

THE CITY OF VAUGHAN

CORPORATE POLICY

POLICY TITLE: RECRUITMENT

POLICY NO.: 13.A.13

Section:	Human Resources		
Effective Date:	April 29, 2024	Date of Last Review:	Click or tap to enter a date.
Approval Authority:	Policy Owner:		
Administration	DCM, Corporate Services, City Treasurer & Chief Financial Officer		

POLICY STATEMENT

The Corporation is committed to a fair and transparent recruiting process that supports hiring the best candidate for all positions. The Corporation ensures all candidates have an equal opportunity. There is zero tolerance of personal bias or discrimination of candidates in the recruitment process. The Corporation strives to represent the diversity of the community by underscoring the importance of external recruitment to diverse applicant pools.

PURPOSE

The purpose of this policy is to set out guidelines and best practices for the recruitment and selection of qualified individuals by the Corporation of the City of Vaughan (“the Corporation”). This policy ensures that the candidate selection process is consistent throughout the organization and satisfies legal requirements and conditions set out by the Corporation’s collective agreements and applicable legislation. Secondly, this policy supports the Council Approved Strategic Plan.

SCOPE

This policy applies to the recruitment of all employees including union, non-union permanent, temporary/seasonal, part time and remunerated student hiring for which there is a job posting or expression of interest.

LEGISLATIVE REQUIREMENTS

1. *Accessibility for Ontarians with Disabilities Act*, 2005, S.O. 2005, c. 11.
2. *Human Rights Code*, R.S.O., 1990, c. H. 19.
3. *Municipal Act*, 2001. S.O. 2001, c. 25.

POLICY TITLE: RECRUITMENT

POLICY NO.: 13.A.13

4. *Occupational Health and Safety Act*, R.S.O 1990, c. O.1.

DEFINITIONS

None.

POLICY

1. GENERAL

The Corporation is required to abide by all Province of Ontario legislation relating to fair and equitable hiring processes. The Corporation is committed to conducting its hiring processes in a fair, open and transparent manner without discrimination as stipulated in the Ontario Human Rights Code. The Accessibility for Ontarians with Disabilities Act (AODA) shall be reflected in the hiring process by developing, implementing and enforcing accessibility standards for all candidates, including removing any barriers that may inhibit a qualified candidate applying to a position with the Corporation. In doing so, the City strives through this policy to attract the best possible talent for the position.

2. RESPONSIBILITIES OF THE EMPLOYER

2.1. Hiring Department must:

- 2.1.1. Ensure consistent application and compliance with procedures, guidelines, and related policies and legislation;
- 2.1.2. Initiate the hiring process by submitting employment requisition notice to the Office of the Chief Human Resources Officer;
- 2.1.3. Work collaboratively with the Office of the Chief Human Resources Officer to develop and administer recruitment criteria and candidate assessments;
- 2.1.4. Provide feedback to the Office of the Chief Human Resources Officer throughout the recruitment process;
- 2.1.5. Ensure that they are responsibly carrying out the hiring process and are accountable for adherence to the policy, guidelines, collective agreement and legal requirements;
- 2.1.6. Disclose if they have a conflict of interest related to the Code of Conduct and/or Hiring and Nepotism policy; and
- 2.1.7. Ensure documentation (interview notes, scores etc) is submitted to the Office of the Chief Human Resources Officer after each job competition.

2.2. Office of the Chief Human Resources Officer must:

- 2.2.1. Ensure consistent application and compliance with procedures, guidelines, and related policies and legislation;

POLICY TITLE: RECRUITMENT

POLICY NO.: 13.A.13

- 2.2.2. Develop hiring procedures, establish the hiring process and monitor that all hiring activity complies with the policy, collective agreement and legal requirements;
- 2.2.3. Review hiring department's employment requisition notice, ensuring all information is complete;
- 2.2.4. Work collaboratively with the hiring department to develop and administer recruitment criteria and candidate assessments; and
- 2.2.5. Ensure documentation is submitted for each job competition and establish and maintain electronic and/or hard copy employment recruitment files.

2.3. Candidates must:

- 2.3.1. Ensure they apply to a position within the timeframe and application submission process specified on the job advertisement;
- 2.3.2. Satisfy all employment conditions and provide proof of qualifications required in the posting;
- 2.3.3. If relevant and applicable, consult with the Office of the Chief Human Resources Officer to disclose and request accommodation due to a disability; and
- 2.3.4. Supply all necessary information (cover letter, resume, etc.) to be considered for posted opportunities.

3. MAYORAL DECISIONS

This policy shall be in compliance with any Mayoral Decisions issued under Section 284.6 of the Municipal Act, 2001, R.S.O 2001.

ADMINISTRATION

Administered by the Office of the City Clerk.

Review Schedule:	Other (specify) 4 years	Next Review Date:	April 29, 2028
Related Policy(ies):	13.C.05 – Nepotism, HR-019 – Volunteer		
Related By-Law(s):			
Procedural Document:	PRC.42 – Recruitment Guidelines		
Revision History			
Date:	Description:		
29-Apr-24	Approved by Policy Committee.		

POLICY TITLE: RECRUITMENT

POLICY NO.: 13.A.13