****

**Recruitment Procedure**

**Internal & External**

**Effective February 26, 2007**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Notify HR by email\*, as early as possible prior to anticipated start date.**
* **HR will post the job opportunity internally (5days) as well as externally.**
* **HR will advertise, screen resumes, and prepare a short list of candidates.**
* **Department manager, to review short list, and select candidates for an interview.**
* **HR will set up the interview with the potential candidate. Department Manager and/ or direct Supervisor and HR will perform interview.**
* **Interview panel will review the candidates, and select the most suitable candidate.**
* **Reference checks (2) will be performed by HR.**
* **Department manager, to call candidate, with job offer.**
* **Department manager to notify HR with start date.**
* **HR will contact all other candidates with regrets.**
* **HR will prepare hiring documents.**

**Birgtta Ekberg-Daly**

**Director of Human Resources**