



PERSONAL ATTENDANT CARE INC.
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DEPARTMENT		Human Resources
SUBJECT		Hiring
APPROVED BY (Signature)	CHIEF EXECUTIVE OFFICER	<i>N. Carter</i>
EFFECTIVE DATE		October 2, 2000
REVIEWED BY (Title & Signature)		Pamela DeRaaf, CHRP Human Resource Manager
REVIEW DATE		September 2009

OPERATIONAL PROCEDURES

Preamble

Personal Attendant Care Inc. is an equal opportunity employer believing that all persons are entitled to equal opportunity and will adhere to all aspects of personnel policies and by selecting the best-qualified person for the job to be performed. Management, in cooperation with the Human Resource Department, plans for, recruits, hires within budget guidelines and retains qualified personnel to conduct the organization's business. Those interviewing on behalf of Personal Attendant Care Inc. uphold the requirements of the Ontario Human Rights Code and all other applicable legislation. All hiring decisions are made based on established position-based criteria, competencies, knowledge, skills and abilities.

Procedures

Recruitment

- Recruitment and hiring of all of Personal Attendant Care Inc.'s personnel is coordinated through the Human Resources Department.
- The applicable Supervisor or Manager completes a Recruitment Request and/or Posting Request for internal positions and submits to the Human Resource Manager.
- The Human Resource Manager posts or advertises for applicants in accordance with the current Collective Agreement and/or Operational Policies and Procedures.
- Internal applicants are required to complete an Internal Response to Posting form.

Screening

- The Human Resource Department screens applications/resumes based on the applicants' qualifications, experience and seniority status (internal) and prepares a list of candidates who meet the minimum qualifications for the preliminary interview.

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- All resumes are tracked and retained by the Human Resources Department for six (6) months after receipt.
- Resumes for those candidates that are unsuccessful in obtaining a position are kept in a separate file.
- The Supervisor or Manager provides the Human Resources Department with the dates and times they are available for interviewing.
- Each candidate is asked to complete the Work Reference Check form which authorizes Personal Attendant Care Inc. to contact references and to avoid any potential lawsuits. They may be altered to fit the reference contact, i.e. personal reference.
- Contact at least two most recent employers as indicated on the employment application.

For Personal Support Worker or temporary openings, it is suggested that at a minimum, the following be done:

- Verify the last two places of employment; and
- Verify the type of work that was performed, dependability and reason for leaving.

For office positions, the following should be done:

- Verify diplomas, college degrees or school certificates beyond high school and professional certification;
- Verify job experience and work record;
- Verify the last two places of employment; and
- Determine the type of work that was performed, dependability, and reasons for leaving.

Interviewing

- The interview team is to consist of the following: Human Resource Manager and/or Executive Assistant and Supervisor / Manager.
- The Human Resources Department conducts an initial telephone interview with potential candidates; if this is successful the candidate is invited for a formal interview.
- All members of the interview team are required to be familiar with the interview process, relevant Collective Agreement, Employment Standards and the Ontario Human Rights Code as it pertains to employment.
- Prior to the interview, the Human Resources Department provides the members of the interview team with the interview questions, applicant's resume and the appropriate job description. The interview team may make adjustments to the interview questions or scoring process if necessary.
- A letter is sent to all unsuccessful candidates who have participated in the formal interview process.

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Job Offers

- Internal unionized applicants are offered the position (for union positions) based on the following criteria, as per the Collective Agreement:
 - Qualifications;
 - Client needs;
 - Ability of the applicant;
 - Geographical restrictions;
 - Seniority.
- The interview team makes a recommendation to hire / or not to hire the candidate based on the interview results.
- Reference Checks results are communicated to the interview team prior to the issuance of a job offer.
- Human Resources Department representative shall explain to the employee the conditions of employment, letter of employment, and job description prior to formal acceptance of employment by the employee. Signed copies of these documents shall be filed in the employee's personnel file.
- New employees are to be informed that are to provide copies of the following documents:
 1. Educational certificates and/or diploma
 2. Current Criminal Reference Check
 3. First Aid/CPR certificate
 4. Medical clearance
 5. Driver's license and Auto insurance (as appropriate)
 6. Void cheque for payroll purposes

Re-Hiring

- Employees who left the company voluntarily or through no fault of their own and who make application for reemployment will be given consideration.
- Personal Attendant Care Inc. does not reemploy those who are discharged for cause.
- A reemployment person waives all rights accruing from prior service such as wage rate and seniority.
- Before pursuing the recruitment and selection process with a former employee, the hiring official must contact the Human Resource Manager for a review of the job opening and the former employee's record.
- The Chief Executive Officer will provide final authorization for reemployment after a review of the circumstances.

Should a former employee be rehired, the person will not be reinstated with his or her original hire date and for the seniority and benefits eligibility. However, the Chief Executive Officer in consultation with the Human Resource Manager reserves the right to alter this practice as he or she sees fit in light of the circumstances surrounding the reemployment.

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Hiring Relatives

- It is the goal of Personal Attendant Care to avoid creating or perpetuating circumstances in which the possibility of favoritism, conflicts of interest, or impairment of efficient operations may occur. Therefore, while relatives of employees and clients may be hired, relatives may not work in a direct reporting relationship.
- For purposes of this policy, relatives are defined as: father, mother, son, daughter, brother, sister, wife, husband, grandparent, nephew, niece or individual who has acquired such a relationship through marriage or who makes his or her home with an employee, and is in any way related to that employee.
- Supervisors / Managers should exercise caution in hiring decisions to ensure that a new employee is not placed in a direct reporting relationship with a relative, as defined by this policy.
- Should two employees in a reporting relationship become relatives, as defined in this policy, during their employment at Personal Attendant Care, the choice will be theirs as to which employee accepts a transfer into an available position, suitable to his or her skill and experience. If, between the two employees, a decision cannot be made, the employee with the least seniority must transfer into the next available position suitable to his or her skill and experience. Supervisors / Managers should contact the Human Resource Manager for assistance in facilitating a transfer.

Attached Forms

Candidate Availability	6.1(g)
Internal Response to Posting	6(d)
Posting Request	6(e)
Recruitment Request	6(f)
Work Reference Check	6(g)
New Hire Checklist	6 (i)