

## Loaded Ladle Hiring Policy

Created: 2019

Revised: June 2022, Voted:

### A) Preamble/Purpose

The Loaded Ladle has paid staff who oversee day-to-day operations. This policy informs staff and board on how paid positions are hired at the Loaded Ladle. This policy outlines our employee equity statement and describes the Loaded Ladle's procedures of hiring.

### B) Employment Equity

The Loaded Ladle is an equal opportunity employer, supporting and in compliance with the principles established by the Nova Scotia Human Rights Act, the Canadian Charter of Rights and Freedoms, and other relevant legislation.

The Loaded Ladle commits itself to an anti-racist, equity-based approach to hiring, which incorporates an awareness of systemic oppression. We recognize that the public face of the broader food justice movement in North America is predominantly white and privileged, and that the people most affected in the struggle for food justice and food sovereignty are people from historically marginalised groups. We value food justice work that centres lived-experience.

The Loaded Ladle will prioritise applications who face racism, ableism, classism, homophobia, transphobia, colonialism, and other forms of oppression. It is the responsibility of the Hiring Committee to prioritise applicants who self-identify as belonging to a historically marginalised community/communities. **Prioritise in outreach work- job fairs**

This policy acts as an extension of the Loaded Ladle's Anti-Oppression Mandate.

To reduce conflict of interest and unequal opportunity, Current board members may not apply for Staff positions within a certain time frame. [Find policy here](#).

### **C) Privacy**

All employee information is confidential and only accessible to the Human Interaction Committee (HI). Resumes shall be sent to [Info@loadedladle.com](mailto:Info@loadedladle.com) and documented on a confidential excel file accessible to the Hiring Committee.

### **D) Hiring Committee**

- a) Applicants will be hired by a “Hiring Committee” selected by the board. The Hiring Committee should include: three (3) members, two (2) of whom shall be board members and one (1) of whom shall be a staff member. Expectations are made based on availability, with a minimum of one (1) staff and one (1) board member.
- b) The Hiring Committee shall be responsible for developing and distributing job postings, reviewing applications, selecting candidates for interviews, conducting interviews with the selected candidates, checking references (when required) and providing hiring recommendation to the Board.
- c) Board members may be eligible to receive an honorarium for their participation on a Hiring Committee as per the Loaded Ladle Board Honorarium Policy.

### **E) Job Description**

The Job Description shall describe the following:

1. Length of the position;
2. Hours per week;
3. Tasks to be performed;
4. Qualifications;
  - a. Job descriptions will include the minimum requirements and non-mandatory assets.
  - b. Job descriptions will note qualifications for which Loaded Ladle provides training (ie. Food Safe Certification).
  - c. Loaded Ladle recognizes some qualifications are inaccessible. Any qualifications that the Loaded Ladle has the capacity to offer training for will be considered an asset and not a basic requirement.
5. Contact information;
6. Employment Equity Statement
  - a. Applicants who self-identify will be considered for employment

equity.

## 7. Application Deadline

### F) Job Outreach

- a) Jobs will be posted for at least ten (10) working days.
- b) The Loaded Ladle will circulate all job opportunities through a variety of channels in order to reach a broad audience.
- c) For contracts more than 8 months, the hiring committee should host job information sessions in the community
- d) Outreach locations:
  - i) On and off campus groups and communities, anti-poverty groups, working class communities, women's groups, Indigenous communities, churches and other places of worship, and cultural centres, Black Student Advising Centre at Dal and SMU, South House, SMU Women's Centre, Transition Year Program, Dal-Out, Indigenous Student Centre, and the Black Students' Network.

### G) Short-Listing

The Hiring Committee will review the applications and create an interview short-list based on resume, cover letter, and employment equity.

Short listing will follow the following procedure:

- A. Determine applicants who meet the basic requirements;
- B. Hiring committee will prioritise applicants who self-identified as belonging to an historically marginalised community or communities.
- C. Committees will interview approx. 3-6 applicants, depending on the position and the number of qualified applicants.

### F) Interview Process

- a) Candidates contacted for an interview shall be given the following information: (1) Interview date(s) and Time(s); (2) location of an interview, (3) approximate length of the interview, (4) accessibility of the interview location, (5) asked about accommodations necessary for the interview, **(6) Restate employment equity policy?**
- b) Minimum 24 hours prior to the interview, candidates will be provided:
  - i) Loaded Ladle's values, missions, visions.
  - ii) Interview Questions

- iii) Applicable definitions determined by the hiring committee
- c) During the interview the Hiring Committee may ask questions related to the provided list and questions pertaining to the applicant's resume and applicable experience. These questions shall be structured in a way that highlights the applicant's strengths and based in open ended conversation.
- d) The Hiring Committee will share duties of note-taking and asking questions.
- e) Hiring Committees are not encouraged to conduct a second interview, but is permitted when deemed necessary by the Hiring Committee.

#### **H) Selection Process**

- A. Hiring decision will be determined, in order of importance: (A) Employment equity; (2) Interview, qualifications, willingness to learn, experience with working collectively, alignment with anti-oppressive and anti-racist values, and any other assests specific to the job.
- B. The Hiring Committee will document the selection process in writing so

#### **G) Interview Bursaries**

- C. The Loaded Ladle recognizes inequalities that exist in the job application process. This includes the unpaid labour to prepare and attend an interview. The Loaded Ladle believes this effort should be compensated with a bursary of \$40 for candidates participating in any Ladle job interview (full-time, part-time or grant funded).that this documentation can be referred to at any time.
- D. A hiring decision should be made within two to three (2-3) weeks of the closing date for applications.
- E. The Board shall receive an email with a completed ["Hire Form"](#), so that the Board can make an informed decision about the candidate. If Board or staff members have concerns about a candidate, they shall inform the Hiring Committee immediately.

#### **H) Follow-up**

- A) All resumes and hiring notes will be submitted to a confidential HI folder once the applicant process is complete. All digital files shall be deleted

from staff emails and shared central drive.

- B) The Hiring Committee will promptly follow-up with all non-hired candidates who were interviewed after a final decision has been made. The candidates will be free to ask questions and receive answers about the decision-making process with regard to their own evaluation in relation to this policy.

#### **I) Policy Transparency**

1. The Hiring Policy shall be made available upon request to job candidates and current staff. The policy shall be available to the public on the Loaded Ladle's website.
2. The entire Board shall be responsible for ensuring the Hiring Committee follows the procedures as laid out above. If the hiring committee does not adhere to the policy, the board can vote to dismiss the committee/committee member.