

RECRUITING & ONBOARDING, INCLUDING CRIMINAL RECORD CHECKS

Purpose:

To ensure that the processes relating to recruitment and onboarding are completed in accordance with the BC Employment Standards, the Criminal Records Review Act, and any other relevant laws and regulations in the province of British Columbia.

People:

This policy applies to all employees and volunteers.

Procedure Summary:

The following is the procedures that support this policy. The outline includes position recruitment, onboarding and training, and the criminal records review process.

Procedures:

Recruiting:

1. All job postings must include the following:
 - a. Job title
 - b. Short summary
 - c. Responsibilities list
 - d. Education and experience requirements
 - e. Closing date for submitting applications
 - f. How to submit applications
2. All applications will be reviewed and shortlisting for interview considerations will be based upon their alignment with the job posting requirements, and interviews will take place within two weeks of the closing date.
3. All interviews will be conducted with a panel of two (unless otherwise approved by the Executive Director).
 - a. Any conflicts of interest between a panel member and a candidate must be disclosed prior to the interview.
4. Candidates will be asked the same questions and scored according to a cognitive, behavioural-based, and demonstrated skills-based approach.
5. All candidates who are being considered must provide 3 references, which must be followed up with.
6. The interview panel will make the final decision on the successful candidate with a non-biased, fair and objective approach.

Onboarding:

1. The successful candidate will be notified and presented with a letter of offer that includes the following conditions:
 - a. The candidate must complete and pass a criminal record check that clears them to work with children and the vulnerable populations.
 - b. Any required training be completed within a specified timeframe.
 - c. That they respond with their acceptance of the offer by the date provided.
2. The successful candidate will review all policies and procedures and the applicable job description and must sign that they have read, understand, will comply with the contents, and was provided an opportunity to ask questions and gained clarity.
3. The new employee be responsible for completing their own setup in the payroll and benefits (if applicable) systems through a link that will be forwarded to them.
4. The new employee will be introduced to all other staff, have an opportunity to build relationships, both internally and externally.
5. Meetings with all the other staff members will be arranged in the first days of hire, to learn about the organization.

Date Created:	Privacy & Confidentiality June 24, 2024
Date Updated:	
Date Approved by Board Of Directors:	June 27, 2024
Saved:	C:\Users\jed\OneDrive - PacificSport Vancouver Island\PacificSport Vancouver Island_SHARED FOLDER\Policy_EMPLOYEE POLICY FILES

6. Opportunity to complete training will be provided in the first week of hire, or as soon as possible to meet flexible scheduling of facilitator(s).

Criminal Record Checks:

1. The successful candidate will be sent a link to complete their Criminal Record Check that PacificSport VI will bare the cost of.
2. The successful candidate must complete the criminal record check within the time-frame specified.
3. The successful candidate must pass the criminal record check that clears them to work with children and the vulnerable population(s).
4. All staff and volunteers must disclose to the employer immediately if they are convicted of a criminal charge after passing the criminal record check that will prohibit them from working with children and the vulnerable population(s).
5. All staff and volunteers must complete a new criminal record check at least once every five (5) years, or sooner, if policy changes or if the employer has reason to request it.
6. Sharing a criminal record clearance letter:
 - a. Staff and volunteers will not be permitted a copy of their own criminal record clearance letter to share with any other organization.
 - b. Nor will PacificSport VI accept a clearance letter from a staff member or volunteer directly.
 - c. Instead, the request to share a criminal record clearance letter must be done through the Criminal Records Review process and in accordance with the Criminal Records Review Act.
7. Any successful candidate, or existing employee or volunteer who does not successfully complete and pass a criminal record check may be at risk of immediate termination of employment.

Date Created:	Recruiting & Onboarding, Including CRC April 18, 2024
Date Updated:	
Date Approved by Board Of Directors:	
Saved:	C:\Users\edOneDrive - PacificSport Vancouver Island\PacificSport Vancouver Island_SHARED FOLDER\Policy_EMPLOYEE POLICY FILES