

FAIR RECRUITMENT POLICY

Selection policy

Parya Trillium Foundation will conduct a screening process that is fair and equitable and which conforms to legislation and internal policies.

Procedures

1. It is the responsibility of each applicant to demonstrate that s/he meets the requirements of the position.
2. The job posting will include; job title, start date, rate to pay, main job description, title of the person reporting to and how to apply.
3. Each interview team will consist of 1-2 persons. The composition of this team will depend on the position being filled. For the manager position the interview team will be chosen by the board of directors. For all other positions the interview team will be chosen by the manager.
4. One person on the team will be appointed as chair. One person on the team will be appointed as recorder.
5. Applicants who meet the basic requirements of the position will be invited to an interview where they will be evaluated on their response to a preset list of topics and educational and experiential criteria.
6. Second interviews will be held when several candidates demonstrate equal abilities.
7. Once a final candidate has been determined and prior to any offer of employment, approval must be obtained from the manager, except if the position being filled is that of the manager, in which case the board of directors must give approval.
8. Following receipt of approval to hire, a written offer can be made to the candidate, and include all terms of employment including: job title, start date, rate of pay, pay period information and other relevant information.
9. The manager may determine that no applicants meet the requirements of the position and leave the position vacant until a suitable applicant is found.