

## 4.2 INTERVIEWING EMPLOYEES POLICY

BACI is committed to employing the most qualified and best possible workforce because we believe this is fundamental to providing quality service to the individuals and families we serve. Furthermore, BACI reserves the right to hire employees who demonstrate the values, vision, philosophy, and practices of BACI. In order to hire the most qualified people, all employees must participate in a thorough interview process. The interview process is a way for BACI to ensure its employees have the qualifications necessary to support people in the best possible way. The following procedures apply to Adult and Youth Services and Children's Services.

### **External Applicants for Casual Positions:**

An applicant for a casual position must submit a résumé and cover letter to be reviewed by the Manager of Human Resources & Quality Assurance and/or a Program Manager. An applicant will be considered for a casual position based on a combination of education, training, related work experience, and values. A casual employee must demonstrate the ability to meet the needs and expectations of the individuals and families served by BACI. Also, casual employees are considered for employment based on their availability for shifts.

A Manager and Program Coordinator/Supervisor or two Program Coordinators/Supervisors may conduct the interview. Each applicant must participate in an oral interview. The applicant is informed that each question is worth five points. At the end of the interview, the interviewers will score the interview separately (based on an answer key) and compare scores to come up with an average mark for each question. The combined average of each question will be totaled into a final score for the interview.

The applicant must also complete a written component of the interview. The interviewers must also score the written component separately.

The oral and written components of the interview are totaled. The applicant will be evaluated based on the interview score, education, training, related experience, and values. If the applicant meets the criteria, he/she will be recommended for hire. A Manager will complete two work-related reference checks. Whenever possible, the applicant must provide references from current or former supervisors. In addition, a Criminal Record Search is a requirement for employment at BACI

If the Manager is satisfied with the feedback from the references, and upon review of the Criminal Record Search, the applicant will be offered a position with BACI as a casual employee. The casual is assigned to work in specific programs. The Program Coordinator/Supervisor is responsible for orientating the casual to the program.

If the Manager is not satisfied with the references, the applicant is informed they are not successful in their application for casual employment.

**Internal Applicants for Posted Positions:**

Internal applicants must submit their application for a posted internal position on the pink Internal Application Form on or before the closing date. The applicant must also submit the following information (if not already on personnel file) in order to be considered for an internal posting:

- Current résumé
- Copy of Class 4 Driver's License
- Copy of TB Test
- Copy of Medical Certificate
- Copies of credentials and related training.

All applicants must meet the minimum requirements noted on the internal posting in order to be interviewed for a position. Employees on probation can apply for internal postings as long as they meet the minimum requirements.

If two or more internal applicants submit their application for an internal posting on or before the closing date, each applicant will receive an interview (as long as they meet the requirements). External applicants must submit a résumé and cover letter indicating their qualifications and interest in the position. All applicants that meet the minimum requirements of the position will be interviewed, however internal applicants will be interviewed first.

The Program Coordinator/Supervisor and a Manager conduct the interview. Whenever possible, the same interviewers will conduct all interviews for a position. All applicants must complete the oral and written component of the interview. All applicants are asked the same questions and complete the same written questions. The oral and written components of the interview are scored in the same manner as noted in the Casual section of this policy.

The successful candidate must meet the following requirements:

- Score at least 70% on the interview
  - The following areas are scored during the interview process
    - oral score
    - written score
    - education/training
    - work-related experience
- Meet the minimum qualifications of the posting
- Be suitable and capable of meeting the expectations of the individuals and families
- Demonstrate the values and vision of BACI
- Have positive references.

The Manager will notify the successful applicant. The Program Coordinator/ Supervisor is responsible for orienting the successful candidate into the position. The Manager will notify applicants who are not successful in the competition. Applicants can review their interview with the Manager for feedback.

**Coordinator Positions:**

All Supervisor positions are considered Internal Postings. Therefore, the same application and interview procedures apply as outlined in the Internal Applicant section of this policy. However, the following procedures exclusively apply to Coordinator postings:

- Interviews are conducted by two Managers
- The following areas are scored during the interview process:
  - oral score
  - written score
  - education and supervisor-related training
  - supervisor-related work experience
- All Coordinator positions will be posted externally as per the Collective Agreement.

**Completing Interviews:**

To conduct a formal interview, the Program Coordinator/Supervisor must complete the following requirements:

- Complete internal interview training
- Complete probationary period.