

**POLICY NAME: Personnel Screening and Selection**

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**1. Purpose**

- 1.1. To specify the process for the selection and hiring of personnel for Deer Lake United Church (DLUC). The process may apply to volunteer positions within DLUC, at the discretion of the DLUC Board.

**2. Scope**

- 2.1. The policy applies to the hiring of all personnel with the exception of the minister.

**3. Policy Statement**

- 3.1. The DLUC Board will appoint a search committee when there is a vacancy to be filled.
- 3.2. The search committee will consist of not less than 2 people and up to 5. One person will be a member of the Ministry and Personnel (M&P) Committee, the remainder will represent the relevant interest group(s). The previous incumbent should not be part of the selection committee.
- 3.3. The search committee will conduct the search, screening, interview and reference checking processes, and recommend the preferred candidate to the Board of DLUC.
- 3.4. There will be an up to date job description for the position before recruitment is commenced. The recruitment material and interview will be based on the requirements of the position as per the job description.
- 3.5. Candidates will be required to submit a resume containing a summary of the most recent 10 years of work experience. In case there is not a 10-year work history, ie, young age or absence from the work force, all of the relevant work history must be listed. Work history may include volunteer work.
- 3.6. Candidates must supply at least two work related references from the supplied work history and one character reference from a person of their choice. Character references must not be relatives of the candidate and must have known the candidate for at least one year.
- 3.7. Each candidate will be interviewed by at least two interviewers, and each will be asked the same questions. The candidate's responses to the interview questions will be documented and retained in the confidential employee file.
- 3.8. References (at least two) will be checked after the candidate has been interviewed and is being considered for the position. A reference questionnaire template should be used for consistency. The completed questionnaire will be retained in the employee file. Written references must be followed up with a phone call to the referee for confirmation and verification of authenticity. N.B. candidates must verify their consent to have references contacted.

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Authorized by: [DLUC Board]

*Staff position or organization responsible for authorising the policy*

Maintained by: [Ministry & Personnel Committee Chairperson]

*Staff position responsible for keeping the policy up to date and error free*

Approval Date: [2009/11/17]

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- 3.9. The search committee will present their recommendation for hire to the Board. The Board Chair will be given access to the file containing the resume, interview and reference notes prior to the Board meeting.
- 3.10. For positions of trust, a Police Record Check must be obtained and will be retained in the employee file. It is recommended that the candidate sign a release form to give to the police force conducting the records check. Further checks may be done depending on the position. (See *Faithful Footsteps* for examples.)
- 3.11. The M&P representative, in consultation with the treasurer, will prepare the offer letter for the candidate. The offer letter will summarize the job offer; specify the employee status, any training to be provided, reporting relationships, start date, salary, hours of work, orientation to be provided, probationary period and any benefits offered. Any other employment conditions that pertain to the specific hire are to be clarified in the offer letter. The prospective employee and the M&P representative will each sign the letter.
- 3.12. The M&P member will provide support during the orientation and probation period, ensure that the work skills and style are a good match for the DLUC community, and complete a review prior to the end of the probation period.
- 3.13. Once the offer letter has been received and signed by both parties, and all conditions for hire have been met, the job is considered to be filled and the search committee will be disbanded.
- 3.14. Members of the search committee are bound to hold all personal information in confidence.

**4. Definitions**

- 4.1. **DLUC:** Deer Lake United Church
- 4.2. **M&P:** Ministry and Personnel

**5. Responsibility / Owner**

- 5.1. The M&P Committee Chair and the Board are responsible for ensuring that these policies are adhered to, reviewed and maintained.

**6. Legislative Context / External References**

- 6.1. **Faithful Footsteps Screening Procedures for Positions of Trust and Authority in the United Church of Canada: A Handbook**  
([www.united-church.ca/files/handbooks/faithfulfootsteps.pdf](http://www.united-church.ca/files/handbooks/faithfulfootsteps.pdf) pages 11-16).

**7. Associated Documents / Internal References**

- 7.1. Current job descriptions for each staff position.
- 7.2. Current contracts for staff members (where applicable)

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- 7.3. Questionnaire template for interviews *(not yet completed)*
- 7.4. Questionnaire template for references *(not yet completed)*

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