

**Title: Human Resources Management  
Policy - Advertising for Personnel**

**Policy No: 1921**

**Approval: Town Council  
Effective Date: January 25, 2006**



Supersedes Policy No: NIL

**Policy Statement:** The Town of Hardisty has determined that it is in the best interest of the Town to see that the most qualified personnel are selected for all positions within the Town of Hardisty.

**Purpose:** To establish the parameters for advertising for employees to fill positions within the Town of Hardisty.

**Principles:**

- 1) All requests for staffing shall be advertised for at least two consecutive weeks in the local papers, unless otherwise approved by the CAO.
- 2) The advertisement should indicate:
  - a) The name of the position.
  - b) A brief description of the position.
  - c) Training & experience required and preferred.
  - d) Whether it is a temporary or permanent position
  - e) If this is a temporary position, the advertisement should state term of the position.
  - f) Whether this is a full-time or part-time position.
  - g) The advertisement should indicate the number of hours worked per week.
  - h) If the position involves shift work, the advertisement should indicate shifts to be worked.
  - i) The last date that applications will be accepted.
  - j) The name and address to whom the applications should be sent.