


STANTON TERRITORIAL HEALTH AUTHORITY

Yellowknife, Northwest Territories

TITLE: Job Descriptions, Recruitment & Hiring	Revision Date: 28 February 2018	Issue Date: 28 February 2016
Document Number: QUA30100	Status: Approved	
Distribution: Laboratory Quality Manual	Page: 1 of 2	
Approved by: S. Asmussen, Manager of Diagnostic Services	Signed by: 	

PURPOSE:

The purpose of this procedure is to clarify the processes surrounding Job Descriptions, Recruitment and Hiring. These processes and procedures are clearly described in the Online Manager’s Toolkit and Human Resource Manual. The links for these documents are provided below.

POLICY:

- <http://www.hr.gov.nt.ca/resources/online-managers-toolkit/job-descriptions>
- <http://www.hr.gov.nt.ca/resources/online-managers-toolkit/hiring-recruitment/what-are-my-staffing-options>
- <http://www.hr.gov.nt.ca/human-resource-manual/0100-hiring-process>

PROCEDURE INSTRUCTIONS:

Step	Action
Job Descriptions, Recruitment and Hiring	
1	Find the appropriate online resource and follow the instructions provided.
2	Complete the appropriate form located on the shared drive in SRHB-FORMS – Employee Services Forms .
3	Forward the completed form to the appropriate approval authority.
4	Contact Human Resources if you require further assistance.

RELATED DOCUMENTS:

NOTE: This is a CONTROLLED document for internal use only. Any documents appearing in paper form are not controlled and should be checked against electronic version prior to use.	
FILENAME: QUA30100JobDescriptionsRecruitmentHiringPRO.docx	PRINT DATE: 28 February 2016

TITLE: Job Descriptions, Recruitment & Hiring	Revision Date: 28 February 2018	Issue Date: 28 February 2016
Document Number: QUA30100	Status: Approved	
Distribution: Laboratory Quality Manual	Page: 2 of 2	

- QUA30010 Hiring Process Flow Chart

REFERENCES:

- <http://www.hr.gov.nt.ca/resources/online-managers-toolkit/job-descriptions>
- <http://www.hr.gov.nt.ca/resources/online-managers-toolkit/hiring-recruitment/what-are-my-staffing-options>
- <http://www.hr.gov.nt.ca/human-resource-manual/0100-hiring-process>

REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	28 February 2016	Initial Release	C. Russell

NOTE: This is a CONTROLLED document for internal use only. Any documents appearing in paper form are not controlled and should be checked against electronic version prior to use.

FILENAME: QUA30100JobDescriptionsRecruitmentHiringPRO.docx

PRINT DATE: 28 February 2016