

4.2 INTERVIEWING EMPLOYEES POLICY

BACI is committed to employing the most qualified and best possible workforce because we believe this is fundamental to providing quality service to the individuals and families we serve. Furthermore, BACI reserves the right to hire employees who demonstrate the values, vision, philosophy, and practices of BACI and is committed to doing so through a fair and transparent process. In order to hire the most qualified people, all employees must participate in a thorough interview process. The interview process is a way for BACI to ensure its employees have the skills and qualifications necessary to support people in the best possible way.

Casual Positions:

An applicant for a casual position must submit a résumé and cover letter to be reviewed by the Human Resources & Quality Assurance department. An applicant will be considered for a casual position based on a combination of education, training, related work experience, and values. A casual employee must demonstrate the ability to meet the needs and expectations of the individuals and families served by BACI which includes availability.

Each applicant must meet the following requirements:

- Achieve required score on an interview consisting of both oral and written questions
- Provide a minimum of two positive references from current or former supervisors – to be verified by BACI Human Resources.
- Provide consent to check credentials for positions which require them – to be verified by BACI Human Resources.
- A clear Criminal Record Search as per the Criminal Record Review Program.

If successful, the casual employee is assigned to work in specific programs. The Program Coordinator/Supervisor is responsible for orientating the casual to the program.

Posted Positions:

Internal applicants must submit their application for a posted internal position on or before the closing date. The applicant must also submit the following information (if not already on personnel file) in order to be considered for an internal posting:

- Current résumé
- Copy of required Driver's License
- Copy of TB Test
- Copy of required immunizations
- Copy of Medical Certificate

- Copies of credentials and related training – to be verified by BACI Management.

All applicants must meet the minimum requirements noted on the internal posting in order to be interviewed for a position. Employees on probation can apply for internal postings as long as they meet the position requirements.

The successful candidate must meet the following:

- Achieve required score of BACI selection process
- Meet the minimum qualifications of the posting
- Be suitable and capable of meeting the expectations of the individuals and families
- Demonstrate the values and vision of BACI.

We encourage applicants who were not successful to review feedback with their Manager or Senior Managers of Human Resources and Quality Assurance.

External Applicants for Posted Positions:

In order to be considered for internal positions, external applicants must meet the following requirements:

- Achieve required score of BACI selection process
- Meet the minimum qualifications of the posting
- Be suitable and capable of meeting the expectations of the individuals and families
- Demonstrate the values and vision of BACI
- Provide a minimum of two positive references from current or former supervisors – to be verified by BACI Management
- Provide consent to check credentials for positions which require them – to be verified by BACI Management
- A clear Criminal Record Search as per the Criminal Record Review Program.
- Must complete all hiring requirements as per the Employee Hire Policy.

All applicants will be notified of the application process results. Program Coordinator/ Supervisor is responsible for orienting the successful candidate.

Completing Interviews:

To conduct a formal interview, the Program Coordinator/Supervisor must complete the following requirements:

- Complete internal interview training
- Complete probationary period.

Linking Policies:

- 1.1 Vision & Mission Statements
- 1.2 Guiding Principles
- 1.5 Conflict of Interest Policy
- 1.8 Code of Ethics
- 1.16 Disability Confidence Policy
- 2.1 Accessibility Policy
- 4.1 Employee Hire Policy
- 4.3 Job Descriptions Policy
- 4.14 Employment Equity Policy
- 4.15 Criminal Record Search Policy