

Recruitment and Selection Process

The aim of the recruitment and selection process is to appoint the best applicant for the position by applying principles of merit and equity. The emphasis on merit applies at all stages of employment, including:

- recruitment and selection of employees;
- promotion;
- employee development;
- access to training;
- benefits and conditions of employment; and
- retention of employees.

The Corporation's recruitment and selection process involves the following steps:

1. Applicants' written applications are assessed against the selection criteria as stated in the job description for the advertised vacancy. The applicants who best meet the selection criteria by demonstrating their skills, experience and qualifications in their application are invited to attend an interview.
2. An interview is conducted of the short listed applicants using questions based on the selection criteria. The same questions are asked of each interviewee; however the selection committee may ask further questions to clarify information provided by applicants. A scoring system is used to evaluate the applicants' response during the interview. The selection committee records notes of the interviewees' responses during the interview and reviews responses after the conclusion of the interview. Feedback based on this information can be provided to interviewees upon request.
3. Upon completion of interviews, the committee selects the preferred applicant. Selection is based upon an assessment of each applicant's demonstrated capacity to fulfil the requirements of the position, which includes possession of, or the potential to develop, the required knowledge, skills and abilities. The applicant who demonstrates the highest level of merit for the position overall is then recommended for appointment. This decision is unanimous.
4. Reference checks with referees provided by the applicant are conducted to supplement the final selection decision.
5. The committee chair then prepares a memorandum addressed to the General Manager and Chief Executive Officer detailing the panel's recommendation. The memorandum includes the grounds and reasons for such recommendation.
6. Documentation in regard to the recruitment and selection process adopted for each vacancy is maintained for a period of not less than twelve (12) months for the purpose of demonstrating, should the need arise, that the provisions of the Corporation's recruitment and selection procedure have been observed.

The information contained within this document is an excerpt from the Corporation's Recruitment and Selection Procedures.

For further information on recruitment and selection procedures, please contact the Corporation's Human Resource Advisor.

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