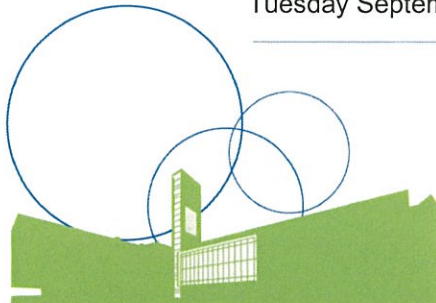


C 3
COMMUNICATION
FAA - <u>SEPT 8/15</u>
ITEM - <u>2</u>

Hiring Practices Audit

Tuesday September 8, 2015



Today's Presentation

- Audit Objective, Scope and Methodology
- Audit Conclusion
- Audit Recommendations
- Management Response and Action Plans
- Next Steps
- Questions

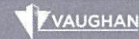


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Audit Objective

- To evaluate the adequacy and effectiveness of the internal controls, processes and procedures in place to mitigate the business risks associated with the hiring of staff in the City of Vaughan.



Audit Scope & Methodology

- Review of existing Policies and Procedures
- Staff interviews
- Sampling of recruitment files
- 42 of 82 Full Time staff hired that are still actively employed
- Review period of January 2013 – December 2014
- Analysis of staff sourcing.

Not in Scope: → Vaughan Fire and Rescue Service recruitment.



Audit Conclusion

- No evidence of inappropriate hiring practices for the period under review.
- Opportunities exist to streamline recruitment file documentation



Audit Recommendations

1. Develop and implement a documentation and file management strategy
2. Applications and job inquiries are received by Human Resources directly from the applicant.



Management Action Plans

1. Develop and implement a documentation and file management strategy:
 - Completing the documentation strategy.
 - Standardizing recruitment forms across the organization.
 - Implementing an e-recruit solution.



Management Action Plans

2. Applications and job inquiries are received by Human Resources directly from the applicant:
 - Enhancing Recruitment policies and procedures to communicate process to be followed by all job applicants.
 - Implementing standard protocol to be followed by HR staff when dealing with inquiries from Council and senior management, staff members or constituents.



Next Steps

- Action plans have been developed.
- Implementation is underway.
- Internal Audit will follow up and report on the status of these action plans.



Questions?

