

Holland Bloorview Kids Rehabilitation Hospital	Manual Corporate	Cluster Human Resources
	Theme Talent Management	Number 00274
Recruitment and Selection		

Preamble

Holland Bloorview Kids Rehabilitation Hospital promotes fairness and equal opportunities to all staff by providing everyone the opportunity to apply for job vacancies. Holland Bloorview is committed to hiring and retaining top candidates that will contribute to the effective operation of Holland Bloorview.

Policy Statement

This policy outlines the recruitment and selection process when vacancies arise.

Holland Bloorview Kids Rehabilitation Hospital	Manual Corporate	Cluster Human Resources
	Theme Talent Management	Number 00274
Recruitment and Selection		

Procedure:

MyStaffingPro

MyStaffingPro (MSP) is Holland Bloorview’s comprehensive web-based applicant tracking system (ATS) that offers fully electronic features for applicant tracking and candidate recruiting and has been customized to manage our recruitment process. MSP requisitions must be completed for all recruitment activity. User access to MSP is managed by the Human Resources Department.

MSP requisitions must be electronically signed to confirm completion of the requisition in order to proceed to next steps in the recruitment process.

Action Forms

Action Forms are used to communicate employee related changes (including by not limited to new hires, status changes, rate changes) to the Human Resources Department. The Action Form must be completed in full and approved by the department/Program/Service leader, as appropriate.

Job Postings

A clear job posting will help interested applicants understand the role, qualifications and experiences needed, and identify themselves as qualified candidates. Job postings are developed by the hiring manager, with input from Human Resources and the Collaborative Practice Leader, as needed. All postings will include a job title, general duties and responsibilities, qualifications and hiring criteria (level of education, experience, relevant attributes, and skills), and response method.

Vacancies will be posted within 24-48 hours of receipt, or within 24-48 hours of SMT approval to post, per the Posting Review Process, if applicable.

All regular full time, regular part time, and temporary vacancies over a six (6) months duration, will be posted for a minimum of five (5) business days on the Holland Bloorview’s website, career page.

Casual, student, seasonal, or temporary vacancies of less than a six (6) months duration, may or may not be posted. The decision to post is made by the hiring managers and is based on the known availability of applicants.

Internal and External Posting:

The decision to post internally and/or externally will be made by the hiring manager and is based on the known availability of applicants. Where it is anticipated that qualified internal applicants do not exist, the vacancy may be advertised externally either following the close of postings or simultaneously with the internal posting.

In conjunction with the hiring manager, the Human Resources Department will evaluate the need for external advertising (i.e. in addition to the Holland Bloorview career site). The Human Resources Department is responsible for posting external job vacancies on online

Holland Bloorview Kids Rehabilitation Hospital	Manual Corporate	Cluster Human Resources
	Theme Talent Management	Number 00274
Recruitment and Selection		

job posting boards and/or for contacting the respective external ad company for print and media advertisements.

Postings Received from External Sources:

Job postings received from external sources (e.g., other Health Care Centres) may be forwarded to relevant departmental leaders at the discretion and approval of the Human Resources Department.

AODA (Accessibility for Ontarians with Disabilities Act):

In accordance with the AODA, Holland Bloorview communicates our commitment to inclusive and accessible employment practices through job postings on our career site. Candidates are encouraged to contact Human Resources, should they require accommodation during any stage in the recruitment process.

Applications

All applicants must apply within the applicant tracking system by completing an applicant online. All applicants who apply to a vacancy will be seriously considered. Consideration will be given to experience, skills, abilities, qualifications, and previous performance. Where it has been determined that all factors are considered equal, the individual with the greater years of service or seniority will be the successful candidate.

Internal applicants are required to apply through the internal applicant portal of MSP. Applying through the external portal will not identify them as an internal applicant.

An employee who has recently been hired, transferred, promoted, must wait a period of six (6) months before submitting an application to another job vacancy. Exceptions will be made for employees who are on a temporary contract of less than six (6) months.

Applications must be received before the posting deadline.

Late Applicants:

If there are no successful candidates from the applicants who have applied prior to the deadline, all late applications (internal and external) will be considered.

Resumes/applications will be held in the strictest of confidence.

Screening

Initial screening of applications is done by the hiring manager and or a designate appointed by the hiring manager. Within the screening process, hiring managers will assign an applicant status to each applicant. Telephone interviews are recommended prior to inviting an applicant for an in-person interview. Telephone interviews should be conducted by the screener.

Internal Applicants:

It is encouraged that internal applicants, who meet the qualifications and skills sought within the posting, are given preferred consideration over external candidates. Internal

Holland Bloorview Kids Rehabilitation Hospital	Manual Corporate	Cluster Human Resources
	Theme Talent Management	Number 00274
Recruitment and Selection		

applicants include employees in regular and temporary positions. Employees are selected based on the applicant who best meets the requirements for particular positions.

Interviews

Short listed candidates will be granted an interview that is fair and consistent. Shortlisting to three (3) candidates is recommended for the initial interview.

The hiring manager will advise the Human Resources Department when the initial application screening is complete to begin booking interviews. The request must include:

- names of applicants to interview (note: their status on MSP must be "4-Selected for 1st Interview")
- any changes to the panel members list previously provided on the MSP requisition
- a copy of the interview questionnaire
- confirmation of the dates and times tentatively reserved in each of the panel members calendars.

A minimum of 5 business days notice is required from date of request to the preferred interview date.

