

HIRING

The purpose of this policy is to outline the processes [Organization Name] will follow in order to ensure our hiring practices are fair, consistent, equitable, and in line with all applicable legislation such as the *Saskatchewan Human Rights Code*, and the *Saskatchewan Employment Act*.

POLICY

[Organization Name] is committed to the principles of equality and diversity in the workplace. We aim to hire the best candidate for the position based on their qualifications and merit in terms of knowledge, skills, and experience. [Organization Name] will not discriminate against job applicants on any of the grounds protected by human rights legislation during any phases of the recruitment, screening, and hiring process.

All hiring managers] will treat all job applicants with dignity and respect.

At no time during the interview process will any questions be asked that touch on any prohibited areas outlined in the Human Rights Code (Religion, Creed, Marital status, Family status, Sex, Sexual orientation, Disability, Age, Colour, Ancestry, Nationality, Place of origin, Race or perceived race, Receipt of public assistance, Gender identity).

Reference Checks

Reference checks must be completed for any candidate that is considered for hiring prior to making an offer of employment, in order to validate credentials and the accuracy of information provided by the candidate during the recruitment and screening process.

Offers of Employment

Any offer of employment will outline the terms and conditions of employment, including any further steps that the applicant must agree to complete to be eligible for employment, such as a successful police records check.

Offers of employment will contain a probationary period of at least three months, so that both the employer and employee can trial the fit between the employee and the position, without any negative consequences.

Once the offer of employment is signed by the employee and any additional agreed terms have been met, the new employee may begin work at the agreed upon date. New employees will receive training about key policies and safety issues that pertain to their position or that are required by law.

Personal Information

Organization Name will ensure any personal information collected during any stage of the recruitment and hiring process is retained in an appropriate manner and remains confidential.