Hiring Policy and Procedures

OBJECTIVE

Heaps + Stacks believes that hiring qualified individuals to fill positions contributes to the overall success of the company. Each employee is hired to make significant contributions to Heaps + Stacks. In hiring the most qualified candidates for positions, the following process should be followed.

HIRING PROCESS AND PROCEDURES

PERSONNEL REQUISITIONS

Personnel requisitions must be completed to fill Heaps + Stacks positions which will be approved by the Director.

Personnel requisitions should indicate the following:

- Position title.

- Position hours/shifts.

- Exempt or nonexempt status of the position.

- Reason for the opening.

- Essential job functions and qualifications (or a current job description may be attached).

- Any special recruitment advertising instructions.

PRE RECUITMENT MEETINGS

The Director, Project Director and/or Studio Manager will arrange a meeting prior to posting a job opening to discuss more about the position, the requirements and the profile of the ideal candidate. The recruiting strategy will be set during this meeting and expectations established amongst the group.

JOB POSTINGS

The Director and/or Studio Manager will create job postings that briefly describe the job opening and communicate Heaps + Stacks brand. All job openings will be relayed via team meetings to all Heaps + Stacks employees for internal opportunities. Jobs will remain posted until the position is filled.

The Studio Manager will be responsible for tracking all applicants and retaining applications and resumes as required.

INTERNAL APPLICANTS

Current employees with a satisfactory employment status may apply for internal job openings. The consents of the employee's manager and Director may be necessary for employees with less than one year of service with Heaps + Stacks.

All applicants for a posted vacancy will be considered based on their qualifications and ability to perform the job successfully. Internal candidates who are not selected will be notified by the Director.

INTERVIEW PROCESS

The Director and Studio Manager will screen applications and resumes prior to scheduling interviews. Initial interviews are conducted by the Director, Project Director or Lead Creative using behavior-based interview questions and a structured interview process. On some occasion's applicants may require to do a short video to introduce themselves before the first interview as a further stage of screening. If successful after the first interview, the Studio Manager will contact the applicants and they may be required to complete a creative task and if successful will be invited to a second interview with the Director and Project Director or Lead Creative (relevant to the department they are applying for).

The Studio Manager will notify applicants who are not selected for positions at Heaps + Stacks and give any further clarification around why they were not selected.

JOB OFFERS

After a decision has been made to hire a candidate, an offer will be made and a contract will be sent over.

REFERENCE CHECKS

The Studio Manager will conduct professional reference checks, a minimum of two professional references are required from each candidate.

LOCAL TEAM

Heaps + Stacks have a preference for hiring and recruiting local team to support the local community and to reduce carbon emissions.