If required, a second level interview may be conducted at the discretion of the hiring manager.

All interview notes and forms are to be maintained in confidence and returned to the Human Resources Department following the interview process.

AODA (Accessibility for Ontarians with Disabilities Act):

When candidates are contacted, they are asked to advise Human Resources, should they require any accessibility accommodations to fully participate in the interview process. Interview questions are developed by the hiring manager and must be based on the requirements of the job description. The interview must be conducted in a consistent manner for every candidate and only job-related criteria are to be considered in the preparation of questions and the recruitment decision-making process.

The Interview Panel:

The Hiring Manager must be a member of the interview panel. The composition of the panel will be at the discretion of the hiring manager. For clinical positions, a Collaborative Practice Leader must be on the panel. Efforts should be made to minimize the number of panel members.

Selection

The interview panel will provide input to the hiring manager. The hiring manager will make final decisions on the selection of the candidate. This process may be aided by the use of the interview evaluation form completed by the panel.

Holland Bloorview Kids Rehabilitation Hospital	Manual Corporate	Cluster Human Resources
	Theme Talent Management	Number 00274
Recruitment and Selection		

Once a selection has been made, the hiring manager will return all interview packages along with any supporting selection materials and hiring information to the Human Resources Department.

Hiring of Relatives:

Holland Bloorview reserves the right to prohibit the employment of an individual where he or she would be:

- Under the direct or indirect management of a relative
- Would have access to the relative’s confidential information
- Would audit, verify or be entrusted with monies received or handled by another relative

The term “relative” includes, but is not limited to the following: grandmother, grandfather, mother, father, spouse (including common law, same sex), sister, brother, daughter, son, stepchild, father-in-law, mother-in-law, sister-in-law, brother-in-law, cousin, aunt and uncle.

Rehiring of Employees:

An employee who is rehired by Holland Bloorview within six (6) months of departure will be reinstated with full credit for all service and seniority earned up to the date of the departure. This includes credit for service for the purposes of:

- Salary progression
- Sick leave entitlement
- Benefit entitlement
- Vacation progression
- Recognition for years of service

In accordance with the Employment Standards Act, in order to determine the amount of notice of termination, if an employee has been employed by Holland Bloorview more than once, the separate periods of employment will be considered one period, if not more than 13 weeks have elapsed between each period of employment.

The above excludes seasonal employees and students. Please refer to Holland Bloorview’s Definitions policy (00349) for a listing of various definitions associated with employment.

Holland Bloorview will not employ or hire on a consulting basis any individuals who have been granted voluntary exit packages for a period of one year from the date of termination or in accordance with the terms and conditions of the voluntary exit package agreement.

Reference Checking

Employment reference checks are conducted to confirm that the information the candidate has provided is accurate and to determine if the candidate possesses the necessary skills and abilities to successfully perform the job.

Holland Bloorview Kids Rehabilitation Hospital	Manual Corporate	Cluster Human Resources
	Theme Talent Management	Number 00274
Recruitment and Selection		

Employment reference checks must be conducted for all potential new hires. The applicant must provide written authorization to check his/her references. A minimum of two professional references is required. Recent professional references from immediate managers are preferred.

For an internal candidate, a reference check with the current supervisor is required.

References will be checked and conducted by the Human Resources Department. Alternatively, the hiring manager and or the Collaborative Practice Leader may conduct the reference checks.

Reference Checking Via Social Media Platforms:

To assure equitable hiring practices and to be consistent with Holland Bloorview’s values of respect and excellence, managers engaged in hiring must refrain from conducting social media background checks on their own. Social media reviews should only be executed after it is determined that the individual is the candidate of choice.

Use of social or professional networking sites to recruit candidates will be done in conjunction with a variety of other recruitment methods that encompass a broad range of sources.

Request for Employment Reference Received:

Holland Bloorview will not provide any performance related references for employees to external parties unless proof of written consent from the employee is provided. The Human Resources Department will confirm employment data (i.e., dates of hire, position, status, and salary) at the request of the employee.

In situations where a criminal investigation is being conducted by Law Enforcement officials, Holland Bloorview Kids Rehabilitation Hospital will cooperate with the officials and may provide personal employee information without the consent of the individual.

Job Offer

An offer will be extended to the successful candidate by the hiring manager in conjunction with Human Resources. The hiring manager will extend a verbal offer of employment, followed by a job offer letter outlining all conditions for employment and any special arrangements.

All job offers must include the following information

- Position Title
- Program/Service/Department
- Start date
- End date if applicable
- Salary
- Vacation entitlement
- Benefits entitlement
- % Full time equivalency (F.T.E) if applicable

Holland Bloorview Kids Rehabilitation Hospital	Manual Corporate	Cluster Human Resources
	Theme Talent Management	Number 00274
Recruitment and Selection		

- New Hire orientation date(s)
- Any other terms and conditions

Upon acceptance by the successful candidate, the hiring manager must contact all other candidates who were interviewed and advise them of the decision.

All job offer letters will provide information on how to access our workplace accommodation policies.

Holland Bloorview Kids Rehabilitation Hospital	Manual Corporate	Cluster Human Resources
	Theme Talent Management	Number 00274
Recruitment and Selection		

Policy Lead	Issued Date
Tracey Millar	Jan 01, 1998
Committee Chair	Review Date
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Committee Member(s)	Review Date
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Authorizer	Review Date
Tracey Millar	Oct 02, 2017
Authorizer's Signature	