

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA  
POLICY MANUAL**

<b>SECTION</b>	Human Resources
<b>POLICY</b>	4400 – Recruitment, Selection and Onboarding

**Objective** To outline the framework used to recruit and select the best qualified candidates for employment within the Legislative Assembly Administration in a fair, equitable and transparent manner, and to outline the types of temporary appointment opportunities.

**Application** This policy applies to all external hires and employees of the Legislative Assembly appointed under section 39 of the *Constitution Act* (R.S.B.C. 1996, c. 66).

**Authority** Legislative Assembly operational policies are approved by the Clerk of the Legislative Assembly, as per *Policy 1000 – Legislative Assembly Policy Framework*.

**Key Definitions** “**base position**” means the position that an employee is appointed to and returns to at the conclusion of a temporary assignment;

“**expression of interest**” means an informal process used to identify internal employees interested in a temporary developmental opportunity;

“**hiring manager**” means the person who has expense authority to hire and is responsible for conducting the recruitment;

“**internal candidate**” means a current employee of the Legislative Assembly;

“**regular employee**” means an employee appointed to a regular full- or part-time position at the Legislative Assembly with no defined end date to employment.

- 1. General**
- .01 The Legislative Assembly’s recruitment and selection processes and decisions are guided by impartiality, fairness, integrity, and, to an appropriate degree, transparency.
  - .02 Recruitment and selection processes must strive to create and maintain a diverse and inclusive workforce that is representative of, and reflects the diversity of, the Province of British Columbia.
  - .03 Upon request of a candidate to Human Resources, reasonable accommodations will be made for a person with disabilities for any evaluation stage of recruitment and selection processes.

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- .04 Employment opportunities at the Legislative Assembly are limited to individuals who are legally eligible to work in Canada, as verified at the time of appointment.
- .05 Any exceptions to this policy must be documented and approved in writing by the Chief Human Resources Officer or their designate.

**2. Recruitment**

- .01 A hiring manager shall initiate a recruitment process by submitting a staffing requisition to Human Resources.
- .02 All recruitment processes will be posted either internally only, or internally and externally, at the discretion of the hiring manager in consultation with Human Resources. All management positions and above will be posted both internally and externally.
- .03 Recruitment processes must be conducted for all employment opportunities anticipated to be longer than 7 months in duration.

**3. Selection**

- .01 Merit shall serve as the basis for selection where the ability to do the job is the main consideration when making a staffing decision. This protects the integrity of a staffing process and discourages the use of arbitrary or discriminatory staffing practices.
- .02 New and vacant positions will be filled based on operational needs, and qualified candidates will be assessed using merit-based selection processes developed by the hiring manager and Human Resources.
- .03 An interview panel must consist of at least two individuals and include the hiring manager or their designate and a Human Resources representative. Strict confidentiality of candidacy shall be maintained by all interview panel members.
- .04 A background check, which may include past employment and education verification checks, will be conducted as part of selection due diligence.
- .05 Pre-employment examinations to determine fitness for work may be required based on the position requirements.
- .06 For an external candidate, an offer of employment is conditional on the satisfactory completion of a criminal record check. This condition may apply to an internal candidate participating in a staffing process. A candidate must consent to a criminal record check before it is

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conducted, and the results will be held in strict confidence by Human Resources.

.07 A candidate who deliberately misrepresents or falsifies information during the recruitment or selection processes will be eliminated from the selection process and, if employed, will be terminated for cause.

.08 A candidate who meets some but not all of the qualifications of the position for which they applied may be offered the position at a lower classification, provided there is written documentation as part of the offer of employment outlining how and when the classification will be reviewed.

.09 An eligibility list of qualified candidates for a position may be established and used to fill future vacancies of the same position.

.10 Unsuccessful internal candidates who believe the principle of merit as defined in section 3.01 of this policy was not met may request a review of the decision, starting at the second level of *Policy 4005 – Employee Concern*.

**4. Temporary Assignment**

.01 An employee may be selected without a recruitment process for a temporary assignment to fill a vacancy up to 7 months in duration for the purpose of meeting operational, developmental, or workforce planning needs.

.02 In determining whether to select an employee for a temporary assignment, consideration must be given by the hiring manager to those employees whose knowledge, skills, and abilities match those required for the position.

.03 A temporary assignment shall only be made in cases where the work is for a specific purpose, temporary in nature, and for a set length of time.

.04 At the end of a temporary assignment, the employee shall return to their base position.

