

Ch'iyáqtel (Tzeachten First Nation)

Hiring Policy

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POLICY

1.1 PURPOSE

- (a) Ch'iyáqtel aims to attract and hire skilled employees who align with our vision and mission to support our operational and strategic goals, while promoting diversity, equity and inclusion in compliance with Ch'iyáqtel traditional protocols and human rights laws. This Hiring Policy supports these goals with processes for fair, transparent, and equitable employee recruitment, selection and onboarding.
- (b) This Policy is built on and reflects the following guiding principles:
 - (i) **FAIRNESS:** All applicants have equal opportunities to compete for job openings based on their qualifications, skills and abilities.
 - (ii) **DIVERSITY:** We aim to eliminate bias and discrimination in the recruitment process to promote diversity and inclusion within the organization.
 - (iii) **TRANSPARENCY:** We clearly communicate job requirements and selection criteria.
 - (iv) **COMPLIANCE:** We follow all applicable laws, including the *Canadian Human Rights Act*.
 - (v) **COLLABORATION:** Recruitment for executive or senior leadership roles may involve a collaborative process between governance and operations, while maintaining clear accountability for hiring decisions as set out in this Policy.

Part A – APPLICATION

2.1 SCOPE

- (a) This Policy covers all employee recruitment, selection, and onboarding activities for all employment types at Ch'iyáqtel.

2.2 ADMINISTRATION

- (a) Ch'iyáqtel may change this Policy from time to time, including for governance, operational or legal reasons, and will communicate any such changes to employees in a reasonable time.
- (b) The Chief Administrative Officer (**CAO**) is responsible for the administration of this Policy.

2.3 DEFINITIONS

- (a) In this Policy:

BACKGROUND CHECKS means the pre-employment inquiries made by Ch'iyáqtel about a job candidate's work history or suitability for an available position.

COUNCIL EMPLOYEE means an employment position that reports directly to Council rather than to the CAO and includes the CAO and the Confidential Secretary to Council.

HIRING MANAGER means the person with delegated authority from the CAO to start and oversee the hiring process for a specific position or within a specific department.

RECRUITMENT AND SELECTION PLAN (R&S Plan) means the recruitment and selection plans described in [section 4.2 \(e\)](#) of this Hiring Policy.

2.4 ROLES & RESPONSIBILITIES

Chief and Council

- (a) Ch'íyáqtel Chief and Council (**Council**) is responsible for:
- (i) appointing the CAO, Director of Finance and Tax Administrator in accordance with the *Tzeachten Financial Administration Law, 2015* (as amended) (**FAL**);
 - (ii) overseeing the Council Employee Hiring Procedures in [Part B](#) of this Policy;
 - (iii) hiring Council Employees in accordance with [Part B](#) of this Policy; and
 - (iv) identifying and/or approving new positions in accordance with the approved annual budget.

For clarity, Council has no role in the hiring process for Ch'íyáqtel employees, except for Council Employees.

Chief Administrative Officer

- (b) The CAO is responsible for:
- (i) Ensuring all hiring is carried out in a fair, accessible and unbiased manner, free from discrimination and consistent in content and approach for all applicants.
 - (ii) Ensuring hiring processes are in alignment with organizational goals and budgets and compliance with laws and policies.
 - (iii) Overseeing the General Hiring Procedures in [Part C](#) of this Policy.
 - (iv) Hiring directors and managers in accordance with [Part C](#) of this Policy.
 - (v) Reviewing and approving job descriptions, job postings and R&S Plans.
 - (vi) Making hiring decisions for all employees under [Part C](#) of this Policy.
 - (vii) Executing letters of offer and employment contracts.
 - (viii) Approving requests to add new employees to payroll and benefits.
 - (ix) Creating and maintaining employee personnel files.

Hiring Manager

- (c) The Hiring Manager is responsible for:
- (i) Identifying job needs and setting qualifications requirements.
 - (ii) Drafting job descriptions, job postings, and R&S Plans.

- (iii) Administering the hiring process in accordance with the R&S Plan.
- (iv) Working with the CAO and Hiring Committee to ensure a fair and efficient hiring process.
- (v) Onboarding new hires.

