy Name: **Recruitment and Staff Selection**
Date Approved: October 28, 2013

To achieve its mission, the Lake of Bays Township Public Library Board is committed to recruiting and selecting individuals who are the most qualified to perform the requirements of the position available. The library board attempts to identify and remove barriers that prevent people from having a fair chance to participate and succeed in the workplace. Under the Municipal Act, Section 270(2), the library board, as a local board, is required to adopt and maintain policies on the hiring of employees, and this policy meets that legislative requirement. Under certain circumstances positions may be filled from within without competitions. See GOV-06 Succession Planning policy.

Section 1: Job Descriptions

1. A current job description is maintained for each position. The job descriptions include:
 - duties, tasks and responsibilities of the position
 - minimum competencies/experience/education required to do the work
 - reporting relationship
2. Job descriptions are reviewed annually by the CEO to ensure that they are aligned with the mission and goals of the library board and that they accurately reflect the work being done.

Section 2: Recruitment Procedures and Selection

1. To be eligible to work at the library an applicant must have the following:
 - a valid social insurance number
 - Canadian citizenship, landed immigrant status or valid work permit, and
 - qualifications outlined in the job posting
2. In addition, a police record report is required for an applicant offered a position involving work with vulnerable people using library services, including children, youth, and users with disabilities. It is the responsibility of the selected candidate to provide this police record check within a reasonable period after the job offer to the hiring committee. The presence of any criminal conviction indicating a behaviour that may put at risk the safety of library users would disqualify a candidate from working for the library.
3. At all stages of the recruitment process, the library will make clear that accommodations are available, upon request, for applicants with disabilities.

4. The library board is committed to promoting a diverse and inclusive workplace and will consider alternative qualifications to achieve this. Reasonable accommodations are available upon request, to enable individuals with disabilities to perform the essential functions of a job.
5. When a new position is created or when a vacancy is to be filled, the library may first review applications on file (up to one year old) and, if qualified applicants are available, select from among this group to fill the vacancy. If no qualified applicant is available, the vacancy shall be advertised on library's website. The position may also be advertised in the newspaper, posted on social media platforms and/or posted to online library job boards. The posting includes the key areas of responsibilities, qualifications, hours of work and deadline for applications.
6. The library will ensure that employees with disabilities receive information in an alternative format or with communication support if required, about opportunities to apply for new positions or vacancies.
7. Criteria and questions used in the interview to select the appropriate individual will be documented and used consistently for each interviewee. The selection may also include testing for skills that are required for the job.
8. At least 3 references are contacted for the preferred candidate prior to the job offer.
9. A letter of employment that outlines the working relationship between the individual and the library will be issued. The letter will include the library's policy for accommodating employees with disabilities. The letter of employment is signed by the employee and returned to the Branch Manager and CEO before the commencement of work.
10. Once the signed letter of employment has been received, other candidates interviewed are advised of the decision and thanked for their interest.
11. Treatment of information collected throughout the selection process conforms with privacy legislation; it must be used for the purposes for which it was collected. Records are kept for 2 years. An individual making inquiries on their unsuccessful application will be given information on the assessment based on the set criteria.

Section 3: Employment of Family Members

1. Immediate relatives of existing employees or board members may be promoted or hired provided that no potential or real conflict of interest exists from a reporting or supervisory relationship.
2. An immediate relative includes a spouse (including common-law), parent, grandparent, sibling, aunt or uncle, niece or nephew and including step-relatives.

Section 4: Probation

1. A probation period allows for assessment, by both the incumbent and the CEO/ Branch Manager, of the suitability of the employee for the new role. The probationary period is 3 months during which:
 - a) training, coaching and feedback is provided
 - b) a performance review is completed
 - c) the probationary period may be extended
 - d) the employee may be terminated

Section 5: Acting Positions

1. The CEO may appoint an employee to assume the duties of another during an absence. If the appointment is for longer than 3 weeks, the salary will be adjusted if the acting position is at a higher level than the employee's normal rate of pay.

Section 6: Orientation

1. A new employee receives an orientation about their role and the mission and services of the library.
2. The orientation includes a review of relevant policies and procedures including workplace accommodation policies.
3. As part of a new employee's orientation, they will be scheduled to receive training required under provincial legislation such as basic Occupational Health and Safety Awareness Training and the Accessibility for Ontarians with Disabilities (AODA) Customer Service Training.

Signature of the Chairperson _____

Document Revision Record:

Revision Level	Date
Initial Approval	June 23, 2014
Last Review/Revision	October 31, 2025
Year of Next Review	2029