



Everyone needs a home

HFS Hiring, Training, and Performance Management Policy

GENERAL PRINCIPLES

The purpose of this policy is to provide overall guidance and direction to supervisors, managers, and hiring committees of Homes First.

This policy applies to all employees hired and all candidates, internal or external, that applied for any programs and projects undertaken on behalf of the agency, and in all departments and properties of Homes First.

A “candidate” is anyone, internal or external, who has applied for a vacant position by submitting a resume or an expression of interest.

An “employee” is anyone who enters into an employment agreement with the agency, whether relief, full-time, or part-time, permanent or temporary. An employee must be formally hired and enrolled by Human Resources prior to commencing work.

Policy:

Homes First is committed to providing high-quality programs and services for its residents. We strive to provide meaningful employment opportunities that will enrich the agency.

Homes First recognizes the importance of selecting the best available staff by posting positions as required by the Collective Agreement, as well as conducting a selection process that is fair and takes into account the importance of diversity and inclusion within the agency.

Homes First will take all reasonable steps to ensure that all hiring procedures and decisions will reflect the agency’s commitment to providing equal opportunity by assessing all candidates on their skills, knowledge, qualifications, and capabilities. All reasonable efforts to eliminate barriers and make necessary accommodations to ensure a fair hiring process will be made.

Homes First recognizes that a commitment to learning is necessary to ensure staff provide the highest quality of service. The agency will provide all training required by Toronto Shelter Standards and other relevant legislation to staff and will strive to provide more in-depth and varied training whenever possible as to supplement required training.

Homes First will take all measures necessary to ensure performance management procedures are consistent, fair, and transparent. Performance management is an ongoing process culminating in an annual performance review.

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- As per Toronto Shelter Standards, 2016: Section 12.4(a)(i).
 - Created on February 22, 2017.
 - Approved by HFS Governance and Nominating Committee on April 12, 2017; to be reviewed in 2022.
 - Approved by HFS Board of Directors on April 26, 2017.
 - The Policy applies to all of Homes First.