



**Procedure Statement:**

The Flower Cart wants to support its employees with their career aspirations, and to recruit from within, where feasible.

**Definitions:**

**Procedure:**

Internal applicants must have completed their Probationary Period and not be in a disciplinary situation.

From time-to-time, due to business needs, The Flower Cart may appoint an employee or an external candidate to a position and, hence, will not internally post. Examples include, but are not limited to:

- The immediate need to staff a position, in either the short term or the long term.
- Because of re-organization or re-structuring.
- Transfers or lateral employee movement between departments or functions.
- Demotions.
- Developmental needs.
- Specialized skills sets not currently available within The Flower Cart.

1. The Executive Director will determine the vacant position.
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 and send to the hiring supervisor and the Financial Director for approval.
3. HR will create and submit to the hiring supervisor for approval the following documents: job ad, interview guide, and job specific testing. In the event that the position is not filled internally these documents will then be used to conduct the External Recruitment.
4. Positions being recruited for internally will be posted for no less than three (3) business days.
5. HR will paper screen all resumes, create a hierarchy of candidates, and submit interview recommendations to the hiring supervisor.
6. HR, in consultation with the supervisor, will book the interview time with the candidate(s) and notify all those who are participating in the interviews.
7. 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.
8. 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.
9. The supervisor, in consultation with HR, will determine the successful candidate.
10. Once the successful candidate has been determined, HR will meet with the Executive Director in order to get approval to make an offer of employment.
11. When approval is received, HR will draft the Employment Contract and send it to the Executive Director. HR will call the candidate and make an offer of employment.



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. This will include having them come into the office prior to starting their first day in their new position to sign the Employment Contract.
13. Prior to the employee starting, HR will send out a memo announcing that the candidate has been named to their new position.

Employee Application Process:

The following process is to be followed by all employees interested applying for any internal recruited position:

1. The employee will notify their supervisor, of their intent to apply for the position.
2. The employee will forward their application as per the instructions on the internal posting of the job ad.
3. Unsuccessful candidates may seek feedback and coaching from the Executive Director

**Related Information:**

Job Description  
Resume Paper Screen  
Interview Guide  
Employment Contract

**Contact:**

Human Resources Department

**Roles and Responsibilities:**

Employee

- Apply no later than the stated closing date with a letter of intent.
- Notify their supervisor of their intent to apply.

Supervisor

- Take part in the panel interview of the candidate and provide their feedback as to suitability for hiring to HR.

HR Department

- Determine interview candidates, conduct interviews, make hiring decisions and ensure that all steps of the hiring process, as outlined within this procedure, have been followed.
- 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 will conduct the reference checks in a timely fashion.
- Send out a memo of the new hire and their start date and position prior to their first day of employment.

Executive Director

- Provide hiring authorization.

**Revision History:**