

# Corporate Policy and Procedure



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TAB: HUMAN RESOURCES  
SECTION: RECRUITMENT  
SUBJECT: JOB POSTINGS AND ADVERTISEMENTS

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**POLICY STATEMENT** All job vacancies are communicated in a manner which facilitates the selection of the best personnel available and promotes the development of employees within the Corporation.

**PURPOSE** This policy establishes methods of communicating job vacancies both within and outside the Corporation.

**INTERNAL POSTING** All job vacancies for permanent full-time positions, and temporary positions exceeding six months duration are posted throughout the Corporation, with the exception of rehabilitation positions as specified by Corporate policy.

Notwithstanding the above, if a new vacancy becomes available within four weeks of the same job description previously being posted, the new vacancy does not need to be posted. Candidates will be selected from the existing inventory of applications.

New positions created as the result of a re-organization are not considered “vacancies” unless the re-organization results in a net increase in the total number of permanent full-time positions. In addition, jobs created specifically to meet the needs of a re-deployment situation are not considered “vacancies”.

**Preparation of Postings** The Human Resources representative prepares job postings and co-ordinates the distribution process. The immediate supervisor of the position being recruited reviews and verifies the posting prior to printing.

**Posting Duration** Vacancies are posted internally for seven calendar days excluding holidays and/or in accordance with the requirements of any applicable collective agreement. Alternate formats (eg. large print, electronic file) will be available upon request.

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All job postings must have the signature of an authorized Human Resources representative. Before the posting is signed appropriate supporting requisition documents and the accuracy and completeness of the job posting must be verified by the Human Resources representative.

## Posting Content

All job postings must include the following:

- position title;
- department and section;
- salary grade or range;
- position to which the posted position reports;
- positions that reports to the posted position;
- required qualifications (knowledge, skills, physical demands, medical requirements);
- detailed description of responsibilities;
- special circumstances if any (rotating shifts, weekend work, unionized environment, etc.); and
- the final date of receipt of applications.

## ADVERTISING

Positions at the commissioner level and above must be advertised externally.

External advertisements for other positions may be done simultaneously with the job posting where, in the opinion of the Human Resources representative and the recruiting department, such advertisement would be beneficial to the recruitment process.

When a position is advertised externally, it is also circulated to the Region of Peel, the Town of Caledon and the City of Brampton for posting.

## Preparation and Placement of Advertisement

The Human Resources representative, in consultation with the hiring department, prepares and places the ad using the most effective external recruitment media. This may include newspapers, professional publications, university/college recruitment offices, job fairs, radio and outreach programs including organizations serving persons with disabilities.

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## Advertisement Content

Advertisements must comply with the *Municipal Freedom of Information and Protection of Privacy Act* and the Corporation's Visual Identity Program, recognizing that in some situations minor variances to the Visual Identity Program may be necessary (i.e. university/college job boards or professional publications).

Advertisements will state that the City of Mississauga is an equal opportunity employer.

All advertisements will indicate if applications will be acknowledged.

## REFERENCE:

GC-142-94, Part 2.3 - 1994 03 09 - amended per AAC-0070-2004

## CONTACT:

For more information, contact your departmental Human Resources representative.