

TOWN OF PINCHER CREEK

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**Approved by:**  
**Council**

**Date:**  
**November 13, 1995**

**Policy Number:**  
**117-12**

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**Reference:**  
**Resolution #95-640**

**Revision Date/by:**  
**Council - Resolution #96-496 August 26, 1996**  
**Resolution #12-095 March 12, 2012**

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**Title:**

**HIRING OF EMPLOYEES**

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**Policy Statement**

The Town of Pincher Creek shall provide guidelines for the hiring of permanent, temporary and term contract employees.

**1. Definitions**

- 1.1 “Employee” shall mean a person hired to work under the control and supervision of the Town of Pincher Creek as otherwise defined by Alberta Labour Standards and/or Revenue Canada.
- 1.2 “Applicant Appraisal Tool” shall mean the Town of Pincher Creek Applicant Appraisal Tool (Sample Form attached to this policy).
- 1.3 “Weight Quotient” shall mean the number used to multiply the rating given to the Applicants Ability Categories on the Applicant Appraisal Tool.
- 1.4 “Interview Committee” shall be composed of the Director, Manager, and/or the Administrative Manager or Director of Human Resources.
- 1.5 “Short Listed” means those candidates who have been selected to be interviewed.
- 1.6 “Hiring Form” shall mean the form to be completed by the Manager, Director, Chief Administrative Officer, and/or Administrative Manager and the employee (Sample Form attached to this policy).

**2. Responsibilities**

2.1 Administrative Manager

2.1.1 Advertise in the local newspaper for permanent, temporary and term contract positions, or in accordance with the union agreement.

2.1.2 Arrange interview times and dates with the candidates who have been short listed.

2.1.3 Advise successful candidate.

2.1.4 Forward letters to unsuccessful candidates.

2.2 **Interview Committee**

2.2.1 Assign appropriate Weights measures to the Applicant Appraisal Tool.

2.2.2 Prepare a list of questions to be asked of all candidates.

2.2.3 Interview all short listed candidates.

2.2.4 Agree upon a final score for all candidates interviewed.

2.3 **Supervisor**

2.3.1 Complete the Town of Pincher Creek Hiring Slip for the successful candidate

2.3.2 Provide orientation on the Town of Pincher Creek, work to be performed, policies, etc. for the new employee.

**3. Procedures**

3.1 Advertise for vacant position

3.2 Arrange for interviews

3.3 Interview candidates who have been short listed

3.4 Advise successful and unsuccessful candidates

**4. General Qualifications**

- 4.1 Consideration will be given to those candidates who are residents of the Town of Pincher Creek.
- 4.2 Relatives of employees and council members may apply for any position with the Town of Pincher Creek, provided the position being applied for is not directly supervised by the Town employee.
- 4.3 If the position being created is through a government-funded program, candidates must fit the requirements that are regulated by the program.
- 4.4 It is suggested that summer/seasonal staff be hired for only three consecutive years in any one position.

**5. End of Policy**