2.5 GOVERNANCE AND OPERATIONAL ROLES IN HIRING

- (a) Ch'íyáqtel recognizes the importance of maintaining a clear distinction between governance and operational responsibilities while supporting collaboration in leadership recruitment.
- (b) Council's role is to provide strategic direction, approve organizational structure and budgets, and hire Council Employees as defined in this Policy.
- (c) The administration, under the leadership of the Chief Administrative Officer (CAO), is responsible for the operational management of recruitment, selection, and hiring decisions for all other positions in accordance with this Policy.
- (d) From time to time, and particularly in the recruitment of executive, director, or other senior leadership positions, Council members may participate in portions of the recruitment process to support a collaborative approach between governance and administration. Participation by Council under this subsection will be determined in consultation between the Chief Administrative Officer and Chief and Council at the outset of the recruitment process, based on the nature and level of the position. Participation may include providing input on candidate competencies, taking part in interviews, or contributing to discussions regarding organizational leadership needs.
- (e) For clarity, participation by Council in recruitment processes under subsection (d) does not transfer operational hiring authority. Unless the position is a Council Employee under Part B of this Policy, final hiring decisions remain the responsibility of the CAO.
- (f) All recruitment processes must be conducted in a manner that maintains fairness, transparency, and consistency, and avoids undue influence or conflicts of interest.

Part B – COUNCIL EMPLOYEE HIRING PROCEDURES

3.1 COUNCIL ROLE

- (a) In the hiring process for Council Employees in Part B of this Policy, Council carries out the responsibilities assigned to the CAO in the General Hiring Procedures set out in [Part C](#) of this Policy.

3.2 HIRING COMMITTEE

- (a) Council will appoint a Hiring Committee for the purpose of conducting the recruitment and selection process for any Council Employee. The Hiring Committee will consist of:
 - (i) at least two Council members, and

- (ii) a senior staff person.
- (b) At any point during this process, Council may retain a third-party recruiter to carry out the functions and responsibilities of the Hiring Committee under this Part.

3.3 RECRUITMENT & SELECTION

- (a) The Hiring Committee is responsible for:
 - (i) developing the job posting in accordance with [section 4.2\(d\)](#) of this Policy, and the R&S Plan in accordance with [section 4.2\(e\)](#) of this Policy;
 - (ii) carrying out the advertising and recruitment process in accordance with [section 4.3](#) of this Policy;
 - (iii) carrying out the selection process in accordance with [section 4.4\(b\)](#) of this Policy; and
 - (iv) preparing a summary report for Council in accordance with [section 4.4\(c\)](#) of this Policy.

3.4 DECISION OF COUNCIL

- (a) Council will review the Committee's report and decide whether to offer the position to the recommended candidate.
- (b) A decision to offer the position to a candidate must be made by a quorum of Council at a duly convened meeting.

3.5 OFFERS OF EMPLOYMENT: COUNCIL EMPLOYEES

- (a) An offer of employment for a Council Employee position must be made in accordance with [section 4.5](#) (Offers) of this Policy, with Background Checks satisfactory to Council.
- (b) If the preferred candidate accepts the offer, the Hiring Committee is responsible for carrying out and documenting all required Background Checks for Council Employees in accordance with [section 4.6](#) (Background Checks) of this Policy.
- (c) If the Background Checks are unsatisfactory, Council may withdraw the offer.
- (d) If the offer is withdrawn, or if the preferred candidate does not accept the offer, Council may offer the position to the next most suitable candidate listed in the Hiring Committee's summary report, if applicable and appropriate, or run the hiring competition again.
- (e) If Council approves the Background Checks, Council will, by band council resolution, designate a member of Council or, if appropriate, a senior manager, to carry out the responsibilities of the CAO and/or Hiring Manager in [section 4.7](#) (Contract Acceptance) and [section 4.8](#) (Onboarding).

3.6 PROBATION PERIOD

- (a) A newly hired Council Employee is subject to a six-month probationary period.
- (b) Council will conduct a performance review within the first three months of employment, following which, if Council determines the individual is not suitable for

the position, Council may summarily dismiss them without notice or pay in lieu of notice.

