



GRANDVIEW
CHILDREN'S
CENTRE

PERSONNEL MANUAL

POLICY

APPROVED BY: _____ **NUMBER:** P2-50
Executive Director

DATE: 31 Mar 92, R29 Apr 94, R29 May 95, R22 Nov 99 **PAGE:** 1 of 1
R21 Mar 05, R07 Sep 07

CATEGORY: HIRING

SELECTION

INTERVIEWS

Where possible, employment interviews are to be conducted by a team comprised of the department/program manager, the Human Resources Manager, and one staff member.

It is recommended that all potential candidates have a second interview prior to the formal offer of employment. This provides the potential employee with an opportunity to assess the organization before accepting the position and it provides a second opportunity for Grandview staff to consider the candidate's ability to meet the requirements of the job.

EMPLOYMENT REFERENCE CHECKS

Where possible, two employment reference checks must be obtained on all potential employees before they are provided with a conditional offer of employment.

SELECTION

Selection is based on job requirements and selection criteria. Successful applicants must have demonstrated the ability to work well with co-workers, staff and the public.

FOLLOW UP

After hiring of the successful candidate, unsuccessful applicants who were interviewed will be notified by the Human Resources Manager. (See P2-61.)