

Providence Health Care Recruitment Process

Internal

Union

- All Unionized positions will be posted internally or dual posted (depending on Collective Agreement requirements).
- Manager/Leader will create posting requests in HR Connect for all internal unionized vacancies. HR Analysts will post the positions as per the Collective Agreement requirements.
- Internal postings are subject to the applicable collective agreement language with respect to a competition. HR Analysts will qualify internal applicants and the Manager/Leader may select a number of the most senior qualified applicants and conduct interviews to determine the successful applicant (for example when the posting is for a DC2 RN).
- HR Analyst will release posting to Manager/Leader for hire of successful applicant.
- Manager/Leader will determine start date for applicant and put through transfer.
- If there are no internal qualified applicants, Manager/Leader should notify the Recruitment Advisor to post external.
- If there are late internal applicants, the HR Analyst can add them to the posting.
- Recruitment Advisor will post, qualify and recruit for position externally (see process for External Vacancies).

Non-Contract

- Manager/Leader can determine appropriate posting needs (post internal first, dual post, advertise externally etc.) There are no Collective Agreement requirements. However, it is best practice to consider internal applicants first.
- Manager/Leader will create posting requests in HR Connect.
- HR Analysts will process/post positions internally; Recruitment Advisors will post positions externally.
- Recruitment Advisor will work with HR Analyst to qualify internal applicants and Recruitment Advisor will qualify all external applicants (see external recruitment process).

Casual

- *Scenario 1:* Manager/Leader wants to hire a casual who is already an internal employee and the employee already owns a base in another department/cost center; he/she will simply pick up shifts for another department as well.
 - Manager/Leader will notify staffing to add the employee to their casual pool (Employee needs to be qualified and capable for casual work).
 - If the position is different than what the employee is currently working, testing or qualifying may be necessary. Manager/Leader should connect with HR Analyst

- *Scenario 2:* Manager/Leader wants to hire a casual who is already an internal employee and the employee will be transferring from their current base into the Manager/Leader's department/cost center.
 - Manager/Leader will put through "change request" in HR Connect. (Employee needs to be qualified and capable for casual work, see internal qualifying process.)

External

Union and Non-Contract Positions (If a position is not awarded internally or is considered a "dual" posting):

- Recruitment plan is developed between Recruitment Advisor and Manager/Leader. This involves reviewing ideal candidate, interview process, documents needed (interview tools) and timelines.
- External Applicants (not currently employed with PHC) must apply online by filling out an online application and uploading their resume on PHC's External Career Page. <http://www.providencehealthcare.org/PHCCareers/default.aspx>
- Recruitment Advisor will "paper screen" all applicants on postings or telephone prescreen depending on the position and forward potential candidates to applicable Manager/Leader.
- Recruitment Advisor will verify registration of candidate(s) (if applicable).
- Recruitment Advisor will telephone screen/prescreen (if applicable) and discusses results with Manager/Leader.
- Recruitment Advisor will arrange to set up applicable testing for applicant. If applicant fails testing, there is a 30 day wait period for retest.
- Recruitment Advisor will review testing results and discusses results with Manager/Leader.
- Manager/Leader determines if they wish to proceed with applicant based on testing/screening results.
- If proceeding with applicant, Manager/Leader will arrange for interviews with applicant, Recruitment Advisor may also attend interviews if applicable (at Manager/Leader discretion)
- Recruitment Advisor will assist Manager/Leader with Interview template if requested/required.
- Manager/Leader forwards/discusses Interview results with Recruitment Advisor and determines best candidate for hire.
- Manager/Leader requests 2-3 work related references from potential candidate for hire. (Refer to Reference Checking Process)
- Recruitment Advisor arranges for references to be checked (may be checked by Recruitment Advisor/Recruitment Coordinator depending on the position type and time) Reference check turn around time can take up to 3-4 days minimum, sometimes more.
- Recruitment Advisor will follow up with Leader/Manager regarding reference results and registration standing.
- If results are positive, Recruitment Advisor will determine Wage placement (if applicable) Manager/Leader may proceed with offering the position to candidate.
- Once position has been offered and accepted by candidate, Manager/Leader will notify Recruitment Advisor and Advisor will release applicant in HR Connect for Hire.

- Manager/Leader will select start date and select NEO/GNO (if applicable) in HR Connect.
- HR Analysts will prepare New Hire Package and Offer Letter which Employee can pick up at NEO, have mailed to their home, or pick up at Hornby HR Office.

Casual

- Manager will determine upcoming casual needs in advance and put through casual posting requests in HR Connect.
- Same process will be followed as above for external union and non-contract positions.

Key Points

Application Process

- External Applicants (not currently employed with PHC) must apply online by filling out an online application and uploading their resume on PHC's External Career Page. Recruitment does not accept paper resumes via email or drop off.
- Managers/Leaders refer all applicants to the external PHC careers site. If there is a specific applicant of interest to you, please notify your Recruitment Advisor via email of the full name of applicant of interest and position you would like to consider them for.

Testing:

- If applicant fails testing, there is a 30 day wait period for retest. Test results for external applicants are valid for 6 months. Test results for internal applicants are valid for 2 years.

References:

- New Grad RN's require one reference from final Preceptor
- All other references must be recent and minimum one reference from Manager or a Supervisor the individual directly reported to.
- Reference check turn around time can take up to 3-4 days minimum, sometimes more.

Process:

- It could take up to 4 weeks or more for recruitment process to be completed from start to finish. It's important to put through postings in advance to fill anticipated needs and ensure that the individual is hired correctly and properly in time for NEO.

NEO:

- There is no need for internal employees to attend NEO. NEO is for individuals who are new to the organization.