- (c) Council will conduct a performance review prior to the completion of the six-month probationary period, following which Council may:
 - (i) confirm the individual's employment in the Council Employee position for the term specified in the employment contract, whether definite (temporary or short-term) or indefinite (permanent);
 - (ii) extend the probationary period by an additional three months to further review the individual's performance, or
 - (iii) terminate the individual without cause and provide notice or pay in lieu of notice as required under their employment agreement.

Part C – GENERAL HIRING PROCEDURES

4.1 AUTHORIZATION

- (a) All newly created positions must be approved by Council in accordance with the approved annual budget.
- (b) All recruitment and selection activities require CAO approval. Only the CAO (or their designate) may sign a letter of offer or employment contract.

4.2 PRELIMINARY STEPS & APPROVALS

- (a) When a position needs to be filled and the CAO approves hiring to fill it, the Hiring Manager may start the hiring process by developing job descriptions, job postings and R&S Plans in accordance with this Part.

Job Descriptions

- (b) To accurately describe the function, nature and expectations of a position and identify the skills and qualifications required to fulfill the role, a job description must include:
 - (i) position title and description, including how it fits into the organization and its primary functions or objectives;
 - (ii) position status (full-time or part-time; permanent or temporary);
 - (iii) whether the position is subject to specific funding;
 - (iv) accountability or reporting structure, including the line of authority;
 - (v) responsibilities, nature and scope of work, including duties;
 - (vi) required experience, abilities, knowledge and skills;
 - (vii) required qualifications (education, training, licenses, certificates, etc.);
 - (viii) working conditions;
 - (ix) required Background Check(s), if any, for successful applicants; and
 - (x) the salary range for the position.

Job Postings

- (c) A job posting must include:
 - (i) a brief description of our organization and mission;
 - (ii) the job description in [section 4.2\(b\)](#);
 - (iii) the proposed posting date and application deadline;
 - (iv) a statement that Indigenous applicants are encouraged/prioritized;
 - (v) a statement encouraging applications from underrepresented groups; and
 - (vi) information on how job candidates can request accommodations for the hiring process.

Recruitment and Selection Plan

- (d) A Recruitment and Selection Plan should identify:
 - (i) the proposed recruitment process and timeframe for hiring, including whether the position should be posted internally to provide opportunities for Ch'íyáqtel members or existing employees first before being posted externally;
 - (ii) a selection of appropriate locations (internal or external) for advertising the opening (i.e. scope of search);
 - (iii) the application process, selection criteria and ranking methods;
 - (iv) any resources necessary to execute the R&S Plan;
 - (v) any Background Checks that are required by law or otherwise appropriate to the position; and
 - (vi) any other information relevant to the position or the hiring process.

CAO Approval

- (e) The Hiring Manager must obtain the CAO's approval of the job description, job posting and R&S Plan before advertising the position or taking other recruitment steps.

4.3 ADVERTISING & RECRUITMENT PROCEDURES

Competitive Process

- (a) Most recruitment activity will be through a competitive process involving the posting of the opportunity on various websites and/or other advertising media.
- (b) Competitive processes will be open to both internal and external candidates, either successively or concurrently, at the discretion of the CAO.
- (c) Internal postings will be circulated through appropriate channels as determined by the Communications Team.

Procedural Variations

- (d) From time to time, individual candidates may be selected internally and/or externally without a competitive process. This may occur only where there is an urgent need to fill the position, where unique qualifications or experience are required, or if the very short duration of the opportunity precludes the running of a competitive process. When selection is handled on a non-competitive basis, the employment opportunity will be for a specified period (either a fixed term or a temporary acting assignment) not to exceed one year.
- (e) From time to time there may be competitive processes open only to internal candidates. These opportunities may be for either permanent or fixed term employment opportunities (term or acting assignments).
- (f) Where executive, managerial, professional or highly technical positions are being filled, candidates from across the country will be considered. For administration and support positions, local candidates will be considered first.

