

Recruitment & Selection Procedures

1. Internal Job Posting

Document used to advertise a position that is vacant - consideration given to internal candidates only.

1.1. Manager completes the Job Posting Request Form for any vacant or new position. (*SD 1*)



→ Designated Bilingual Position

Manager consults the French Language Services (FLS) Unit to determine requirements for bilingual designation for all new and/or vacant positions in a target designation within a regional program/service. See *Designation of 'Francophone' and Bilingual Sites + Positions Policy ORG.1111.PL.003*

1.2. Send completed form to postings@southernhealth.ca.

1.3. Human Resources creates the draft of the Internal Job Posting and sends to manager for final approval. Current position descriptions are referred to while developing the posting to ensure consistency.



→ Designated Bilingual Position

The following qualification is added to the job posting:

- Proficiency of both official languages is essential (English/French)

The following disclaimer is automatically included for all Designated Bilingual Positions. It is not used in instances where, upon consultation with the FLS Coordinator, it is determined the position must be filled by a candidate who meets the bilingual qualification.

Consistent with the French Language Services Policy of the Government of Manitoba and Southern Health-Santé Sud's FLS Policy, we are committed to offer/deliver health services in English and French in designated program/service areas serving French-speaking communities within Southern Health-Santé Sud. If no candidates meet the bilingual qualification, candidates meeting all other qualifications may be considered for this position.

Note: *Position descriptions shall be reviewed to ensure they reflect current duties and responsibilities. If any changes are required, contact your Regional Director or Director of Health Services/Senior Leader for approval. Please refer to the Position Description template (*SD 2*) when modifying or creating new position descriptions.*

1.4. The approved job posting is distributed for posting at the site(s) according to collective agreements and regional process.

1.5. Applications are submitted directly to the manager or designate via email, fax or in person delivery. In the event that there are no applications received or no qualified candidates, the position may be reposted. To repost, the manager completes the following sections on a new Job Posting Request form:

- "Repost" and "Internal" check boxes must be selected
- Existing Competition #
- Confirmation of the position title
- Start Date & Closing date

Human Resources create the draft of the Internal Job Posting and sends to manager for final approval. The approved job posting is distributed accordingly. The manager can proceed to external advertising as required.

2. External Advertising

Positions can be advertised externally and internally simultaneously, depending on the nature/scope of the positions and circumstances. Advertising may consist of numerous websites, is occupation specific, and targets potential applicants provincially, nationally and internationally. (*SD 3*) The option of newspaper advertising is available as a special request subject to the approval of a Senior Leader. For more information contact Human Resources/Recruitment & Retention Officer.

- 2.1. Manager selects the External checkbox on the Job Posting Request form and, if required, fills out the Special Request for External Advertising section.



→ **Designated Bilingual Position**

External Advertising is in both official languages (English/French).

- 2.2. External applications are forwarded directly to humanresources@southernhealth.ca. Hiring managers are responsible for cross-referencing the Check Before Hire List prior to contacting the selected candidate for an interview. For access to the Check Before Hire List, please contact your local Payroll Clerk. In the event that there are no applications received or no qualified candidates, the position may be reposted externally until a time in which a suitable applicant is found or two months have passed and at which time should be reviewed. To repost, the manager completes the following sections on a new Job Posting Request form:

- “Repost”, “Internal” and/or “External” check boxes must be selected
- Existing Competition #
- Confirmation of the position title
- Start Date & Closing date

Human Resources create the draft of the Internal Job Posting and sends to manager for final approval. The approved job posting is distributed and advertised accordingly.

Advertising Deadlines	
Postings are distributed on Tuesdays and/or Thursdays only **All Internal and External postings have a competition closing date.**	
Internal Postings	<ul style="list-style-type: none">• For postings that need to go up on Tuesday the request must be submitted by 3 p.m. on the Friday preceding.• For postings that need to go up on Thursday the request must be submitted by 3 p.m. on the Tuesday preceding.
External Advertising (<i>SD 3 – Placement of Job Advertisements</i>)	<ul style="list-style-type: none">• Requests must be submitted by Friday at 3 p.m.

