

<p>Rainy River District Social Services Administration Board</p>	<p>Policy Area</p> <p>GOVERNANCE Human Resources</p>
<p>HUMAN RESOURCES RECRUITMENT</p>	<p>Policy Number</p> <p>G-22.1</p>

Preamble

In order to fulfill its mandate, the Rainy River District Social Services Administration Board (RRDSSAB) will endeavour to recruit and retain staff who are qualified and competent.

Policy

The Chief Administrative Officer (CAO) ensures that administrative policies relating to human resources issues are developed and in place, and further, that these policies are adhered to in the administration of human resources within the organization.

1. Administrative staff develop and implement policies that conform to any relevant acts of legislation, and outline processes for the recruitment and hiring of staff. These processes include but are not limited to advertising and posting of positions, screening, interviewing, selection, and orientation of new employees.

ADOPTION & REVIEW GUIDELINES

Approved by Res. #05/99 on 14 January, 1999
Reviewed/Revised by Res. #87/02 on 17 October, 2002
Reviewed/Revised by Res. #99/06 on 14 September, 2006

Approximate date of next review: September, 2009

REFERENCES:	POLICY AREA	POLICY NAME AND NUMBER
	Human Resources	HR-7.0, Recruitment
	Human Resources	HR-8.0, Selection
	Human Resources	HR-12.0, Interviews
	Human Resources	HR-13.0, Offer of Employment
	Human Resources	HR-15.0, Probationary Period
	Human Resources	HR-18.0, Orientation