Inclusive and Equitable Excellence

- (g) The purpose of the job competition is to find excellent candidates who have the requisite skills and qualifications to meet expectations and support Ch'íyáqtel's strategic goals through equitable, fair and consistent processes. No preferential treatment or exception from Background Checks will be extended to former employees or to previous or present members of Council.

Preference for Indigenous Candidates

- (h) In keeping with section 16(1) of the *Canadian Human Rights Act*, all competitive processes and opportunities will be open to qualified candidates of Indigenous and non-Indigenous descent, with first preference given to Indigenous candidates. Where it is anticipated that there may be no qualified Indigenous candidates available or suitable for the position, the non-Indigenous candidates, if any, will be screened. Ch'íyáqtel reserves the right to give first preference to qualified candidates who have greater knowledge of Ch'íyáqtel's language, culture, history and customs.

Compliance with Privacy Laws

- (i) Ch'íyáqtel is committed to protecting the privacy and security of job candidates' personal information. For the purposes of this Policy, personal information means any information about an identifiable individual collected in connection with the recruitment process. The CAO, Hiring Managers and Hiring Committee must only use job candidates' personal information for the purposes of recruitment and selection and must take appropriate steps to secure such information against accidental loss and unauthorized access, use, alteration or disclosure.

4.4 SCREENING & INTERVIEW PROCEDURES

- (a) The CAO, in consultation with the Hiring Manager, will appoint a Hiring Committee consisting of the Hiring Manager and two additional individuals. This may include a team member from the relevant department, another member of the management team, or other appropriate personnel. For clarity, no Council member may sit on the Hiring Committee.

- (b) The Hiring Committee has the following responsibilities:
 - (i) determine the interview process and ensuring it is carried out in a fair, accessible and unbiased manner, free from discrimination and consistent in content and approach for all applicants;
 - (ii) develop an interview guide with standard interview questions relevant to the advertised position;
 - (iii) screen applications using the criteria set out in the R&S Plan;
 - (iv) identify candidates to interview and conducting interviews in accordance with the interview guide;
 - (v) maintain records of the selection and evaluation process;
 - (vi) assess candidates and ranking them in order of preference; and
 - (vii) select the most suitable qualified candidate for recommendation.
- (c) At the conclusion of the recruitment interview process, the Hiring Committee will prepare a summary report for the CAO that includes:
 - (i) a ranked list of the candidates interviewed (**Eligibility List**);
 - (ii) the recommended candidate and reasons for the recommendation;
 - (iii) recommendations for Background Checks to be completed;
 - (iv) the proposed start date and starting compensation or, if the compensation for the position is a range, any recommendation for starting compensation; and
 - (v) any other information relevant to the CAO's hiring decision.
- (d) Where appropriate, Ch'íyáqtel may maintain the Eligibility List for a period of six months. If during that time, similar positions to the original posting come up, Ch'íyáqtel may choose to hire from the Eligibility List rather than running another competition.

4.5 OFFERS OF EMPLOYMENT

- (a) The CAO will review the Committee's summary report and decide whether or not to offer the position to the recommended candidate.

Hiring Documents: Offers and Contracts

- (b) The CAO and/or Hiring Manager is responsible for making offers of employment.
- (c) Employment offers must be made in writing using the appropriate Ch'íyáqtel standard template offer letters and employment contract documents. These hiring documents have been designed to comply with applicable legal requirements and are reviewed and updated at least once a year to ensure they stay current.
- (d) All offers of employment with Ch'íyáqtel must be made conditional on the completion of Background Checks satisfactory to Ch'íyáqtel, as determined by the CAO and/or Hiring Manager. A candidate's acceptance of a conditional offer must

include the candidate's written consent to the collection and use of their personal information for the purpose of conducting Background Checks.

- (e) The following standard terms and conditions must be included in all Ch'íyáqtel employment contracts:
 - (i) position title;
 - (ii) job description
 - (iii) required Background Checks;
 - (iv) hours of work;
 - (v) salary, benefits information (if any) and other agreed upon compensation;
 - (vi) starting date;
 - (vii) probation period;
 - (viii) term of employment (fixed or indefinite term);
 - (ix) a requirement to abide by all relevant laws and Ch'íyáqtel policies and the employee's acknowledgement of same;
 - (x) any conditions (e.g. confidentiality agreements, non-compete clauses);
 - (xi) the circumstances in which the employment relationship may be ended; and
 - (xii) the employee's entitlement to notice or compensation on early termination.

