

District of Vanderhoof Hiring Process

Diversity in Hiring

The District of Vanderhoof is committed to fair and equitable hiring practices. The District believes its workforce should reflect the community it serves.

Screening

After a job posting closes, applicants will be screened based upon their education and related experience, knowledge, and skills. Applicants selected for review will be contacted to discuss their qualifications and arrange the following steps:

- Testing (if applicable)
- Interview

Testing

Some of our job competitions may require applicants to successfully complete testing based on necessary skills for the position. Testing may include typing tests, computer software tests (such as MS Word/Excel), or knowledge-based tests. The District will provide you with details on what to expect in the testing process.

Interview

When selected for an interview, candidates will be given all pertinent details about the interview including, the location, date, time, and the names of the interview panel.

All candidates are asked the same set of questions to maintain objectivity and the information gained during the process is always confidential.

Final Results

After interviews are completed, it may take up to two weeks for the District to check references and arrive at a final decision. All candidates who participated in the selection process will be contacted once the hiring decision has been made. The District would like to thank all candidates for their patience throughout the selection process.