

SAMPLE EMPLOYEE RECRUITMENT POLICY

PURPOSE

To set out the policies and procedures governing the hiring of First Nations Health Organization employees.

POLICY

The First Nations Health Organization believes in selecting personnel who meet the overall goals and objectives of the organization and, as such, will at all times seek the best qualified person for the job requirements.

Employment opportunities within the First Nations Health Organization shall be offered by open competition and shall be based on suitability of qualifications, skills, education, and experience.

The First Nations Health Organization shall practice a hiring process that is fair, equitable, objective, and shall be held within an adequate timeframe.

POLICY APPLICATION

1. Preference in selection of employees will be given to qualified First Nations, Inuit and Metis people, per application of employment.
2. In cases where there is a shortage of qualified Aboriginal applicants, qualified non-Aboriginal people shall fill the job and/or employment opportunities. In light of the possible dilemma, the First Nations Health Organization will work with the First Nations Education Post-Secondary Organizations to emphasize the importance of trained and qualified First Nations candidates for health care professions and occupations.
3. All hiring committees shall be coordinated by the Director of Health.
4. All employment opportunities will be posted for a minimum of two (2) weeks. Employment postings will be advertised both internally and externally.
5. Applications for the job and/or employment opportunity received postmarked after the closing date will not be considered. (No exceptions)
6. A pre-selection screening process will occur to determine which applicants will be interviewed.
7. All applicants approved for an interview will be notified in writing and by phone, indicating the process of the interview (date, time, location).
8. Applicants who/whom were not considered for an interview to the job and/or employment opportunity will be notified in writing.
9. Selection of a suitable candidate will occur upon completion of an interview and reference checking process. An offer of employment, along with an employment agreement, will be provided to the successful candidate for his/her consideration.
10. The First Nations Health Organization reserves the right to request that the successful candidate undergo a drug test before an offer of employment is given.
11. If the successful applicant refuses the employment opportunity, the selection committee at its discretion may apply the following options:
 - a) Select an alternative applicant
 - b) Repeat the recruitment process
 - c) Seek out suitable candidates