

COUNTY OF WETASKIWIN NO. 10 Municipal Policy & Procedures Manual	FUNCTION: 1000 GENERAL GOVERNMENT SERVICES
	SECTION: 1300 EMPLOYEE RELATIONS

EXTERNAL RECRUITMENT & SELECTION POLICY #1304

POLICY STATEMENT

The Council of the County of Wetaskiwin believes that each permanent position should be filled by the best qualified individual and in certain circumstances, newspaper and other advertising is required. An annual blanket advertisement is to be placed in the local newspaper in the spring advertising for seasonal employment for all departments.

PROCEDURES

1. Although local newspaper advertising is preferred, the County Administrator may authorize advertisements in other sources.
3. The hiring Supervisor will interview and select the most qualified individual without discrimination as to sex, colour, age, race, creed, national origin, political or religious affiliation, marital status, sexual orientation, or physical handicap, subject to Policy #1301.
4. The hiring Supervisor will recommend hiring to the County Administrator or his designated officer and upon approval received, commence to hire the applicant.
5. Human Resources will prepare an offer in written form, including the salary or step of the grid agreed to and approved by the County Administrator or his designated officer.
6. The new employee will accept the position in writing, and a copy will be provided to payroll.

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