

# Village Of Cache Creek

## Policy No. C-3

### Hiring

**Date Approved by Council:**

May 24, 1994

**Effective:**

May 24, 1994

**Date Amended by Council:**

March 11, 2002

June 19, 2023

**Effective:**

March 11, 2002

June 19, 2023

**Policy Statement:**

The Administration staff of the Village of Cache Creek shall follow a formal process for Village hiring, with the exception of the positions of Chief Administrative Officer and Chief Financial Officer which shall be handled with the direct participation of Council.

**Purpose:**

The purpose of this policy is to establish a fair and equitable method for hiring Village employees.

**Procedures:**

1. Administration will advertise for positions where and when they deem appropriate utilizing funds from existing advertising budgets. Special considerations beyond this should be brought before council.
2. All applications shall be reviewed thoroughly and a short list of qualified candidates shall be selected for interviews.
3. The Chief Administrative Officer, or the Chief Financial Officer in their absence, and the relevant Department Head shall conduct the interviews.
4. An objective point system using qualifications and suitability shall be used for each candidate during the interview, followed with a subjective comparison by the two interviewers.
5. Once the successful candidate accepts the position, Council is to be informed as soon as possible.