

SECTION: Human Resources		PROCEDURE #: HR-010
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PROCEDURE/GUIDELINES FOR EMPLOYMENT INTERVIEWS

1. At the outset of the interview, the candidate is furnished with information about the organization and the specific department and position for which he/she has applied, as well as information about conditions of employment, benefits and probationary period.
2. Each candidate is asked to confirm the completeness of his/her resume, to indicate if any information is missing and why.
3. During the interview, the interviewer(s) use the interview guide/questions to document the candidate's responses to the interview questions, and scored appropriately – *Refer to Corporate Services for general questions and sample scoring information.*
4. The interview entails a comprehensive review of the candidate's qualifications and experience with the specific intent of determining his/her capabilities and suitability for the specific position sought. The interviewer also inquires of the candidate whether there are any factors that may infringe upon his/her consistent and competent performance of the duties of the position. In those instances, where the presence of a criminal record could have a direct bearing on the candidate's satisfactory performance of essential duties, candidates for such positions are asked if they have a criminal record and if the Corporation may verify their answer.
5. Some positions may require skills for which a known level of competence must exist, (i.e. word processing, welding, mathematics). In this instance, the interviewer, in consultation with the Department Head may request applicants to demonstrate these skills by completing a job-related work example exercise. It must be evident that any selected work-sample exercise accurately measures the knowledge or skill required for a particular job. Results of work samples must prove to be a valid prediction of job performance. If such an exercise is determined to be appropriate, all applicants being interviewed for the position will be asked to perform the same exercise.
6. At the end of the interview, the candidate is required to sign a Reference Authorization Form (See Section F-Forms, Form #2) allowing the Corporation to:
 - Conduct a current Criminal Records Check, if applicable and contact the respective Police Services for a current criminal records check and release the results to the Corporation. Police background checks including Vulnerable Sector Check, at the expense of the employee (if deemed required by the Department Head due to employee working with children).
 - Conduct employment reference checks; and release reference information to the CorporationThe employment reference check will include:
 - Dates of employment
 - Position(s) held and/or most recent job title;and the department head or designate may attempt to obtain additional information from any sources deemed appropriate to ascertain:
 - educational qualifications
 - employment history
 - work performance

- attendance records
- circumstances surrounding termination
- other information relating to the applicant's suitability for employment
- salary history

These areas should also be covered as much as possible during the employment interviews.

7. Candidates are advised that the criminal records, if required, will be undertaken only if an offer of employment is made, and that the offer of employment would be conditional upon receipt of satisfactory results from the criminal records check.
8. Candidates are advised that an offer of employment would be conditional upon receipt of satisfactory employment references and a satisfactory medical certificate, if applicable.
9. The completed questionnaire/guide is attached to the candidate's resume, consent forms and related documentation. After the competition is concluded, the documentation of the successful candidate is forwarded to the Corporate Services Department, for review and verification as to previous employment. In accordance with the Town's Retention By-law, documentation relating to all unsuccessful candidates is maintained on file at Corporate Services for three (3) years.
10. All selection decisions will be made on the basis of skill, ability, qualifications and suitability to perform the functions set out in the position description.

11. Unsuccessful Applications

Respect and sensitivity for an applicant's confidence require that the Department Head be prepared to review all interview material and make non-selection decisions promptly.

The Department Head or designate will be responsible for advising all unsuccessful interviewed applicants in writing. This letter will be attached to the applicants resume for retention in the files.