



AIDS COMMUNITY CARE MONTREAL • SIDA BÉNÉVOLES MONTRÉAL

ACCM Hiring Policy

This Hiring Policy forms an integral part of the Personnel Code as approved by the Board of Directors of AIDS Community Care Montreal (ACCM).

- 1.0 Once an open position has been identified it should be determined whether it is a permanent, contractual or casual position.
- 1.1 The hiring procedure will vary, depending on the type of position available. (Permanent, Contractual or Casual).

2.0 Making positions open to current employees

In order to encourage a “promote from within” policy, all available positions will be made open to current permanent staff members. All reasonable efforts will be made to advise all staff members of the opening.

Once a position has been identified, current staff members who are interested will be invited to indicate their interest to the Executive Director within a limited time frame (2 – 7 days).

If any staff members express an interest to the Executive Director he/she will speak with the Chairperson of the Administration and Personnel Committee (ADPERCOM) and the President. If they agree that the member is qualified they will meet with them. At that point, a decision¹ will be made on whether to give the position to the staff member, or go through the job posting/interview procedure.

If the staff member (s) are not given the position at this point, they can apply for it in response to the Job Posting.

3.0 Job Posting / Interview Process

The available position will be posted in the ACCM Newsletter, at the Office and Resource Centre. In addition, if judged advisable, it will be posted in appropriate weekly or daily newspapers, other employment locations (Employment Centres, etc.), and other AIDS community organizations.

¹ The Executive Director, the President and the Chairperson of ADPERCOM will make the final decision. If the President and the Chairperson are the same person they will ask another member of ADPERCOM to participate, so that three (3) people are involved in the decision.

- 3.1 All job postings must include the following statement:
- “PEOPLE LIVING WITH HIV/AIDS ARE ENCOURAGED TO APPLY FOR THIS POSITION”
- 3.2 An interview team of three individuals will be formed as follows:
1. The Executive Director
 2. A Board Member
 3. An appropriate staff member at the level of departmental director.
- 3.3 In choosing the successful candidate, every consideration should be made to give the position to a person living with HIV/AIDS, provided such individual is suitably qualified to perform the responsibilities of the position.
- 3.4 Interview teams must come to a consensual decision on the successful candidate.

Adopted 20 January 2003