

**Recruitment**

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**Purpose** *To ensure ASC recruits the best qualified personnel possible; and to ensure applicants are treated with respect, fairness, and in accordance with human rights legislation.*

**Policy Statement** *ASC will recruit personnel in one or a combination of the following ways:*

- a) internal recruitment;*
- b) external recruitment; and*
- c) promotion.*

*The method selected for recruitment will be determined by the Executive Director, Services Director and Area Coordinator. Factors that will be taken into consideration include: needs of individuals served, existing resources, skills required, costs of advertising, and time available. Whenever possible and appropriate, career development opportunities will be made available to ASC employees.*

*Note: Recruitment of the Executive Director position will be the responsibility of the Board of Directors.*

*ASC will endeavor to eliminate potential conflict of interest situations by ensuring that:*

- a) Relatives are not working in a direct reporting relationship or any other relationship in the organization that would create a direct conflict of interest. Relatives include any person related by blood, adoption, marriage or common-law relationship with an employee.*
- b) Relatives of individuals receiving services will not be direct caregivers for that individual unless special circumstances warrant that it is in the best interests of the individual. This will be determined by the family and designated ASC employees.*

Program Area:	All areas					Page:	1 of 1
Section:	Human Resources	A	92-06-26	R/R	94-10-19	R	97-11-07
Sub-section:	Terms & Conditions	R/R	98-06-23	R/R	01-08-23	R	April 25, 2005

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1. *Internal Recruitment:*

*Supervisor/Administration will circulate notice of position openings to ASC service areas. Information will include position requirements and qualifications. References will be checked. The selection process may include an interview.*

2. *External Recruitment:*

*Positions will be advertised by various means, including but not limited to newspapers, internet, bulletin boards and Employment offices. Information will include position requirements, qualifications and competition number. All advertising for external recruitment will be approved by the Executive/Services Director.*

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