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Recruitment and Selection

1. PURPOSE

The Brampton Library values a transparent recruitment process that attracts and retains a high performing workforce that delivers and enables results within the Strategic Plan. The Library selects top talent whose competencies, character and behaviours align with organizational culture and values and personal career goals. The Corporation is committed to a barrier-free inclusive process that promotes diversity, equity, objectivity and consistency.

2. POLICY STATEMENT

The Brampton Library is committed to attracting and selecting top talent that align with organizational competencies, character and behaviours; to ensure a fair, transparent and equitable recruitment process; and to provide opportunities to enrich the candidate experience and promote employee retention.

3. SCOPE

This policy applies to all applicants, prospective employees and employees, and all facilities of the Brampton Library.

4. PRINCIPLES

The Brampton Library commits to specific recruitment and retention principles. These principles include enabling diversity and inclusion, objectivity, consistency and transparency:

4.1. Inclusion and Equity

Recruitment and retention activities are recognized as an intentional way to promote diversity and inclusion. The employment opportunities are open to all applicants and are promoted through non-traditional channels to broaden the talent pool.

4.2. Objectivity

Selection criteria and assessments are developed and evaluated in an objective manner, free of bias and barriers, and are based on competencies, character and behaviours that align with organizational culture and values.

4.3. Consistency

Recruitment and retention strategies will ensure that all applicants are treated in a fair and consistent manner affording all applicants the same opportunity.

4.4. Transparency

Recruitment and retention activities will be openly and clearly communicated to employees and applicants to enable transparency.

5. REQUIREMENTS

5.1. Adhering to the Collective Agreement

Adherence to the Collective Agreement through the recruitment process is understood and relevant agreement provisions prevail for all aspects relating to recruitment and job postings.

5.2. Adhering to Legislative Requirements

5.2.1 [Accessibility for Ontarians with Disabilities Act, 2005 \(AODA\)](#)

5.2.2 [Ontario Human Rights Code](#)

5.2.3 [Employment Standards Act, 2000](#)

5.2.4 [Municipal Freedom of Information and Protection Privacy Act \(MFIPPA\)](#)

5.3. Delivering Competency Based Recruitment

The foremost objective of the recruitment process is to hire the best talent to fit the role based on skills, abilities, knowledge, work experience, demonstration of competencies related to the job and fit to the organization.

5.4. Identifying Employment of Employee Relatives

All candidates will be given an equal opportunity for employment regardless of relationship to either an employee or elected official. The Library does not favour nor inhibit the hiring of relatives. As part of any recruitment, all candidates will be required to disclose the names of relatives where a conflict of interest, direct or indirect reporting relationship may be created. Refer to the Employment of Relatives Policy.

5.5. Maintaining Confidentiality

The Library's recruitment practices comply with MFIPPA. Rules governing the collection, release, storage, securing and destruction of private and confidential information acquired during the recruit process are strictly adhered to.

5.6. Prohibiting Favouritism or Discrimination

Favouritism or discrimination is strictly prohibited in the recruitment process. It is understood that elected officials, appointed officers, employees of the Library or other parties shall not attempt, in any way, to influence the hiring of any applicant that is not consistent with this

policy. It is also understood that referring a candidate to apply through the normal process is not construed as favouritism or influence on a hiring decision.

5.7. Promoting Employee Retention

Engaged employees are committed to organizational success and are the precursor to customer service excellence. Employee engagement and retention is supported through various strategies and mechanisms some of which include:

5.7.1. A positive and supportive workplace culture

5.7.2. Learning and development opportunities

5.7.3. Employee wellness programming

5.8. Providing Accommodation

All applicants are encouraged to advise Human Resources of any accommodations needed during the recruitment process to ensure a fair and equitable process. Any information relating to an accommodation is addressed.

5.9. Upholding Disclosure

Where a current or prior relationship exists with an Applicant that could bring bias, favouritism or cause discrimination, the members of the hiring panel shall disclose the relationship to avoid a conflict of interest. Alternate arrangements will be made to ensure the integrity of the process is maintained.

6. RESPONSIBILITY

The Human Resources Department is responsible for the overall management of the recruitment and selection processes, including employment-related agency relationships, contract negotiations and maintenance and the processing of new requisitions and offers and employees.