

## APPENDIX 6 – PROCESS OF RECRUITMENT AND SEARCH AND SELECTION (Section 3.2)

### 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 applicants' availability.
- Committee activity subject to the following principles:
  - administrative fairness to the candidates (eg: 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.
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- 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.