4.6 BACKGROUND CHECKS

- (a) After a candidate has accepted the offer of employment and provided the necessary consents to collection of their personal information, the Hiring Manager is responsible for carrying out and documenting the Background Checks in accordance with this part. For clarity, the Hiring Manager must not conduct the Background Checks unless and until the candidate has accepted a conditional offer.
- (b) Ch'íyáqtel employees play a fundamental role in serving the Nation, community members and the public interest under the strategic direction of Council and hold a public trust. As such, all candidates will be subject to the following Background Checks:
 - (i) criminal record check;
 - (ii) verification of training, educational and professional credentials;
 - (iii) reference checks; and
 - (iv) credit check (if applicable).
- (c) Background Checks may reveal information about the candidate related to a protected ground of discrimination under the *Canadian Human Rights Act*. These are race, national or ethnic origin, colour, religion, age, sex (including pregnancy or childbirth), sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability, and conviction for an offence for which a pardon has been granted or in respect of which a record of suspension has been ordered. To reduce the risk of a hiring decision being perceived as, or being,

discriminatory on the basis of a protected personal characteristic, the Hiring Manager will only conduct the Background Checks indicated in the job posting and will limit the scope of information collected to only that which is relevant and necessary to evaluate the candidate for the position.

- (d) In some circumstances, information relating to a protected ground of discrimination is essential to determining whether a candidate meets the requirements of the available position. Ch'iyáqtel may be able to justify collecting that information and relying on it in the hiring decision if that standard is a bona fide occupational requirement within the meaning of human rights law. If the Hiring Manager encounters these circumstances, they should consult the CAO and seek support from legal counsel.
- (e) If the candidate requires a particular degree, certification, diploma or license to satisfy the requirements of the position, the Hiring Manager will verify the candidate's education or credentials. The Hiring Manager can do so by asking the candidate to provide a copy of their degree, license or certificate. If there are concerns that the documents may be altered or falsified, the Hiring Manager may wish to confirm the information directly with the educational or licensing body. The educational institution or professional body may require written consent from the candidate before releasing the information.

Offer withdrawal or rejection

- (f) If a candidate's Background Checks are not satisfactory, the offer of employment may be withdrawn.
- (g) If an offer of employment is withdrawn, or if a candidate rejects an offer, the CAO may offer the position to the next most suitable candidate listed in the Hiring Committee's summary report, if applicable and appropriate, or run the hiring competition again.

4.7 CONTRACT ACCEPTANCE

- (a) Following completion of satisfactory Background Checks, the CAO and the candidate will sign the employment contract confirming acceptance.

Employment Statement

- (b) Under the *Canada Labour Code*, employers must, within the first thirty (30) days of an employee's employment, provide the employee with a written statement containing certain required information relating to their employment (**Employment Statement**). The required content for the Employment Statement is set out in the Canada Labour Standards Regulation (see [Appendix B](#) for details). The standard Ch'iyáqtel offer letter and contract templates are designed to provide all required information for the Employment Statement.

Personnel File

- (c) The CAO is responsible for creating and maintaining, in digital and/or physical form, personnel files for each employee containing complete records and information about the employee's hire, job duties, compensation, performance, general

employment history, and certain personal information, including the following hiring documents:

- (i) employee's application materials;
- (ii) signed acceptance of offer and consent to Background Checks;
- (iii) results of completed Background Checks;
- (iv) employment contract; and
- (v) approved payroll and benefits information.

