

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 3.2.1.7.
- 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.
- Selected candidate will be asked for the names of three referees for written and verbal references to be contacted by the Chair or delegate.
- Secondary references will be requested only with candidate consent. All subsequent referee input to be documented.

- 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.

- 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.

- 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.