



TAEKWONDO CANADA

613-695-5425 | info@taekwondo-canada.com | www.taekwondo-canada.com

Staff Recruitment and Selection Policy

Revision History

Approved/Reviewed/Revised/Rescinded	Date	Comments
Initial Policy Approval	6 April 2020	

1. DEFINITIONS

- 1.1.** “**Association**” means Taekwondo Canada
- 1.2.** “**Selection Board**” means a group of three or five people assembled by the Executive Director for the purpose of evaluating candidates for a job competition. The Executive Director would normally act as chair of the board.

2. PURPOSE

- 2.1.** The purpose of this Policy is to ensure a consistent approach to the recruitment and selection of staff and to ensure compliance with all legislative requirements.

3. SCOPE

- 3.1.** This Statement of Policy and Procedure applies to the Executive Director or his/her delegate who has responsibility for recruiting and selecting personnel to fill a new or existing job vacancy. It also applies to the board when hiring an Executive Director.

4. POLICY

- 4.1.** Taekwondo Canada is committed to recruiting and selecting individuals who are the most qualified to perform the requirements of each position available. Candidates for job vacancies may be from existing staff or from outside sources. Where qualifications are deemed equivalent, preference will normally be given to internal candidates.
- 4.2.** All external recruitment requires the prior approval of the Executive Director or a designated nominee prior to initiating the process.
- 4.3.** The successful applicant(s) for a job vacancy shall be given a written offer of employment which outlines all the terms and conditions of employment in that job. The applicant(s) must indicate their acceptance of the offer of employment by signing it before commencing work. There shall be no verbal or informal offers provided to the applicant. Instead, the applicant will be told that the Association will be making a formal written offer, which the applicant should carefully review and consider.
- 4.4.** Under no circumstance are any offers or commitments, financial or otherwise, are to be made to any job candidate until all appropriate approvals have been obtained.

5. RESPONSIBILITY

- 5.1.** For staff, the Executive Director or his/her delegate and for the Executive Director, the board is responsible for:
 - (a) initiating the recruitment process, as necessary.
 - (b) developing and/or understanding the job selection criteria for the job vacancy.

- (c) screening candidates in accordance with the job selection criteria, to include a Criminal Record Check completed within the prior six (6) months.
- (d) notifying selected applicants that accommodations are available upon request and for consulting with the candidate to arrange suitable accommodation, when necessary.
- (e) selecting final candidate(s) to fill a job vacancy.
- (f) conducting candidate reference checks, as necessary.
- (g) providing each successful applicant with a written offer of employment accompanied by a copy of the Association's Accessibility Policy.
- (h) ensuring the offer of employment is accepted in writing before the candidate starts work.
- (j) ensuring the successful applicant receives a proper and thorough orientation to the new position and, where necessary, to the company.

6. PROCEDURE

6.1. Each job vacancy for which recruitment is deemed necessary, either for a replacement candidate or a new position, requires the approval of the Executive Director. Supporting documentation shall include:

- the reason for the vacancy
- the number of candidates to be hired
- a job description that has been reviewed and updated to meet current operational requirements for the position
- weekly hours that the position will need to work
- job selection criteria and candidate criteria
- anticipated salary and salary range
- a recruiting plan and budget

6.2. Internal Candidates

6.2.1. Current employees with a satisfactory employment status may apply for internal job openings. Employees who have less than one year of service in their current position must obtain the consent of the Executive Director before applying for a vacancy.

6.2.2. All applicants for a posted vacancy will be considered based on their qualifications and ability to perform the job successfully. Internal candidates who are not selected will be notified by the Executive Director.

6.3. External Candidates

- 6.3.1. External candidates may be recruited using a variety of resources. In exceptional circumstances it may be deemed necessary to use recruitment agencies or executive search organizations to assist in the search for qualified candidates.
- 6.3.2. If recruitment agencies or executive search houses are expected to be used to identify external candidates, the approval of the Executive Director is required before any such agency is engaged to assist in a recruitment assignment.
- 6.3.3. All external candidates for employment are required to provide an updated resume.
- 6.3.4. The Executive Director and the selection board are responsible for screening candidates on the basis of the job selection criteria in an interview. Additional staff may be brought in to assist with the selection process at the discretion of the Executive Director.
- 6.3.5. Reference checks shall be completed for all potential new hires from external sources. As a minimum, the last two employers should be contacted to verify the candidate's employment history and quality of work. Academic achievements should be verified also when they are essential to meeting minimum job qualifications.

6.4. Selection

- 6.4.1. Performance, skill and ability to perform the job, are the primary considerations for the selection of internal candidates. Previous directly related experience, skill and ability are the primary considerations for selecting external candidates.
- 6.4.2. The Executive Director and selection committee will pre-screen applications and resumes prior to scheduling interviews.
- 6.4.3. Interview questions will include a mixture of behaviourally based questions as well as questions designed to assess an applicant's technical competency as appropriate. If appropriate, the applicant may be required to make a presentation on a relevant topic.
- 6.4.4. All offers of employment shall be approved by the Executive Director or their designate prior to being extended to a successful candidate, except the Board of Directors will approve offers of employment for the Executive Director.
- 6.4.5. The Executive Director or his/her delegate shall notify applicants who have been interviewed but not selected by email.
- 6.4.6. If a selected candidate requests an accommodation, the Association shall consult with the candidate and provide or arrange for the provision of a suitable accommodation in a manner that considers the candidate's accessibility needs due to disability.
- 6.4.7. Any discussion related to necessary accommodations will occur only after an offer of employment has been extended in writing to the candidate.

7. REFERENCES AND RELATED DOCUMENTS

Accessibility for Ontarians with Disabilities Act, 2005 (Ontario) and Regulations
Human Rights Code (Ontario)

Taekwondo Canada Workplace Harassment and Human Rights Policy

Taekwondo Canada Accessibility Policy