3. Review Applicants and Interview

Using the Applicant Tracking and Screening Tool (*SD 4*), the Manager/Designate assesses the resume to ensure the applicant meets the posted qualifications, establishes the short-list and makes arrangements to conduct interviews where required.



→ **Designated Bilingual Position**

The “proficiency in both official languages is essential (English/French)” qualification is always applied in the screening process for designated bilingual positions.

Note: *Underfilling of Designated Bilingual Positions is considered on a case-by-case basis. Prior to underfilling a Designated Bilingual Position with a candidate who does not meet the bona fide bilingual qualification, the Manager/Designate completes a checklist (*SD 5*) and forwards to the FLS Coordinator who will provide advice regarding the course of action from a FLS perspective. The Manager/Designate shall also contact the Human Resources - Labour Relations for recommended action per collective agreements.*

3.1. As identified in the applicant tracking tool, the manager conducts interviews of qualified applicants. This is subject to the applicable collective agreement.

Position specific assessments and/or testing, where required, may form part of the selection process. Prior to assessing/testing, managers pre-determine the minimum passing score that candidates must achieve. Assessments/Testing is conducted prior to, or concurrent with the interview. Contact HR for proficiency tests within Microsoft Office Applications.



→ Designated Bilingual Position

Proficiency of candidates' ability to offer/deliver health services in French must be assessed to determine if he/she meets the language proficiency for the position. The French Language Assessment (*SD 6*) is administered by a person who is proficient in French, belongs to a different bargaining unit than the person being assessed and is approved by FLS Unit. (*Assessor listing – to be made available on the IPS shortly*)

Note: If language proficiency required for the position is at an advanced level (i.e. writing in French, advanced comprehension skills, etc.) the manager contacts the FLS Coordinator.

For internal candidates, the Manager/Designate accesses QHR to verify if a previous French Language Assessment has been completed. If the employee was previously assessed (within the last 6 months) as having met the language proficiency requirement, the French Language Assessment does not need to be administered. This outcome is recorded in the "Assessment Findings" section of the French Language Assessment.

For tracking purposes, the manager ensures results from the language proficiency assessment are included on the Payroll Advice Form (*SD 7*) and forwards the results to the FLS Coordinator who will provide additional assessment tools.

Following consultation with the FLS Unit, in the event that no candidate meets the language proficiency required for the position, a decision to interview a candidate who does not meet the bilingual qualification may be made.

4. Select Hire and Reference Checks

Once the interviews have been completed, the manager will need to assess the extent to which each candidate met their selection criteria. The best candidate for the position is chosen based on qualifications.

Reference Check

Internal Applicant: The manager is responsible to speak with the applicant's current Southern Health-Santé Sud's manager to inquire if the applicant has a satisfactory employment record. In the event that the applicant's reference is not satisfactory based on documentation in the personnel file, the applicant does not need to be considered.

External Applicant: The manager adheres to Reference Checks Policy. Consider the following when checking the external applicant's references:

- The applicant must sign the Southern Health-Santé Sud application form (*SD 8*) or sign the Reference and Background Check Waiver form (*SD 9*), granting permission to contact the references.
- Preferably a minimum of two (2) work related current references or school related references should be contacted.
- References with a personal relationship to the applicant are not acceptable.

References: Security Checks Policy, FLS Policy – Designation of 'Francophone' and Bilingual Sites + Positions, Reference Checks Policy, Check List Prior to Hire, Recruitment Competition Folder Guidelines, Recruitment and Selection Printable Checklist, Interview Guideline Tool, Rating Guide, Letter of Offer Templates and Self-Development Plan.



→ Incorporate pre-established/appropriate wording referenced in Letter of Offer template. Completion of a Self Development Plan from the successful candidate may be requested as appropriate.


→ Positions that are underfilled are subject to random audits by the FLS Unit to evaluate progressive proficiency.

