



Policy No.: 1200.08.03

Topic: <p style="text-align: center;">Recruitment & Selection</p>	Effective Date: October 1, 2003
	Approved By: RES 523-09-09-03 RES 309-06-26-07
Subject Area: <p style="text-align: center;">Human Resources</p>	Date of Next Review: June 2010
	Date(s) Revised: April 19, 2004 June 26, 2007

Policy Statement:

Yellowhead County will endeavor to recruit and select the best-qualified personnel for positions within the County's organizational structure.

Managerial Guidelines:

- 3.1 The appointment of the Chief Administrative Officer will be by resolution or bylaw of Council.
- 3.2 The appointment of a Management, Regular, or Temporary Employee will be under the authority of the Chief Administrative Officer in accordance with the organizational structure approved by Council.
- 3.3 When vacancies occur or when new positions are approved by Council, it is the responsibility of the Chief Administrative Officer to take appropriate action to have this vacancy filled.
- 3.4 Prior to searching outside of the organization for recruitment purposes, the Chief Administrative Officer will determine if there are existing Employees who may have the interest and the ability to assume the position to be filled, and to advertise the position internally.
- 3.5 All advertisements for positions will be posted internally as well as externally. Internal candidates may apply for any position posted.



Personnel Policy 1200.08