

Procedure

Hiring



This procedure falls under *A1104A Hiring Policy*.

Program Impacted	Employee Experience <i>The City of Edmonton employees are safe and supported to achieve their aspirations and deliver excellent services.</i>
Approved By	City Manager
Date of Approval	August 20, 2026
Approval History	October 14, 2021 March 6, 2008
Next Scheduled Review	August 20, 2029

Overview

This procedure guides City of Edmonton hiring managers in conducting transparent and equitable recruitment. It sets the requirements for selection processes, ensuring adherence to collective agreements, provincial legislation, and internal policy, to effectively attract and hire qualified candidates.

Roles and Responsibilities

Please refer to the [Human Resources Delegation of Authority](#) for detailed responsibilities.

Fairness of Employment

The City is committed to the principle of fair and equitable hiring and therefore where possible will fill positions by competition. Union positions will follow the posting and selection provisions of the appropriate collective agreement with the exceptions of Duty to Accommodate placements, lateral placements and union waivers.

Selection decisions will be documented and defensible with consistent application of process. At the City of Edmonton, we are committed to fostering a welcoming and inclusive environment for everyone. We embrace diversity and ensure that all individuals are treated with dignity and respect. This commitment extends to all protected grounds, including race, religious beliefs, color, gender (encompassing pregnancy, gender expression, and gender identity), physical or mental disability, age, ancestry, and place of origin. We also honor and protect individuals regardless of their marital status, source of income, family status, sexual orientation, or any other grounds recognized under provincial human rights

legislation. Written complaints of discrimination relating to recruitment and selection must be submitted to the Director of Position Evaluation and Recruitment Services for investigation.

Compliance and Removal from Candidacy

If there is any misrepresentation of facts by employees or applicants regarding work history, credentials, or any other work-related information, the City may terminate the employee or withdraw the applicant from the selection process.

Internal Interviews

All employees will be permitted to attend interviews for City of Edmonton positions, without loss of pay, when the interview has been scheduled during the employee's working shift.

Appointments

All appointments to positions within a bargaining unit shall be done in accordance with the applicable Collective Agreement. Appointments to positions outside of a bargaining unit (non-union) shall be done in accordance with the [Terms and Conditions for Management and Exempt Employees](#). All appointments shall be made in accordance with the [Human Resources Delegation of Authority](#).

Expression of Interest

An Expression of Interest (EOI) process is an expedited internal recruitment method used to identify interest in a specific project or role, from employees across the organization or in a particular department, branch, section or unit. Consultation with Recruitment Services is required to determine if an EOI or full competitive process is appropriate. Formal authorization for EOIs are detailed within the [Human Resources Delegation of Authority](#).

Competition Exemptions

For certain **out of scope, exempt, or management roles**, an appointment to a permanent or temporary position may be conducted without a competition if it serves the organization's best interest. Such exemptions can or may be considered in instances where:

- The appointment aligns with the [Corporate Resource Concept](#);
- A unique or urgent requirement exists for a specialized role;
- A successful candidate in a temporary competition is appointed permanently as the opportunity becomes available within the original term; or
- A vacancy with similar duties and classification arises within six months of a previous competition for the same role.

Formal authorization for these exceptions is detailed within the [Human Resources Delegation of Authority](#).

Relocation Expenses

New management employees in certain classifications may be reimbursed for moving expenses. See Terms and Conditions for Management and Exempt Employees under “Relocation Guidelines.”

Relocation expenses are not reimbursed for bargaining unit employees, unless otherwise stipulated within the applicable collective agreement.

Hiring of Relatives

Favoritism or an actual or perceived conflict of interest can potentially arise when members of the same immediate family work in the same section or work unit. To eliminate even the appearance of impropriety as well as the potential for favoritism, employees may not take part in, or in any way attempt to influence the hiring or placement process of a member of their immediate family. Furthermore, no one may be hired, transferred or promoted to a position in which a relative can be perceived to have influence over their promotion or supervision.

Youth Employment

The City can employ youth aged 15 and above for a variety of positions. The Alberta Employment Standards must be adhered to. In particular, supervisors should be aware of and apply the applicable hours of work restrictions. Consultation with Recruitment Services is required.

Pre-employment Checks

The City of Edmonton will determine whether any employment checks are necessary based upon the job requirements of each position. All necessary pre-employment checks (reference checks, security checks or other related checks) should be completed prior to a candidate commencing employment. Those positions that require enhanced vulnerable sector security clearances must be completed prior to a candidate commencing employment. Whenever possible, for current or former employees, a reference check with the current/previous supervisor is required.

Privacy

Throughout the recruitment and selection process, application progress and applicant information will remain confidential to the greatest extent possible.

Definitions

- **Employee:** An individual employed by the City, including those employed on personal services contracts, but not including elected officials or their assistants.
- **External/ Internal Candidates:** An individual who has applied for a City of Edmonton position.

- **Immediate Family/Relative:** Are members of the same family who are related to one another by marriage or common-law, and includes husband, wife, father, mother, brothers, sisters, sons and daughters.
- **Qualified:** individuals who have, through training or experience, been assessed by Employee Services as to have the required skills and knowledge to perform recruitment activities.
- **Recruitment Management System:** An automated web based system that creates postings, sorts resumes and stores candidate data, including candidate history and progression through the recruitment cycle and onboarding process.
- **Corporate Resource Concept:** Employees in Director, Branch Manager, Deputy City Manager and Chief positions may be reassigned to other roles or special assignments at the same level and salary as required.

References

Human Resources Delegation of Authority

Terms and Conditions for Management and Exempt Employees