

**Leamington Mennonite Home
Long Term Care & Retirement Residence**

POLICY AND PROCEDURE

CATEGORY: Personnel	SUBJECT: Job Postings & Selection	SECTION: J POLICY: 1
DATE: September 2004	Administrator's Signature: _____	
REVISION DATES: September 2005, August 2011, October 2014		

JOB POSTING AND SELECTION

POLICY:

All new jobs and vacancies in the Home shall be posted on the board in the staff dining room for a period of 5 days exclusive of Saturday, Sunday, and Stat Holidays. Any subsequent posting shall remain posted for 5 days.

Selection of the most appropriate candidate will be based on job requirements (skill, ability, and qualifications) and the Leamington Mennonite Home Hiring Personnel Policy H1, Hiring of Employees. If two or more candidates possess equal skill and ability, seniority may be used to determine the candidate.

Up to three (3) candidates meeting the job requirements will be interviewed.

PROCEDURE:

- Permanent vacancies and new positions will be posted for 5 days exclusive of Saturday, Sunday, and stat holidays.
- Subsequent vacancies, resulting from a posting, shall be posted for 5 days.
- All applications for a posted position must be in writing to the appropriate Department Leader.
- The Department Leader will interview qualified candidates.
- The successful applicant will be notified in writing.
- A probationary period of sixty working days or six calendar months of employment (whichever comes first) shall apply to "new hires" and two probationary performance appraisals will be conducted during this timeframe. Outcomes include:
 - Extension of probation
 - Termination of employment
 - Continued employment.
- Leamington Mennonite Home seniority staff may apply for job postings. Any transfer within the UNIFOR Service Unit shall have a thirty day trial period, after which time either the Employer or the Employee may request the transfer back to the employee's former position.