

## HIRING POLICY

### Policy:

Just Junk endeavours to fill every opening without discrimination or prejudice with the best possible candidate for the position.

### Procedure:

1. Hiring managers must identify the job and ensure there is a current job description and orientations plan in place.
2. Determine the right fit and skill set required for the position.
3. Job opportunities will be posted both externally and internally.
4. Executive Management Team will screen resumes submitted for Management positions and form an opinion as to which “right fit” candidates to call in for “Job Specific” interview.
5. Management will screen resumes submitted for Truck Team job positions and form an opinion as to which “right fit” candidates to call in for “Job Specific” interview.
6. Executive Management Team will participate in a group “Job Specific” interviews and together will form an opinion and make a judgment with regard to candidates.
7. Management will follow the steps set out in the Hiring Process/Protocol for Truck Team members and together with the Executive Management Team form an opinion and make a judgment with regard to candidates.
8. Human Resource personnel will advise all unsuccessful candidates, in writing that the position has been filled, and thanking them for their time and interest.
9. Executive Management Team will advise successful Management candidates.
10. Management will advise successful Truck Team candidates.
11. Complete all New Employee forms such as the New Hire/Change form, federal, provincial forms, etc. as provided by Human Resources personnel.

*Prior approval by the Executive Management Team is required when establishing a new position or when hiring a replacement at a salary level higher than the current, approved salary or wage grid.*

