



Basketball New Brunswick

Hiring and Recruitment Policy

(Adapted from Canada Basketball)

Definitions

1. The following terms have these definitions in this policy:
 - a. *“Under-Represented Groups”* - A subgroup of a larger group who share a particular characteristic (or set of characteristics) and who often have less power or representation than other members of that larger group. Under-Represented Groups can often belong to equity-deserving groups since those who are under-represented are also often marginalized in society. Under-Represented Groups can include women, racialized persons, children in low-income families, Indigenous people, seniors, people with disabilities, newcomers to Canada, and members of the 2SLGBTQIA+ community.
 - b. *“Management”* – Directors and above
 - c. *“Non-Management”* – Managers, Coordinators, and Interns

Purpose

2. The policy aims to ensure a fair process of hiring and recruiting qualified candidates for all types of employment with Basketball New Brunswick (“The Organization”). The policy outlines the required steps in the process of recruiting and hiring staff, including full-time, part-time, contract, casual, or interns. During the recruiting and hiring process, Basketball New Brunswick is committed to making those seeking employment feel they could belong in the organization based on the role they are applying for.

Application

3. The Organization will ensure that opportunities are made available to anyone who wishes to apply, including individuals belonging to Under-Represented Groups, by posting all job opportunities on various websites and job boards, including those that serve Under-Represented Groups.
4. The Organization will make an intentional effort to recruit and interview qualified candidates from Under-Represented Groups. The Organization will aim to align its recruitment efforts with any gender equity and ethnic diversity targets it develops.
5. Specific Hiring Committees shall be designated for the hiring of management and non-management positions. In addition to skills diversity these committees will reflect gender and ethnic diversity, and are responsible for reviewing resumes and applications, the interview process, and selection of candidates.

- a) The Management Hiring Committee can be made up of the hiring manager and two to three other directors or managers ensuring gender and ethnic diversity of the members. They will be responsible for the review of resumes and applications, and the interview and selection of preferred candidates.
 - b) The Non-Management Hiring Committee can be made up of the hiring manager and two to three other coordinators or managers ensuring gender and ethnic diversity. They will be responsible for the review of resumes and applications, and the interview and selection of preferred candidates.
- 6. All members of a Hiring Committee must have participated in training on Interviewer biases within one (1) year prior to participating as a member of the Hiring Committee (including reviewing any applications or conducting any interviews)

Personnel Requisition Process

- 7. When there is a need to hire a new staff member, the Director of the department should submit a request to the President and Vice President, Secretary and Treasurer for approval.
- 8. Upon approval by the President and the Vice President, Secretary and Treasurer the job posting will be created and the Hiring Committee established.
 - a) All postings should include the Basketball New Brunswick Diversity Statement.
 - b) The posting should be reviewed by the Manager of EDI to ensure the languages used in the job descriptions are free from any forms of bias before being sent for translation
 - c) The posting will be posted on the sites that best match the role and ensure it reaches the most diverse group of candidates.

Internal Posting

- d) Prior to posting the job externally, the hiring manager will distribute the posting internally to all staff. If an internal candidate is interested in the role that candidate will be given an interview, along with qualified external candidates.

External Posting

- 9. In addition to posting the job on the Basketball New Brunswick website and Sports Information Resource Centre (SIRC) the job should be posted to websites that serve one or more specific Under-Represented Groups, including but not limited to: a website that targets black candidates, a website that targets women candidates, a website that targets Indigenous People.
- 10. Every job posting should invite people with disabilities to apply for the position and the functionality, process or method provided for them to do so.
 - a) If required, a sample of statement that can be used to this effect is *“Basketball New Brunswick is committed to accommodating applicants with special needs and disabilities throughout the hiring process. If you have accommodation needs, please inform us as soon as possible by sending an email to Alyssa Lebans at ed@basketball.nb.ca.”*

11. For senior management roles, the Organization may engage the services of a staffing agency to search for and pre-select preferred candidates.
 - a) In the case of using a staffing agency, the agency should be advised to send a list of candidates who represent a range of gender and ethnic diversity for the management hiring committee to review.

Interview Selection Process

12. Human Resources will be responsible for tracking all applicants and retaining applications and resumes as required and providing this information to the Hiring Committee.
13. The Hiring Committee will review the resumes and using the Recruiting scorecard (Appendix A) select up to six candidates based on the combined overall scores of the recruiting panel.

Candidate Interview Process.

14. The Hiring Committee should work together ahead of the interview to agree on the questions to be asked based on the job description.
 - a) The interview should contain a mix of behaviour-based questions, as well as those that are specific to that of the job position.
 - b) The Hiring Committees will do their best to ensure that the interview is free from bias and that the questions are structured in such a way to reduce any bias they may have.
15. If the Hiring Committee determines that a follow-up interview is required, they may invite some members of the Basketball New Brunswick Senior Staff or Board of Directors.
16. Upon completion of the interview, the Hiring Committee should complete a candidate evaluation form (see Appendix B) for every interview performed and submit this to Human Resources to add to the candidate file.
17. Human Resources is responsible to notify applicants who have been selected for an interview.

Candidate Selection Process

18. For a candidate to be selected as the incumbent, the Hiring Committee should arrive at a consensus about the qualifications and competencies of the candidate.
19. If the Hiring Committee is unable to arrive at a consensus, they may take a vote to select the incumbent for the position or refer to the President of the Organization.
20. In deliberating between two equally capable and qualified candidates, greater weight will be given to the candidate whose hire would correct inequity that may exist within the Organization and meet the greater equity needs and goals of the Organization.
21. Basketball New Brunswick will conduct a minimum of two professional reference checks and employment verification on the top two candidates based on the results of the candidate evaluation forms completed by the Hiring Committee.
22. Human Resources is responsible to notify applicants who have been selected for the role as well as those who were not selected.

Hiring & Onboarding Process

23. Upon selection of a candidate, Human Resources will draft an offer contingent on the satisfactory completion of a required background check.
 - a) Internal applicants may be required to complete background checks that may not have been previously completed within the last three years.
24. Once satisfactory results are received from all required background checks, the candidate will be provided with a final job offer and a start date negotiated with the candidate.
25. If a candidate fails to accept an offer of employment by the agreed date, the offer may be rescinded by the Organization and an offer made to the second choice.
26. Human Resources and the hiring manager will work together to create an onboarding program that will make the new staff feel welcomed, valued, and appreciated. Some of the elements of this program may include:
 - a) Announce the start date and basic personal information of the new staff to the Organization.
 - b) Prepare the workstation or work equipment with the required user IDs and passwords set up prior to the start date.
 - c) Send out an onboarding package to the new staff which should include documents about the job, such as the job description, general duties, the Organization's policies, dress code, working hours and the orientation process.

Orientation

27. The orientation of a new staff member should include meetings with the appropriate staff members, a review of the policy suite of the Organization, and various training requirements as outlined by the Organization.
28. Human Resources will review the following with the new staff member:
 - a) The Organization's benefits, policies, procedures, etc.
 - b) Training modules and policies that should be completed and the timelines of each one.
 - c) Finance discussion in terms of submitting pay requisitions, understanding approval hierarchy, company credit cards, if required, and how to properly claim taxes.
29. The new staff member's direct Supervisor should review the following with new staff member:
 - a) The vision, mission, principles, core values, etc., of the Organization.
 - b) The organizational chart and names of management and staff.
 - c) The requirements of the role, responsibilities, and accountabilities.
 - d) The performance measurement plans and measurement system.

Approval

30. This Policy was last reviewed and approved by the Basketball New Brunswick Board of Directors in July, 2025.

Appendix A

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Appendix B

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