

Policy 3000

Recruitment and Hiring	
Approved	February 22, 2024
Most Recent Review	February 2024

Policy Statement

The Okotoks Public Library (OPL) strives to attract, recruit, and select qualified individuals who will contribute positively to the library user experience and the collective success of the Okotoks Public Library. In its attraction, recruitment and selection processes, OPL will be fair, transparent and consistent.

Purpose/Rationale

The purpose of this policy is to set out the criteria and steps for hiring new employees, thereby ensuring impartiality and uniformity in the process.

Procedure

1. Advertising

- 1.1 Positions are posted internally or posted internally and externally simultaneously, at the discretion of the Library Director.
- 1.2 External position advertisements are placed on library employment websites, listserves, OPL's website, and other agencies that are deemed appropriate for the position.

2. Job Applications

- 2.1 Online applications will only be accepted for posted or advertised positions during the posting or advertising period.
- 2.2 Job applications received after the closing date and time will not be considered.

3. Screening

- 3.1 The screening of applications and short-listing process will be conducted by the hiring manager.
- 3.2 The screening of applications and decision to short-list candidates, will be based on the application letter and resume, and must consider the requirements and specifications contained within the job posting including experience in a related or similar job.
- 3.3 Only candidates short-listed for an interview will be contacted.
- 3.4 If there is a significant delay between the closing date for applications and the completion of the short-listing process, applicants will be advised.

4. Interviewing

- 4.1 Interviews will be conducted by a minimum of two people including the supervisor.

- 4.2 Virtual interviews will be used when an applicant is unable to come to Okotoks or there is some other extenuating circumstance.
- 4.3 The Library will follow the same interview format for all interviews conducted for a specific open position. Additional questions are asked of individual candidates for purposes of clarifying or elaborating on responses to questions.
- 4.4 During the development of the interview questionnaire, the need for skills testing will be determined. If so, the skills tests will be weighted and included on the interview questionnaire. Skills testing may be provided by an outside agency on behalf of the Library.

5. Verification

- 5.1. To be eligible to work at the Library, an applicant must show the following: a) A valid Social Insurance Number b) Canadian citizenship, landed immigrant status or a valid work permit, and c) proof of education qualifications outlined in the job posting.
- 5.2. The hiring manager will check the references using a reference check form.
- 5.3. Candidates will be required to provide the names and contact information of at least two (2) credible work-related references. All references must be able to respond to questions about the candidate's past work performance and job-relevant behaviours.

6. Offer of Employment

- 6.1 Upon selection of the preferred candidate, the Library will contact the candidate by phone to offer the position. If the candidate accepts, the Library will then email a copy of a hiring letter, to include at least the following information, to the candidate:
 - Salary/wage rate
 - Start date
 - Training schedule
 - Supervisor's name
 - Length of probationary period or information regarding provisional employment status.

7. Employment of Family Members & Board Members

- 7.1 OPL may employ members of the same immediate family at the same time, provided one family member is not placed in a supervisory position over the other. An applicant for a Library position must disclose in writing if another family member is employed by the Board or OPL.
- 7.2 A Library employee may not directly influence decisions related to the recruitment, hiring, or the terms and conditions of employment of a person who is a member of the employee's immediate family, with whom they share a household, or with whom they have a personal relationship.
- 7.3 Board members are not eligible for employment.