



THE MUNICIPALITY OF THE COUNTY OF  
LA MUNICIPALITÉ DU COMTÉ DE  
**RICHMOND**

**MUNICIPALITY OF THE COUNTY OF RICHMOND  
HIRING POLICY**

**Policy Review Notification: March 26, 2018**

**Policy Review Date: March 26, 2018**

**Approved by Council: April 23, 2018**

**I certify this to be a true copy of the Hiring Policy as adopted by the Municipal Council of Richmond County at a Public Meeting held**

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**Yvonne Boudreau  
Municipal Clerk**

In the event of a vacancy, excluding the Chief Administrative Officer position, the following steps are taken:

1. The respective Director/Manager, in consultation with the Chief Administrative Officer, will determine whether to fill the vacancy through internal competition or external competition:
  - Internal Competition: will be used for specific positions for which qualified-candidates considered to be qualified, have demonstrated competence and are currently within the employ of the Municipality. Competition for these positions is closed to all but those individuals currently employed as permanent fulltime/part time by the municipality. If no successful applicant is found through this process, the position vacancy will be posted as an external competition.
  - External Competition: will be used when applicants are not available through the internal process, currently working for the Municipality. This competition will be open to both internal and external applicants.
2. The respective Director/Manager reviews the job description, updates it as necessary, and submits it to the Chief Administrative Officer for approval.
3. The respective Director/Manager may utilize the following methods of recruitment: advertising, recruitment firms, web sites, job boards, etc. The Director/Manager will prepare the necessary advertising material to promote the position, and submits to the Chief Administrative Officer for approval.

4. The respective Director/Manager reviews all applications received against the required competencies and attributes identified in the job description. A scoring sheet will be used to facilitate this selection. The Director/Manager then recommends which candidates are selected for interviews, reviews this list with the Chief Administrative Officer for approval, and contacts them for scheduling.
5. The respective Director/Manager prepares draft interview questions based upon the required competencies and attributes identified in the job description and reviews these with the Chief Administrative Officer.
6. The Director/Manager establishes an interview panel to meet the candidates. If the position being filled is a Director/Manager-level position, the interview panel shall consist of the CAO and two Directors/Managers. If the position is not a Director/Manager-level position, the interview panel shall consist of the Director/Manager from that department, one other Director/Manager, and a staff member.
7. The interview panel conducts the interviews, recording evidence of the required competencies and attributes on an interview form.
8. If it is deemed necessary, the interview panel may invite a shorter list of candidates to return for a second interview.
9. The interview panel selects the most suitable candidate and then conducts reference checks on that individual. Referees should be knowledgeable of the candidate's past work experience and character references. A written record of their comments is maintained for the file.
10. Once the interview panel is satisfied with the candidate's references, they recommend her/his hiring to the Chief Administrative Officer. All hires must be approved by the Chief Administrative Officer.
11. The Chief Administrative Officer sends a letter of offer to the successful applicant, using a standardized letter of offer format. The Chief Administrative Officer negotiates the salary level and conditions of employment within the Municipality's policies and budget. The successful applicant indicates his/her acceptance by signing and returning the letter of offer.
12. All remaining applicants who were interviewed by the interview panel are contacted to advise they have not been successful.

The following sections in the Municipality's Employee Policy Manual area amended as noted:

- Section 5.0 Conditions of Employment – Delete Paragraph titled "Job Opportunities";
- Delete section 17.0 Recruitment Non Management;
- This Policy replaces Hiring Process Policy – Approved September 12, 2011