

	<b>EMPLOYEE POLICY MANUAL</b>	<b>POLICY - C-1.1</b>
<i>SECTION</i>	Employee Management	
<i>SUBSECTION</i>	Recruitment and Selection	
<i>SUBJECT</i>	<b>Hiring Guidelines</b>	
<i>APPROVAL DATE</i>	March 1, 1999	
<i>REVISION DATE</i>	January 8, 2015	
<i>POLICY APPLIES TO</i>	Employee Classifications: Regular Full Time Regular Part Time Temporary Full Time Temporary Part Time Volunteers	

**Purpose:**

To outline the hiring procedure used by the Township of Guelph/Eramosa.

**Policy:**

1. To ensure that the Township of Guelph/Eramosa selects the most qualified candidates, we use a rigorous recruitment and selection process.
2. This process will generally consist of the following steps:
  - ◆ placing a job advertisement and/or using an internal job posting;
  - ◆ requiring the submission of a job application form;
  - ◆ testing candidates on their skills;
  - ◆ panel interviews of candidates;
  - ◆ criminal background and reference checks;
  - ◆ driver's abstract, if required;
  - ◆ scoring candidates on each step in the process.
3. All hiring decisions are subject to the approval of the applicable Department Head.