

APPENDIX 5 – PROCESS OF RECRUITMENT AND SEARCHAND SELECTION

Process Checklist for Search and Selection Committee

- Search and Selection Committee established consistent with Rules sections 3.2.1.5 and 3.2.1.6.
- Develop Terms of Reference – sample below.
- Posting developed and closing date determined.
- Posting publicized/distributed via Talent Acquisition for Physicians Portfolio (Physician Recruitment). Submitted by Regional Department Head's office.
- Additional external advertising arranged if necessary with Talent Acquisition for Physicians Portfolio.
- Acknowledgement of receipt of application to all applicants given by Regional Department Head's office.
- Applicants screened and "shortlisted" for interviews by Committee based on advertised criteria and other relevant criteria established by the Committee.
- Applicants not shortlisted to be advised in writing.
- Applicants shortlisted to be advised in writing and interview dates to be arranged based on committee members' and applicant's availability.
- Committee activity subject to the following principles:
 - "administrative fairness" to the candidates (e.g. due process applied to all, transparency, rigorous enough to be defensible when challenged, no secret information received or used, etc.);
 - quantitative evaluations of interview responses to the greatest extent possible;
 - all scoring by members to be documented;
 - voting process and rights of each committee member to be prescribed (consensus, secret ballot, show of hands);
 - business of the Committee shall be confidential until a decision is made by the committee and candidates contacted by the Chair or designate;
 - no contact between shortlisted candidates and committee members shall occur apart from the interviews;

- questions from candidates throughout the process will be directed to the committee Chair.
- Develop interview questions with numerical scores. Formal presentations by applicants permitted.
 - Interview questions to be used consistently for all interviewed applicants.
 - Committee members to record notes on question sheets for each candidate.
 - Questions sheets to be collected after interviews by Committee chair and retained by Regional Department Head's administrative assistant.
 - Decision of Committee documented as minutes and candidates ranked.
 - First choice candidate contacted and three references requested.
 - Written references obtained and verbal references checked.
 - Offer letter prepared by Regional Department Head based on Medical Affairs template and sent. Offer letter to be returned signed by selected candidate within prescribed period.
 - Unsuccessful candidates advised in writing.
 - Sponsorship/supervision letter to College signed by Regional Department Head if Conditional or Provisional license required.
 - Regional Department Head requests Credentials Office to release application for appointment package to candidate or recommends change in site privileges and/or category as applicable if an internal candidate.
 - Completed Application for Appointment triggers credentialing process.

Search and Selection Committee – Terms of Reference

1. Objectives

- 1.1 To undertake the search and selection process as outlined in the Medical Staff Rules
- 1.2 To develop the criteria for screening (shortlisting) and selection.
- 1.3 To interview shortlisted candidates.
- 1.4 To recommend a candidate for each position

2. Membership

The Search and Selection Committee membership will be consistent with the requirement in the Medical Staff Rules, section 3.2.1.6.

3. Meetings

- 3.1 A record will be kept of the meetings of the committee and of the interviews.
- 3.2 Interviews will be scheduled with the consensus of the committee members.
- 3.3 The business of the committee will be conducted in accordance with Robert's Rules.

4. Quorum

A quorum is a majority of appointed members of the committee