

Title:	Recruitment and Selection
Number:	EMP-92-01
Approved By:	Director, Human Resource Services
Administered By:	Human Resources
Effective:	August 1992
Revised:	June 2015

1.0 Purpose / Background

The Corporation of the City of Oshawa ("Corporation") is committed to transparent and merit based selection in all of its hiring decisions, whether internal or external. The objective of this policy is to provide guidance to those responsible for hiring employees to ensure:

- Equal employment opportunity is provided through the recruitment of individuals based on qualifications and ability;
- All hiring decisions are made without discrimination in accordance with relevant employment legislation, hiring best practices and related collective agreements; and
- All employees are successfully integrated into their new role.

2.0 Policy Statement

The Corporation endeavors to hire the most qualified and suitable candidates for every position based on qualifications, experience and merit utilizing a fair and transparent recruitment process. This must be accomplished while complying with the requirements and intent of employment laws, such as the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, Employment Standards Act and applicable collective agreements.

3.0 Scope/Application

This policy applies to all City of Oshawa staff participating in the recruitment and selection process, up to and including the successful onboarding of new hires. In order to mitigate risk and liability to the organization, any employee who is involved in any aspect of the recruitment and/or selection of staff must be aware of the obligations defined in this document.

4.0 Legislated or Legal Requirements

Ontario Human Rights Code ("Code") – The Code forbids discrimination by employers (and employee associations) on the basis of the following "prohibited

grounds": place of origin, ancestry, ethnic origin, sex, sexual orientation, gender identity, gender expression, marital or family status, age, race, colour, creed, citizenship, record of offences and disability. The prohibited grounds may not be used as a basis for hiring, promotion or other employment-related decisions.

Occupational Health and Safety Act – Hiring practices must not contravene the provisions of the Occupational Health and Safety Act. Reasonable accommodation under the Ontario Human Rights Code cannot place the health and safety of other employees at risk. Issues such as cost and compliance with collective agreement provisions are secondary.

Accessibility of Ontarians with Disabilities Act (AODA) – The Employment Standard, under the AODA - Integrated Accessibility Standards Regulation (IASR), requires employers to provide for accessibility across all stages of the employment life cycle. All of the Corporation's recruitment practices and procedures must comply with AODA requirements for developing, implementing and enforcing accessibility standards for candidates who may have a disability. This includes identifying and removing any barriers that may exist for persons with disabilities.

5.0 Responsibilities

Human Resource Services will:

- Ensure a fair and equitable selection process, in accordance with the principles of this policy, and all relevant Corporate guidelines, collective agreements, policies, procedures, and legislation.
- Monitor employment practices to ensure compliance with this policy and elimination of barriers to employment equity.
- Communicate the Corporation's employment equity and equal opportunity commitment to staff and to the public.
- Partner with managers, supervisors, and all hiring panel members relating to the need for new or replacement employees.
- Provide consultation and expertise, as well as support to the hiring manager or designate.
- Continue to enhance employment policies, procedures, guidelines and tools to promote a fair and equitable process.
- Support the hiring manager or designate in making the best hiring decision possible.
- Inform applicants that accommodations are available, upon request, for the interview process and other candidate selection methods.
- Consult with any applicant who requests an accommodation in a manner that takes into account the applicant's disability.
- Notify successful applicants about the Corporation's policies for accommodating employees with disabilities as part of the offer of employment.
- Coordinate the onboarding process for new hires in accordance with the established guidelines

Hiring Managers will:

- Be mindful of and adhere to all applicable employment legislation, policies and practices and ensure that hiring is conducted in a fair and open manner without biases and tailor actions appropriately.
- Ensure the established guidelines for onboarding new employees are adhered to, as required.

Candidates will:

- Identify needs and initiate requests for accommodations required throughout the hiring and onboarding process, as necessary.
- Provide accurate representations throughout the hiring process.

6.0 Practice/Procedures

For detailed information on practices and procedures, refer to the Recruitment Guidelines for Hiring Managers from the Front Line Manager's Toolkit for the specific guidelines applicable to each of the following phases of the recruitment and selection process:

1. Pre-Recruitment
2. Postings and Advertisements
3. Selection Preparation
4. Candidate Selection
5. Onboarding

7.0 References

[Ontario Human Rights Commission](#)
[Health and Safety | Ministry of Labour](#)
[AODA - Employment Standard](#)
[Employment Standards | Ministry of Labour](#)