

Interview Expenses – Job Posting
Council Policy No. 32

Currently undergoing revisions

INTERVIEW EXPENSES – JOB POSTING POLICY
Council Policy No. 32/95

PROCEDURE:

To advertise in the Municipal Officers Association at a cost of \$250.00 for each one page advertisement. Advertise in Vancouver Sun, The Province, Edmonton Journal, Alaska Highway News.

When recruiting for a management position the closing date for the position will be deemed to be continuous in nature until completion of the interview/selection process and a final decision and/or appointment is determined in order to acquire the best candidate for the position.

Interview Expenses for prospective employees may be paid with the prior approval of the Department Manager. All efforts will be made to interview locally before bringing in interviewees from outside the local region. The level of reimbursement shall be determined by the Department Manager, in consultation with the Personnel Officer. The source of funds for reimbursement of interview expenses shall be from the Human Resources Division Budget.

The City may pay of cost of a return trip via the most economical, yet most timely mode of transportation, accommodation and meal costs as per applicable travel cost policy.

If the interviewee is offered the position and declines, no reimbursement of the interview costs will be provided. All expenses must have receipts and should be submitted to the Human Resource Division for processing.