

Corporate Policy and Procedure



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TAB: HUMAN RESOURCES
SECTION: RECRUITMENT
SUBJECT: HANDLING APPLICATIONS

POLICY STATEMENT The Human Resources Division, Corporate Services Department, receives all resumes and applications for employment with the City of Mississauga and ensures that they are considered for appropriate job opportunities.

PURPOSE Centralized receipt of job applications ensures that applicants can be considered for any available position within the Corporation which is appropriate for their skills.

This policy identifies procedures for the receipt, filing and acknowledgement of applications, and establishes a standard practice for the consideration of late applications.

RECEIPT OF APPLICATIONS The Human Resources Division is responsible for the receipt of all applications and/or resumes.

Applicants are responsible for ensuring that their applications and/or resumes are received by the Human Resources receptionist on or before the deadline on the job posting or advertisement.

In the event that other staff receive applications or resumes, they must be forwarded to the Human Resources receptionist. Departments may elect to have staff forward such applications or resumes directly to the receptionist, immediately on receipt, or to forward the applications or resumes to their departmental Human Resources representative, who will then be responsible for forwarding them to the receptionist.

FILING APPLICATIONS Applications will be filed in either the competition file, or the general application files.

Solicited Applications Applications and/or resumes received in response to an internal posting or to an advertisement are filed in the appropriate

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competition file for review. Human Resources staff do not file unsolicited applications /resumes in competition files.

Once a selection has been made, the applications/resumes of unsuccessful candidates are retained in the competition file. The competition files are then retained in the Human Resources Division, and may be reviewed by departmental Human Resources representatives to match applications with suitable vacancies that are open to external candidates.

Unsolicited Applications

Unsolicited applications are filed in general application files, for review by departmental Human Resources representatives to match applications with suitable vacancies that are open to external candidates.

General application files are sorted by category of qualifications and experience.

Records Retention

Solicited applications may be destroyed one year following the date upon which the competition for which they were submitted is closed. Unsolicited applications may be destroyed six months following the date of receipt of the application by the Human Resources receptionist. Destruction will be carried out by the Human Resources Division, by shredding the documents.

ACKNOWLEDGEMENT

All solicited applications and resumes from internal applicants will be acknowledged. External applicants will be informed in the advertisement for solicited applications that only those candidates selected for an interview will be acknowledged.

Unsolicited applications will not be acknowledged.

LATE APPLICATIONS

Applications received after the cut-off date on the job posting or advertisement, but before the interview process has begun, may be accepted in exceptional circumstances only. (An absence on vacation or sick leave during the posting period may be considered “exceptional circumstances”.)

Generally, applications will not be accepted after the interview process has begun. Exceptions may be made if none of the

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candidates being interviewed are fully qualified for the position.

The Human Resources representative, in consultation with the hiring department, determines whether to accept the late application.

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LAST REVIEW DATE: April, 2001

CONTACT: For more information, contact the departmental Human Resources representative.