

## 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 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.

### **External Candidates**

An applicant must submit a résumé and cover letter to be reviewed by the Human Resources department. Applicants 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 the required score of the 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
- Have a clear Criminal Record Search as per the Criminal Record Review Program
- Must complete all hiring requirements as per the Employee Hire Policy.

### **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
- TB Self-Assessment
- Disclosure of Immunization status
- Disclosure of Fitness Self-Assessment
- Copies of credentials and related training – to be verified by HR

All applicants must meet the minimum requirements noted on the internal posting in order to be interviewed for a position. BACI policy is aligned with the Collective Agreement.

### **Completing Interviews**

To conduct a formal interview, the interviewers 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