

UNITED NATIVE FRIENDSHIP CENTRE HIRING POLICY

OBJECTIVE: The United Native Friendship Centre believes that all persons are entitled to equal employment opportunity provided they are qualified and meet the requirements established by the UNFC for the job position.

AFFIRMATIVE ACTION:

The UNFC does not discriminate against its employees or its applicants for employment because of race, creed, color, national origin, age, gender or sexual orientation. However, because of the nature of the work performed by the UNFC and its relationship with the Aboriginal population and mandate of the Friendship Centre, where two or more candidates have equal qualifications, preference will be given to the hiring of Aboriginal people.

This policy shall:

- Provide guidelines for personnel requests
- Detail procedures for all job postings
- Describe the application process for potential candidates
- Outline the interview process
- Discuss employee eligibility for internal transfer
- Summarize the process for background checks and references
- Supply procedures for offers of employment
- Present resolutions for conflict in the hiring process

RECRUITMENT PROCEDURES:

1.1 AUTHORITY TO STAFF: The Executive Director has been given authority by the UNFC Board of Directors to hire for all vacant positions within the UNFC. The Executive Director will forward a formal request to the UNFC President which will outline the vacant position. The request shall include the following:

- Position title
- Summary of qualifications/job functions
- Salary
- Start date
- Any special requirements from funding agency
- Funding agency information

The Executive Director shall include a senior manager in the hiring process and may include an employee with proven experience in the field that is being filled.

1.2 JOB POSTINGS

INTERNAL POSTINGS: The UNFC requires that all new postings of employment for full-time positions be circulated internally for a period of not more than five working days during which any employee may make application for the position.

This process is designed to give current UNFC employees first priority in consideration for new employment opportunities within the Friendship Centre and to promote applicable employees whenever possible.

NOTE: Part time, special assignments and maternity leave position will not be advertised through the internal process.

EXTERNAL POSTINGS:

After a period of five working days, if internal postings have not fielded a sufficient field of full qualified candidates to choose from, the UNFC shall make public any new employment opportunities.

The UNFC shall make part time positions, special assignments and maternity leave positions public employment opportunities.

NOTE: Job postings shall be based on necessity and budget requirements.

Employment opportunities shall be forwarded to member First Nations within the Tribal Area and relevant media communications. The advertisement will include the following:

- Position
- Statement of required qualifications
- Request for resume
- Three references (minimum of one work related)
- Procedure for making application
- Requirement of Criminal Reference Check
- Closing date of application
- Name of contact for UNFC

1.3 EXTENSION OF HIRING DEADLINE/REPOSTING COMPETITION

Where applicants for the position fail to qualify for the interview process or fail to qualify during the interview process, the Executive Director, with the approval of the UNFC President, may re-open the competition for the position.

1.4 SHORT LISTING

Following the closing date the Executive Director shall review the applications and determine the applicants eligibility based on the short-listing procedures. Eligibility requirements are based on the following criteria:

- Applications submitted by deadline date
- Qualifications
- References
- Resume

1.5 INTERVIEWS

Interviews shall be scheduled in a timely manner. Interview questions shall be compiled well in advance. Upon completion of all scheduled interviews, the results will be reviewed by the Executive Director and Program Director where a decision will be made after the reference checks are complete.

1.6 INTERNAL TRANSFERS

Employees are encouraged to apply for internal job openings and have their applications considered on the basis of their qualifications and potential for success at the position.

In the event that an employee is selected for employment pertaining to an internal job posting, following their transfer to the new position they will begin a new probationary period. The employee must also resign their prior position.

1.7 REFERENCE AND BACKGROUND CHECKS

The Program Director or Executive Director shall conduct reference and background checks on all potential candidates for employment at the UNFC.

Background checks are designed to protect the safety of our employees by minimizing the hiring of potentially dangerous individuals with violent criminal backgrounds.

References shall be checked to ensure a candidate's qualifications for the position.

1.8 OFFER OF EMPLOYMENT

The UNFC shall give a conditional offer of employment to applicants that have been selected through the application and interview process.

Job offers shall be contingent upon the applicant's successful background and reference checks and agreement to UNFC policies.

Should the applicant accept the offer of employment, he/she will be considered an employee and provided a start date and location of job position. Employee orientation shall be provided which will include workplace policies, rules and regulations, other job specific information designed to assist the employee in his/her duties. The new employee will sign all required forms and policies.

1.9 NOTIFICATION OF HIRING RESULTS

The Executive Director and/or Program Director shall complete three reference checks on the identified successful candidate and review the criminal reference check provided. The Executive Director or Program Director will, after successful checks, notify the candidate directly.

1.10 CONFLICT OF INTEREST PROCEDURES

In the event of the Executive Director having a conflict of interest, the responsibility of the hiring procedure would be passed to the Program Director the UNFC President.