

Hiring Policy & Procedure

Policy 08-2022

A standardization selection process gives the Town of Birch Hills a better chance of selecting the best possible candidate for the position offered.

The candidate selection process includes the following steps:

- Posting of position
- Application form or resume
- Pre-selection of candidates
- Administration of tests
- Selection interviews
- Reference checks
- Job offer (starting with the best candidate)
- Hiring Agreement (Job offer)
- Request for a medical exam (optional)

Note: These steps may not happen in the order specified and/or Council and the Administrator may omit some of the steps.

Procedure(s)

Posting:

- Available positions shall be posted internally and externally.
- All current employees are encouraged to suggest possible candidates.

Hiring Agreement (Job Offer):

Every employee will be required to sign a "Hiring Agreement" (Job Offer).

Note: To change the terms of the Hiring Agreement (Job Offer), Council, Administrator and the employee must come to an agreement. This agreement shall be confirmed in writing before taking effect.

Hiring Process

Council reviews all resumes and selects the candidates that are to be interviewed. The Administrator and two (2) Council Members then complete the interview and a recommendation is given to Council. Council has the final decision of the hiring process.

Adopted this 13th day of April, 2022



Mayor



Chief Administrative Officer

