



References:

Purpose: The Banff Public Library Board is committed to hiring the most qualified people in terms of attitude, skills, and ability to meet the positions' needs. All selection decisions will be administered without regard to age, race, colour, political or religious affiliation, gender, marital status, sexual orientation, national origin, place of residence, or disability.

1. Definitions

- 1.1. Board: the Banff Public Library Board;
 - 1.2. Immediate Family: for the purposes of this policy, current spouse (including any common-law relationship), parents, children, brother, sister, including 'step' and 'in-law' relationships;
 - 1.3. Returning Staff Member: a person who has retired or resigned from the library within the previous six (6) months;
2. All recruitment and selection activities will be free from undue influence and unsolicited feedback from those not directly involved in the recruitment process.
 3. Job advertisements may be placed in local and/or national newspapers, library employment online services, the library's website, and at other agencies and publications that are deemed appropriate for the position.
 4. Applicants whose qualifications best match the needs of the position are interviewed. Internal applicants for positions similar to the positions they already hold within the library may not be required to go through the interview process.
 - 4.1. All applicants selected for an interview will be subject to a fair and equitable process that will be as consistent as is reasonably possible.
 - 4.2. Immediate family members of current employees will be subject to a fair and equitable process of recruitment and selection. In order to avoid any potential conflict of interest, no person shall be hired into a position where there is a reasonable possibility that the person may supervise or be supervised by a member of their immediate family.
 - 4.3. Immediate family members of current Board trustees cannot be hired into library positions.
 - 4.4. Interviews are conducted by a minimum of two people including the supervisor.
 - 4.5. Employment reference checks may be completed for applicants considered for employment.
 - 4.6. Following the creation of interview summaries, the original interview notes are destroyed. Interview summaries and employment references are retained in accordance with Policy LM.1.
 - 4.7. Clauses 4.4 and 4.5 may be waived for a returning staff member.
 5. All successful applicants not currently employed by the Banff Public Library shall be required to provide a Police Information Check and a Vulnerable Sector Services Check prior to beginning employment. The Police Information Check must be dated within the last month prior to the date of the offer of employment. The document will become part of the personnel file. The offer of employment is conditional upon the results of the Police Information Check. The cost of the Police Information Check is the responsibility of the successful applicant.



Town of Banff
Public Library

Policy: HR 4 – Human Resources

Title: Employee Recruitment and Selection
Policy

Motion No. 24-4-2019-5

Reviewed: April 24, 2019

References:

6. Offer of employment:

- 6.1. An official offer of employment shall be sent to new employees listing the position, remuneration, hours of work and benefits.
- 6.2. Written acceptance of a position is necessary