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**BARRIE PUBLIC LIBRARY**  
**HUMAN RESOURCES – RECRUITMENT AND SELECTION**  
**MOTION #13-34** **Approved June 23, 2016**

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**1. APPROVING STAFFING REQUESTS**

A request to fill a position shall be subject to the CEO's approval.

**2. PROMOTION FROM WITHIN**

The Library supports the principle of promoting (where feasible) from within the organization. When filling vacant positions, the Library will, whenever practical, give first consideration to applicants already employed by the Library.

**3. PUBLIC NOTICE OF VACANCY**

If a vacant position is not filled internally, the position will be advertised on the Library Website as well as other appropriate job boards.

The appropriate Department Manager will provide the Manager, Human Resources with the appropriate information. The Manager, Human Resources will place the ad.

If a vacant position has been advertised externally, the selection of the successful applicant shall not be made before all employees who have applied have been considered.

**4. JOB APPLICATIONS**

All applications for employment with the Library shall be submitted to Human Resources.

**5. CONFIDENTIALITY**

Personal information shall not be disclosed to anyone except in accordance with the Municipal Freedom of Information and Protection Privacy Act and the Public Library Act. Distribution and/or disclosure of confidential or personal information or documents should be on a "need to know" basis only (i.e. only to those people who need the information in the performance of their duties, and only if the disclosure is necessary and proper in the discharge of the Library's legitimate functions). Thus, personal information related to employment applications shall not be divulged to any person other than those people involved in the staffing of vacant positions in the Library, and those people to whom such disclosure is authorized by law.

**6. INTERVIEWS**

The Department Manager in consultation with the Manager, Human Resources will determine which applicants will be interviewed for a position. A selection committee comprised of a minimum of two interviewers is required. The Manager, Human Resources will participate in interviews whenever possible.

**7. REFERENCE CHECKS AND POLICE RECORD CHECKS**

Before an offer of employment is made, at least two, preferably one business/professional and one personal, of the successful candidate's references will be checked.

Prior to conducting a reference check on an applicant for employment a "Consent form for validation of personal information" must be completed by the applicant. This form must specify the position the applicant is being considered for and the references the candidate has authorized the Library to contact.

Prior to final selection, all prospective employees must provide an original copy showing the results of a Police Record Check, including Vulnerable Sector Screening, which has been completed in the last three (3) months. Results of this request will be used in the evaluation process to determine final suitability for employment and will remain confidential. While a criminal record is not necessarily a barrier to employment, it is a factor which must be carefully reviewed, assessed and documented. The candidate will be required to pay for their own Police Record Check. Any requests to start an employee's employment while awaiting results of a Police Check must be approved by the CEO or designate.

**8. SELECTION AND HIRING**

The selection of the successful candidate and the determination of the starting salary to be offered will be made by the selection committee, subject to the approval of the CEO.

The Manager, Human Resources will issue a letter to the successful candidate, confirming the offer of employment and the acceptance offer, the starting date, and the major terms and conditions of employment including starting salary or wage, probationary period and normal hours of work.

**9. EMPLOYEE ORIENTATION**

The Manager, Human Resources will conduct regular orientation sessions for new employees. Each department shall provide departmental orientation for all new employees.

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