

**POLICY TITLE**

**RECRUITMENT AND SELECTION FOR EXTERNAL  
OPEN COMPETITIONS**

**AUTHORIZATION**

Vice President, People and  
Organization Development

**DATE APPROVED**

February 2012

**DATE REVISED**

**1.0 PURPOSE**

- To ensure that the recruitment and selection process supports the selection of candidates who are qualified to be employed by Fraser Health;
- To ensure fair and equitable recruitment processes for all applicants;
- To ensure that the quality of all applicants' qualifications and experience are appropriately matched to job requirements for which Fraser Health recruits;
- To ensure consistent, transparent and quality recruitment decisions that supports good employment practices;
- To ensure that appropriate compensation is recommended for applicants hired through external open competitions.

**2.0 SCOPE**

This policy applies to the recruitment and selection of internal and external applicants who apply to Fraser Health's externally posted positions.

**3.0 POLICY STATEMENT**

- 3.1 Fraser Health is committed to ensuring that its recruitment and selection processes are conducted in a manner that is systematic, efficient and effective and promotes equality of opportunity and meets all collective agreements, policies and legal requirements.
- 3.2 Vacancies of over four (4) months are generally posted to support developmental opportunities. Operational requirements may support an appointment rather than a posting process.
- 3.3 Recruitment Services is responsible for managing the recruitment process for externally open competitions.
- 3.4 The hiring Manager or delegate is responsible to assess the qualifications required and the best qualified applicant based on the requirements posted and applicants referred by Recruitment Services.
- 3.5 Recruitment Services coordinates and places all advertising related to external recruitment in consultation with the hiring Manager.

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- 3.6 To support cost effective selection processes, Recruitment Services and the hiring Manager will consider telephone or video interviews for out-of-town applicants. Where on-site interviews are required, Recruitment Services will provide hiring Managers with guidelines and Fraser Health policies on business related expenses.
- 3.7 Skill testing is conducted for all positions which require measurable skill levels as indicated by the job description. Any skills testing must be directly related to the role and measured against objective criteria.
- 3.8 Reference checks are obtained by Recruitment Services or by the hiring Manager or delegate prior to any verbal or written offer of employment.
- 3.9 Fraser Health will:
- Carry out the screening process required under the Criminal Records Review Act for designated positions.
  - Require all applicants to external postings to declare in writing if they have been charged or convicted of any criminal offence for which a pardon has not been granted.
  - Seek full disclosure, as necessary, from applicants to external postings with any criminal charge(s) or conviction(s) in order to determine relevancy to intended employment.
- 3.10 A Relocation Allowance may be made available for Management and Management Support, difficult-to-fill and specialty Physician positions. This requires prior approval by Recruitment Services.
- 3.11 All documents relating to applicants will be treated confidentially and in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA).

**4.0 PROCEDURE**

- 4.1 The hiring Manager or delegate completes a Posting Requisition based on approved job descriptions found on the Fraser Health on-line application process.
- 4.2 The vacancy is forwarded to Recruitment Services once all internal processes, as required by the collective agreements, are exhausted for positions covered

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by a collective agreement. All Management and Management Support positions are posted externally.

- 4.3 All applicants must complete a current and up-to-date on-line profile in the Fraser Health on-line application system, providing authorization for references and checks as part of the recruitment screening process. Applicants are required to apply on an active posting to be considered for the position.
- 4.4 Recruitment Services will review applications to ensure appropriate licensure, credentials, legal entitlement to work in Canada, skills, qualifications and experience as per the requirements of the approved job description and will complete the appropriate follow-up on the criminal offence(s) question.
- 4.5 Recruitment will prescreen applicants for nursing and other difficult-to-fill positions as an option for Managers which includes:
- Completing a pre-screen interview.
  - Obtaining detailed information about the candidate's skills and abilities and work site preference. Candidates are asked to complete a Skills Check List specific to their area of interest.
  - Confirming detailed information about the candidate's licensure such as CRNBC registration. Hiring designate confirms licensure for the position prior to the applicant commencing work.
  - Initiating a request for references in accordance with Fraser Health's '*Obtaining References Guidelines*' which states that a minimum of two references must be obtained for external candidates and one reference for internal applicants.
- 4.6 Recruitment Services, in consultation with the hiring designate, will explore other advertising/recruitment options should no suitable candidates apply, that may include:
- Career Fairs
  - Conference Announcements
  - Flyers/Mailings
  - Internet Web Sites
  - Newspaper/Publications
  - Professional Journals

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- Professional Organizations and business/Industry Contacts
- Targeted Publications
- University/College Job Boards

4.7 Recruitment Services will set the salary in conjunction with the hiring Manager for Management and Management Support positions.

## 5.0 **REFERRAL INFORMATION**

- Collective Agreements:
  - Health Science Professionals Bargaining Association
  - Health Services and Support Community Sub-Sector Association
  - Health Services and Support Facilities Sub-Sector
  - Nurses' Bargaining Association
- Compensation Guidelines (For Management/Management Support Employees)
- Criminal Records Review Act
- Fraser Health Careers Web Site
- Freedom of Information and Protection of Privacy Act (FIPPA)
- Human Rights Code of British Columbia
- Interview Questions Tool
- Manager's Checklist (To completing a hire)
- References - Obtaining and Providing
- Relocation Policy
- Terms and Conditions of Employment – Management and Management Support Employees