4.8 ONBOARDING PROCEDURES

(a) Onboarding is the process of integrating new employees into the organization, starting from the acceptance of the job offer and continuing through the new employee's first 90 days. It ensures new hires feel welcomed, informed and ready to succeed. The Hiring Manager oversees the onboarding process for new hires, which includes:

- (i) Completing new hire documents including tax forms, addition to payroll and direct deposit info.
- (ii) Working with the Communications Manager for technology and equipment onboarding (e.g., login credentials, computer station, laptop, etc.).
- (iii) Introductions to team members, leadership and key stakeholders.
- (iv) Orientation to the organization's mission, vision, and policies and to the Department's operations and procedures.
- (v) Training in job-specific tools, systems, procedures, and responsibilities.
- (vi) Conduct or organize training on the *Code of Conduct*, *Workplace Harassment and Violence Prevention Policy*, *Performance Management Policy*, and *Progressive Discipline Policy*.
- (vii) Reviewing occupational health and safety (**OHS**) protocols and policy.
- (viii) Assigning a supervisor and/or staff mentor to support the transition.
- (ix) Any other onboarding activities at the Hiring Manager's discretion.

4.9 PROBATIONARY PERIOD

New Hires

- (a) Ch'íyáqtel requires newly hired employees to be subject to a probationary period during which Ch'íyáqtel will evaluate the employee's performance, ability, aptitude, and qualifications, and their overall suitability for the role.
- (b) The probationary period starts from the date of hire and is:
 - (i) six months for employees hired into management positions or newly created positions; and
 - (ii) three months for all other positions.

- (c) All employees will have a performance review conducted by their supervisor before the end of their initial probationary period. Based on that evaluation, the CAO may:
 - (i) confirm the individual's employment in the position for the term specified in the employment contract, whether definite (temporary or short-term) or indefinite (permanent);
 - (ii) extend the probationary period by an additional three months to further review the individual's performance; or
 - (iii) terminate the employment contract,
 - during the first three months of employment, summarily without notice or pay in lieu of notice; and
 - after three months of continuous employment and up to twelve months' continuous employment, without cause with notice or pay in lieu of notice as required under their employment contract.
- (d) If an employee's probationary period is extended under [section 4.9\(c\)\(ii\)](#), their supervisor will conduct a performance review before the end of the extended probationary period. Based on that evaluation, the CAO will:
 - (i) confirm the individual's employment in the position for the term specified in the employment contract, whether definite (temporary or short-term) or indefinite (permanent); or
 - (ii) terminate the employment contract without cause with notice or pay in lieu of notice as required under their employment contract.
- (e) For clarity, no probationary period may be extended more than once. This means the maximum probationary period for management positions and newly created positions is nine months, and for all other new employees, six months.
- (f) In all cases, Ch'iyáqtel will make reasonable efforts to ensure probationary employees are informed no later than two weeks before the end of their probationary period as to whether their employment will be continued or terminated.

Transfers/Promotions

- (g) Employees who are transferred or promoted to a new position within Ch'iyáqtel may be subject to a probationary period of up to three months starting on the day they start in the new position during which Ch'iyáqtel will evaluate their performance, ability and suitability for the new position.
- (h) The Employee's supervisor will complete a performance review before the end of the probationary period and based on that evaluation, the CAO may:
 - (i) confirm the employee in the new position;
 - (ii) extend the probationary period by an additional three months; or
 - (iii) end the appointment and transfer the employee to another position with Ch'iyáqtel at the same or similar rate of pay and responsibilities.



- (i) Notwithstanding the above, a part-time employee who has served three months of continuous employment will not be subject to a probationary period if they are offered full-time employment in the same or similar position.

APPENDICES

Appendix A | Hiring Process Checklist

Hiring Policy (2025)

