

| Statement of Policy and Procedure | |
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Malahat Nation

Hiring Policy

Approved by Council on May 4, 2016



Malahat

1. Policy

It is Council's policy to recruit the best-qualified candidate with the skills, experience, qualifications and competencies required for the position being filled. Malahat Nation may give preference hiring for Aboriginal applicants as an important component of providing service to Aboriginal people

2. Purpose

The purpose of this policy is to set out the procedures that provide for fair, transparent and impartial hiring practices that ensure employees have the skills, experience, qualifications and competencies necessary to perform their role and allow Malahat Nation to meet its objectives.

3. Scope

This policy applies to the hiring of all employees, except for the Chief Executive Officer, Director of Finance and any other officer.

4. Definitions

"hiring officer" is the manager or officer who is assigned responsibility by the Chief Executive Officer for the recruitment and selection of an individual to fill an approved vacant position..

"officer" is the Chief Executive Officer, Director of Finance and any other employee of Malahat Nation designated by the Council as an officer.

5. Responsibilities

- (1) Council is responsible for hiring all officers.
- (2) The Chief Executive Officer is responsible for supervising the process for hiring and approving the hiring of all employees, other than officers.

6. Procedures

Position Authorization

- (1) All new positions or positions for officers must be identified and approved by Council.
- (2) Existing positions, other than officers, will be authorized to be filled by the Chief Executive Officer.
- (3) The Chief Executive Officer will provide details on plans to hire employees, other than officers, and updates on the hire throughout the process where appropriate.

Job Descriptions

- (1) Prior to posting a position, the hiring officer will review and update the job description for the position being recruited. The hiring officer will ensure the job description accurately describes the current duties, functions and responsibilities of the position and accurately identifies the skills, experience, qualifications and competencies necessary to fulfill the position. Job descriptions will include:
 - (a) position title;
 - (b) accountability or reporting structure, line of authority;
 - (c) responsibilities: nature and scope of work, including duties;
 - (d) experience, abilities, knowledge and skills required; and,
 - (e) qualifications: education, training, licenses, certificates required.
- (2) The Chief Executive Officer must approve any new or revised job descriptions.

Job Posting Procedures

- (1) The hiring officer will identify the selection criteria and ranking methodology for the candidate selection process.
- (2) Any permanent position or one that could lead to a permanent position, should be posted on the Malahat Nation website for a minimum of 5 (five) business days. The position may be posted at any other job posting location at the discretion of the hiring officer.
- (3) Any position that will not lead to a permanent position should be posted on the Malahat Nation website and any other job posting location at the discretion of the hiring officer.

Interview Procedures

- (1) The hiring officer has responsibility for determining the interview process and will have discretion on whether to form a hiring selection working group.
- (2) If the hiring officer determines to form a hiring selection working group, the hiring officer will inform the Council and invite the Council members to participate in this working group.
- (3) The hiring officer will maintain a record of the selection and evaluation process.
- (4) The hiring officer will conduct an initial screening to assess each applicant's ability to meet the minimum stated standards. The hiring officer will further screen applications of qualified candidates to select the individuals to be interviewed for the position. The interview process will be consistent for all applicants.
- (5) Once an applicant is determined to be the recommended candidate, the hiring officer will conduct and document reference checks, as well as any other check(s) required for the posted position.

- (6) The hiring officer will then prepare a Selection Summary Report including:
 - (a) a list of applicants who were interviewed;
 - (b) the name of the selected candidate and rationale;
 - (c) a summary of reference and any other checks, with any inconsistencies or issues noted and discussed; and
 - (d) the proposed starting date and compensation.
- (7) The Chief Executive Officer (or Council for officer level positions) will review the Selection Summary Report and may approve the proposed candidate for hire.

Hiring

- (1) The hiring officer will prepare a Letter of Offer upon approval from the Chief Executive Officer. Approval for officer level positions will be obtained from council. The Letter of Offer should include main terms of employment such as:
 - (a) position title;
 - (b) the hours of work;
 - (c) salary;
 - (d) starting date;
 - (e) the probation period;
 - (f) the benefits package;
 - (g) any conditions (e.g. confidentiality agreement);
 - (h) that all employees are required to comply with the duties and responsibilities under the Malahat Nation *Financial Administration Law*
- (2) The Letter of Offer will be signed by the Chief Executive Officer and forwarded to the prospective employee.
- (3) A new employee personnel file will be created and will include a copy of the signed Letter of Offer. The employee will be added to the payroll upon commencement of employment.

7. References and Related Authorities

- (1) FMB's Financial Management System Standards
 - (a) Standard 12.6.5 Hiring Policies
- (2) FMB's Financial Administration Law Standards
 - (a) Standard 11.4.4 HR Policies / Practices
 - (b) Standard 11.4.5 Personnel Competence

8. Attachments

None