
Job Posting and Interview Process Policy

1.0 Policy Objective & Scope

The objective of this policy is to establish a standardized, transparent, and legally compliant process for all job postings and candidate interviews within the organization. This policy ensures that every hiring action is conducted fairly, consistently, and in accordance with Canadian employment standards, human rights legislation, and privacy requirements under PIPEDA.

This policy applies to all employees, managers, and department heads involved in the recruitment and selection process, including HR staff, hiring managers, and any external recruiters acting on behalf of the company. It covers all full-time, part-time, contract, and temporary positions across all departments.

2.0 Roles & Responsibilities

- **HR Manager:** Oversees the entire recruitment lifecycle, ensures compliance with employment laws, approves job postings, and maintains candidate records.
- **Hiring Manager (Department Head):** Defines role requirements, reviews resumes, conducts interviews, and makes final hiring recommendations.
- **IT Administrator:** Provides technical support for interview scheduling tools, ensures data security for candidate information, and manages access to the SwitchDesk recruitment module.
- **Recruitment Coordinator (if applicable):** Schedules interviews, sends correspondence to candidates, and updates the applicant tracking system.
- **All Interviewers:** Participate in structured interviews, complete evaluation forms, and maintain confidentiality of candidate information.

3.0 Core Rules & Guidelines

- All job postings must include a clear job title, location, employment type, key responsibilities, required qualifications, and a statement of accommodation for applicants with disabilities.
- Postings must be reviewed and approved by the HR Manager before publication to ensure compliance with Canadian human rights legislation and internal equity standards.
- Candidate personal information must be collected, used, and stored in strict compliance with PIPEDA. Consent for data collection must be obtained at the time of application.
- Interview panels must consist of at least two people, including the hiring manager and one HR representative, to reduce bias and ensure consistency.
- All interview questions must be job-related and consistent across candidates for the same role. Prohibited questions include those about age, marital status, religion, disability, or any other protected ground under the Canadian Human Rights Act.
- Candidates must be informed of the interview format, duration, and any required assessments at least 48 hours in advance.

- Reference checks must be conducted only after a conditional offer of employment has been extended and with the candidate's explicit consent.
- All hiring decisions must be documented, including the rationale for selection or rejection, and retained for a minimum of two years.

4.0 Step-by-Step Procedure / Workflow

1. The hiring manager submits a Staff Requisition Form via the SwitchDesk portal, detailing the role, budget, and business justification.
2. The HR Manager reviews the requisition for alignment with workforce planning and budget, then approves or returns it for revision within 3 business days.
3. Upon approval, the HR Manager drafts the job posting using the approved template, ensuring all mandatory fields and accommodation statements are included.
4. The draft posting is sent to the hiring manager for review and final sign-off via SwitchDesk.
5. Once signed off, the HR Manager publishes the job posting on the company careers page, LinkedIn, and any relevant industry job boards.
6. As applications are received, the recruitment coordinator screens resumes against the minimum qualifications and forwards qualified candidates to the hiring manager.
7. The hiring manager selects candidates for a phone screening and schedules 15-minute calls via the SwitchDesk calendar integration.
8. After phone screenings, the hiring manager and HR representative select top candidates for in-person or virtual panel interviews, scheduling them for 60-minute slots.
9. Each interviewer completes a standardized evaluation form immediately after the interview and submits it to the HR Manager through SwitchDesk.
10. The hiring manager and HR Manager meet to discuss evaluations and select the preferred candidate. If no candidate meets the bar, the process returns to step 6.
11. The HR Manager extends a verbal conditional offer to the preferred candidate, subject to reference checks and any required background checks.
12. Upon successful reference verification, the HR Manager issues a formal written offer letter via SwitchDesk, including start date, salary, and benefits details.

5.0 Documentation & Compliance

1. All job postings, candidate resumes, interview evaluation forms, and correspondence must be uploaded and stored in the candidate's secure digital file within SwitchDesk.
2. Candidate consent forms for data collection and storage must be retained for the duration of the recruitment process and for one year after the role is filled.
3. Interview evaluation forms and selection rationale must be retained for a minimum of two years to support any future audit or human rights complaint investigation.

4. The HR Manager conducts a quarterly audit of all active and archived recruitment files to ensure compliance with PIPEDA and internal retention policies.
5. Any candidate data not required for ongoing recruitment or legal retention must be securely deleted or anonymized after the retention period expires.
6. The IT Administrator ensures that all candidate data stored in SwitchDesk is encrypted at rest and in transit, and that access is restricted to authorized HR and hiring personnel only.

Regulatory Disclaimer: This document is a generic administrative template provided for educational purposes. The end-user assumes all liability for reviewing, adapting, and validating all protocols against organizational policies.