



LAC LA BICHE COUNTY PROCEDURE

TITLE: Recruitment and Retention Strategy Standard Operating Procedure	PROCEDURE NO: CS-03-014-05
SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014 AMENDMENT DATE:	

PROCEDURE:

1. Lac La Biche County will implement a Recruitment and Retention Strategy as adopted by the Chief Administrative Officer.
2. The Recruitment and Retention Strategy will be developed, reviewed and revised accordingly on a bi-annual basis to ensure it addresses present organizational recruitment and retention needs. The Recruitment and Retention Strategy may address initiatives relating to, but not limited to:
 - a) Standardized and strategic recruitment procedures and policies across the organization;
 - b) Supporting the development and tracking of employee skill sets needed to meet job expectations;
 - c) Monitoring and supporting employee job satisfaction;
 - d) Proactively addressing employee turnover rate;
 - e) Being an employer of choice.

“Original Signed”

Chief Administrative Officer

November 8, 2013

Date