**5. Direct Appointment**

.01 A direct appointment can be made for a temporary opportunity up to 7 months in duration without a recruitment process. An expression of interest may be used to select an internal candidate. A recruitment process shall be conducted if staffing the position is operationally required beyond the initial 7 months.

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- 6. Reassignment**
- .01 A reassignment may be used to meet changing operational needs, such as project work, peak workload, and restructuring situations.
  - .02 A reassignment may be temporary or permanent and does not automatically result in a change to an employee’s classification or compensation.
- 7. Secondment**
- .01 A secondment may be used as a temporary option to gain short-term staffing resources or expertise for special projects or to provide an employee with developmental and career opportunities outside of the Legislative Assembly.
  - .02 A secondment may be considered for a regular employee on a case-by-case basis and must be approved by the director in consultation with Human Resources.
- 8. Auxiliary to Regular Conversion**
- .01 An auxiliary position may be converted to a regular position if the following criteria are met:
    - a) the employee was originally appointed through a recruitment process;
    - b) the employee has occupied the position for at least 6 months; and
    - c) the job posting for the original recruitment process stated that it may become a regular position.
- 9. Relocation Assistance**
- .01 If it is required to meet the recruitment needs of the Legislative Assembly, relocation assistance may be provided to a successful external candidate who resides outside of Greater Victoria and must relocate to Greater Victoria in order to perform the duties of the position.
  - .02 The hiring manager, in consultation with the Chief Human Resources Officer, will determine if the successful candidate is eligible for relocation reimbursement and pre-approve the maximum amount eligible, in accordance with the *Relocation Guidelines* maintained by Human Resources.
  - .03 Prior to receiving any reimbursement, the successful candidate must enter into a *Relocation Agreement*, which sets out the terms and conditions of the relocation assistance.

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.04 Financial assistance may be available for the following expenses (with supporting documentation), in accordance with the *Relocation Guidelines* maintained by Human Resources:

- a) cost of travel expenses for the successful candidate and their spouse on initial accommodation scouting trip;
- b) moving of household goods and effects, mobile home, and vehicle;
- c) incidental expenses on relocation;
- d) real estate and legal fees.

**10. Onboarding**

.01 A new employee must complete mandatory orientation provided by Human Resources.

.02 The employee's supervisor must provide orientation and training specific to the department and the employee's new position, workspace, and health and safety procedures.

**11. Probation**

.01 An employee is assessed for position suitability and evaluated for satisfactory performance by their supervisor during probation.

.02 All new regular employees serve a probation period of 6 months from the start of their employment. The probation period cannot be extended.

.03 If an auxiliary employee or a secondee is appointed to a regular position and has been employed at the Legislative Assembly for more than 6 months, the probation period is waived.

.04 An employee is eligible to take vacation during their probation period.

.05 An employee's supervisor must regularly communicate and provide performance feedback to the employee during probation to ensure the employee is aware of how they are progressing and has the opportunity to correct any concerns.

.06 If there are concerns during the probation period, the employee's supervisor must consult Human Resources in a timely manner and document concerns in writing.

.07 An employee will be notified in writing if they successfully complete probation.

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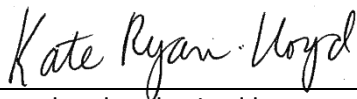
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.08 An employee will be notified in writing during probation if they fail to demonstrate suitability for continued employment and their employment will be terminated. The termination decision will be made by the Clerk’s Leadership Group member responsible for overseeing the employee’s department, on the recommendation of the director, and in consultation with the Chief Human Resources Officer.

**12. Documentation and Feedback**

- .01 Human Resources will ensure sufficient documentation is maintained to document that recruitment and selection processes are based on the position description and profile, and that consistent consideration and standards were applied to all candidates.
- .02 Human Resources will document and retain all information regarding recruitment processes for a period of 2 years.
- .03 All unsuccessful interviewed candidates shall be informed of the decision not to proceed with their candidacy.

<b>Contact</b>	Please contact Human Resources with any questions regarding this policy at <a href="mailto:Human.Resources@leg.bc.ca">Human.Resources@leg.bc.ca</a> .
<b>Procedure</b>	<i>Relocation Guidelines</i> <i>Staffing Requisition</i>
<b>References</b>	<b><i>Policy 4005 – Employee Concern</i></b>



Approved and authorized by  
Kate Ryan-Lloyd, Clerk of the Legislative Assembly

July 10, 2023  
Date

POLICY HISTORY	
Version 1	March 4, 1997
Version 2	March 26, 1999
Version 3	December 1, 2003
Version 4	September 28, 2021
Version 5	July 10, 2023