

## Hiring Policy

---

Adopted date: Apr 12, 2023	Amended date:	Next Review: 2028
----------------------------	---------------	-------------------

### OBJECTIVE

The objective of this policy is to policy describe the process for properly assessing and selecting candidates. It is VAID’s policy to find candidates who are the best fit for the open position.

### DEFINITIONS

“Trustees” Members of the Board voted in at an AGM

“VAID” Van Anda Improvement District

### SCOPE

This hiring and recruitment policy applies to all personnel involved in VAID's hiring process. It refers to anyone who is a prospective job candidate.

### POLICY

**POSITION POSTINGS** - It is the responsibility of the Administrator to prepare job postings. The Administrator is to post all position openings to VAID’s website and to external sources that are appropriate for filling the role. The Administrator is responsible for keeping track of applicants and preserving applications and resumes as necessary.

**INTERVIEW PROCEDURES AND PROCESSES** - It is the responsibility of the Trustees to screen applicants and resumes before scheduling an interview with a candidate. The Trustees conduct the interviews. After each interview, Trustees discuss the suitability of the candidate with notes taken to be kept with the applications. The Administrator is responsible for notifying applicants who are interviewed and not chosen for the position.

**GUIDELINES FOR REFERENCE VERIFICATIONS & BACKGROUND CHECKS** - It is the responsibility of the Administrator to conduct reference verifications, background checks, and to verify a candidate's employment status. Each candidate needs to provide a minimum of two references to qualify.

A background check may involve criminal history and driving record. The background check may also include additional information that is relevant to the position.

**GUIDELINES FOR JOB OFFERINGS** - After selecting the candidate to hire, an offer is provided after the successful completion of background checks. If a candidate does not accept and sign the job offer within seven workdays, the offer can be rescinded.

### RELATED DOCUMENTS

- Employment Equity Policy
- BC Employment Standards Act