Last updated: December 2025

Ch'iyáqtel Hiring Process Checklist
PRELIMINARY STEPS – Hiring Manager <ul style="list-style-type: none"><input type="checkbox"/> Identify a position vacancy; obtain CAO approval to hire.<input type="checkbox"/> Review and update the job description.<input type="checkbox"/> Prepare the job posting.<input type="checkbox"/> Prepare the Recruitment and Selection Plan (R&S Plan). Check Point: CAO Approval of preliminary documents.
RECRUITMENT – Hiring Manager <ul style="list-style-type: none"><input type="checkbox"/> Advertise the job posting to recruitment websites/platforms.
REVIEW – Hiring Committee <ul style="list-style-type: none"><input type="checkbox"/> Prepare a standard interview guide.<input type="checkbox"/> Screen applicants based on criteria set out in the R&S Plan.<input type="checkbox"/> Review applications.
INTERVIEWS – Hiring Committee <ul style="list-style-type: none"><input type="checkbox"/> Schedule interviews with shortlisted candidates.<input type="checkbox"/> Conduct the interviews.<input type="checkbox"/> Evaluate candidates based on the criteria set out in the R&S Plan.<input type="checkbox"/> Prepare a summary report to the CAO. Check Point: CAO approval of selected candidate.
CONDITIONAL OFFER & BACKGROUND CHECKS – Hiring Manager <ul style="list-style-type: none"><input type="checkbox"/> Provide the selected candidate with a conditional offer of employment and employment contract.<input type="checkbox"/> Receive a signed copy of the offer from the candidate (e.g., granting Ch'iyáqtel permission to conduct the background checks).<input type="checkbox"/> Conduct the Background Checks<ul style="list-style-type: none"><input type="radio"/> Does everything check out? → Move to next step.<input type="radio"/> Unsatisfactory results? → Talk to the CAO about withdrawing the offer. Consult with legal, if necessary.

EXECUTE THE CONTRACT – CAO

- ☐ Obtain signed Contract from candidate.
- ☐ Provide to CAO to execute on Ch'iyáqtel's behalf.



Check Point: CAO signature required for all contracts.

POST-RECRUITMENT PROCEDURES – Hiring Manager

- ☐ Close the job posting on all recruitment platforms.
- ☐ Notify the Finance Department of the new employee's addition to payroll and, if applicable, benefits enrolment.
- ☐ CAO opens Personnel File for new employee.
- ☐ Confirm the employee has been provided with all required information in the Employment Statement.

ONBOARDING – Hiring Manager

- ☐ Completion of all new hire paperwork, including tax and direct deposit forms.
- ☐ Work with the Communications Manager for technology and equipment onboarding (e.g., employee login credentials, laptop/computer station, etc.).
- ☐ Orientation to the organization's mission, vision, and policies and to the department's operations and procedures.
- ☐ Introduction to team members, leadership and key stakeholders.
- ☐ Training on job-specific tools, systems, procedures and duties.
- ☐ Provide or organize training on key organizational policies (i.e., *Code of Conduct*, *WPHV Policy*, *Performance Management Policy*, and *Progressive Discipline Policy*).
- ☐ Review occupational health and safety (OH&S) protocols and policy.
- ☐ Assign a mentor and/or supervisor to support the employee's transition.

PROBATIONARY PERIOD – Hiring Manager

- ☐ Carry out probationary period performance review.
- ☐ Confirm in position, extend probation or terminate in accordance with the Policy.

Appendix B | Employment Statement Requirements

Hiring Policy (2025)

Last updated: December 2025

Employment Statement Requirements

Under the *Canada Labour Code*, employers must, within the first 30 days of employment, provide the employee with a written statement containing certain required information about their employment (s. 253.2(1)). The employment statement must include the specified information under the Canada Labour Standards Regulation (s. 3.1), as follows:

- the names of the parties to the employment relationship;
- the job title of the employee and a brief description of their duties and responsibilities;
- the address of the ordinary place of work;
- the date on which the employment commences;
- the term of the employment;
- the duration of the probationary period, if any;
- a description of the necessary qualifications for the position;
- a description of any required training for the position;
- the hours of work for the employee, including information on the calculation of those hours and rules regarding overtime hours;
- the rate of wages or salary and the rate of overtime pay;
- the frequency of pay days and the frequency of payment of any other remuneration;
- any mandatory deductions from wages; and
- information about how the employee can claim reimbursement of reasonable work-related expenses.

The required information can be provided in one or more of the following documents:

- letter of job offer;
- contract of employment; or
- policy manual.

The standard template Ch'íyáqtel Offer Letter and Contract, including the job description and *Employee Handbook* attached as appendices, are designed to contain all of the above required items of the employment statement. Hiring Managers should ensure that these documents, including each required element of the employment statement, are provided to the employee before or during the first thirty (30) days of their employment.