



Procedure Statement:

The Flower Cart is committed to recruitment activities that are thorough, transparent, and assist the organization in meeting staffing objectives.

Definitions:

Procedure:

HR will work with supervisors to ensure that only the best candidates are hired. To this end, the following process will be followed:

1. All incoming resumes will be tracked by HR and maintained for up to six (6) months after which they will be purged.
2. Before starting the recruit, HR will ensure that the job description is up to date; and, in the event there is no job description will create one with input and approval from the hiring supervisor, and HR.
3. HR will create the following documents and submit to the hiring supervisor for approval: job ad, interview guide, and job specific testing.
4. HR will paper screen all resumes, create a hierarchy of candidates, and submit interview recommendations to the hiring supervisor. HR will advise on candidates to be interviewed. The hiring supervisor will approve the final list. If there is a dispute, the ED will decide which candidates will be interviewed.
5. HR will book the interview time with the candidate(s) and notify all those who are participating in the interviews. The panel will consist of three (3) people: HR, the hiring supervisor, and one other employee who will be chosen based on the position being interviewed.
6. Prior to the start of the actual interview, HR will provide the candidate with a copy of the job description, direct the candidate to read the job description, and have the candidate sign-off as having read and understood the job description.
7. The interviewers will interview the candidate(s) using the approved Interview Guide form and will complete all sections. Should there be job specific tests, these will be administered after the interview.
8. Should the interview panel feel the candidate(s) is a likely employee, HR will complete the Reference Check form in a timely manner.
9. Using the results of the Interview, tests (if applicable), and Reference Check, HR in consultation with the hiring supervisor will put forward a recommendation to the ED to hire, or not.
10. Approval from the Executive Director must be obtained prior to hiring.
11. When approval is received, HR will draft the Employment Contract and email the candidate an offer of employment and begin negotiations.
12. Once the two sides have completed negotiations, and the terms of employment are agreed to, HR will complete the Employment Contract for the Executive Director's signature and HR will call the candidate and, as per the Orientation Program, instruct them on the orientation process. This will include having them come into the office prior to their first day of work to sign the Employment Contract.



13. Prior to the new employee starting, HR will send a memo out for all employees announcing the new hire.

Related Information:

Employment Contract
Job Description
Resume paper screen
Interview guide
Reference check

Contact:

Human Resources Department

Roles and Responsibilities:

HR Department

- Maintain resumes for up to six months after which resumes will be purged.
- Ensure the job description is up to date, will screen resumes and recommend who to be interviewed, and may conduct the reference checks in a timely fashion.
- Send out an announcement of the new hire and their start date and position prior to their first day of employment.

Supervisors

- Conduct a tour of the facility.
- Take part in the panel interview of the candidate and decide in consultation with HR who should be hired.

Executive Director

- Provide hiring authorization, and present the letter of offer and if required negotiate its terms.

Revision History: