

## 4.0 Reference and Background Checking

- 4.1 If required, ERCA conducts reference checks to ensure that all staffing selections are made using a consistent approach that ensures only the highest quality candidates are selected for employment. Following interviews, ERCA shall perform reference checks for all potential candidates regarding their levels of education, experience, skills, and employment history.
- 4.2 All reference check questions asked by a representative of ERCA will be job-related and used solely to ensure a candidate's qualification for the position.
- 4.3 The designated reference checker will be following a set of pre-determined questions and will be documenting all conversations that occur during the reference checks. These notes shall be maintained in a confidential file folder along with the other selection materials.
- 4.4 The Ontario Human Rights Code has established protected grounds which cannot be used against a candidate or employee by an employer. In order to protect the rights of candidates, the following is a list of topics which will not be addressed through any reference checks or interview questions.

### Prohibited Grounds of Questioning under Human Rights (Ontario)

- Age
  - Race
  - Creed
  - Political Beliefs
  - Disability
  - Marital or Family Status
  - Childbirth/Pregnancy
  - Citizenship/National Origin/Place of Origin
  - Gender/Gender orientation or expression
  - Ancestry
  - Alcohol/Drug Dependency
- 4.5 ERCA may additionally require candidates to submit a Police Clearance and/or a Drivers Abstract, if driving is an essential duty of the position, after a conditional offer of employment has been made and at candidates own expense
- 4.6 Certain positions, which are determined to be positions of trust may be subject to additional and enhanced reference checks, including criminal reference checks, vulnerable sector clearances or credit history check. Positions that are considered

positions of trust are those that may have potential to any of: unsupervised contact with children, contact with vulnerable adults, control of significant inventory or corporate property, significant responsibility for financial transactions or for any other positions where a criminal reference check is a bona fide occupational qualification.

- 4.7 In the event that it is determined that the candidate has supplied falsified information, misrepresented the facts on their application, or background checks, credit checks, or criminal reference checks indicate prior records or potential risk this may serve as grounds for immediate disqualification from consideration for the position and any conditional offer could be revoked.
- 4.7 If a candidate is hired in a position, and it is determined that the candidate has supplied falsified information or misrepresented the facts on their application, the employee may be subject to disciplinary actions up to, and including termination of employment.

## **5.0 Offer of Employment**

- 5.1 On acceptance of all information provided, the Department Head or supervisor shall contact the selected candidate to verbally offer the candidate the position and generally discuss position details (e.g. starting date, salary, etc.). This shall be followed by the distribution of a conditional letter of offer of employment to candidates that have been selected through the interview and reference process.
- 5.2 Job offers are contingent on the candidate's agreement to ERCA's policies, and any other condition applicable to the position that is required of the employee.
- 5.3 Should the candidate accept an offer of employment from ERCA, they will be considered an employee, and provided with a start date and required location to report for duty.
- 5.4 The employee will be scheduled for an employee orientation meeting to review workplace policies, rules and regulations, and other job specific information designed to assist the employee in their duties. Authorization forms and policies shall be signed during this period of orientation. (see Orientation Policy)