Recruitment & Selection Procedures

Printable Checklist


Section 1

Interview Preparation - Check List

- Review the respective collective agreement requirements for hiring i.e. vacancies, term positions and new positions.
- Prepare interview questions. Contact HR for support as required.
- Determine the current salary scale for the position.
- Set up an appropriate location for interviews with consideration being given to applicant confidentiality.
- Interviews should be conducted by Out of Scope employees with a minimum of 2 people (hiring manager and his/her designate), or by a panel of interviewers (2-4 individuals) in the case of leadership positions.
-  → **Designated Bilingual Position**
- Proficiency of candidate's ability to offer/deliver health services in French is administered by a person who is proficient in French, belongs to a different bargaining unit than the person being assessed, and is approved by the French Language Services (FLS) Unit. (*SD 6*)

Section 2

Documents & actions required when awarding a position – Check List

- Secure a copy of the successful candidate's registration/license for their professional body (if applicable).
- Ensure applicant has a clear Criminal Record Check/Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check on file (Pre-Employment Security Check Policy).
- Determine a suitable start date for the new position (for internal candidate, consult with applicant's current manager).
- Provide the successful candidate with a letter of offer using proper template.
- Request the completion of a Self Development Plan from the successful candidate as appropriate.
- Provide the successful candidate with a copy of job description.
- Once the successful candidate has signed the Letter of Offer, inform all interviewed applicants as to the outcome of their applications or as defined within the Collective Agreement. Send the internal job posting with the "Successful Candidate" name to postings@southernhealth.ca. HR distributes to sites as well as union representatives.
- Provide the successful candidate with the New Employee Package.
- Double-check the "New Employee Hire" check list located in "New Employee Package" and communicate to the successful candidate.
- Complete and submit the Payroll Advice Form. (*SD 7*)
- For Internal candidates only - employee's current personnel file must be transferred to his/her new site upon starting the new position.
-  → **Designated Bilingual Position**
- Incorporate pre-established/appropriate wording referenced in Letter of Offer template.
- Request the completion of a Self Development Plan from the successful candidate as appropriate.
- Ensure the French Language Assessment results are:
 - Communicated to the successful candidate and original placed on his/her personnel file.
 - Included on the successful candidate's Payroll Advice Form.
 - Forwarded to the FLS Coordinator abernardin@southernhealth.ca.

Recruitment & Selection Flow Chart

Process	Action Required by Manager	Action Required by HR	Designated Bilingual Positions	Note	Result

1. Recruitment (Initiate posting request)

Manager completes Job Posting Request Form

Internal: HR activates posting.
External: HR activates posting and collects resumes.

Manager consults FLS Unit to determine requirements for all new and/or vacant positions in a target designation within a regional program/ service.



2. Review of Applications

Manager handles review of applications and shortlisting of qualified candidates. Use screening tool.

HR provides assistance upon request.

'Proficiency of both official languages (EN/FR)' qualification is applied in the screening process for all designated bilingual positions. Includes term and casual positions.



Proficiency in both official languages is English and French.

If no qualified candidates, the position may be reposted. For Designated Bilingual Positions, the manager obtains approval from FLS Unit on a case-by-case basis for the course of action.

3. Selection Process – Interviewing & Assessment/Testing (Refer to Recruitment & Selection Guide - Checklist Section 1)

Manager conducts interviews with qualified applicants. Manager may initiate an assessment or testing based on position. Assessment/Testing can be done prior to or concurrent with the interview.

Contact HR for proficiency tests within Microsoft Applications.

French Language Assessment is administered by a person who is proficient in French, belongs to a different bargaining unit than the person being assessed and is approved by the FLS Unit. See Assessor Listing.



4. Reference Checks

Internal candidate: Manager speaks with candidate's current manager.
External candidate: Adhere to policy AD416-References

Contact HR for Reference check forms & templates if required.

5. Select successful candidate and hire into position. Refer to Check Lists provided in Guide.

Proceed to Recruitment and Selection Guide Checklist Section 2.

- Incorporate pre-established/appropriate wording referenced in Letter of Offer template.
- Request the completion of a Self Development Plan from the successful candidate as appropriate.
- Ensure the French Language Assessment results are:
 - Communicated to the successful candidate and original placed on his/her personnel file.
 - Included on the successful candidate's Payroll Advice Form.
 - Forwarded to the FLS Coordinator.

