



## Hiring Process and FAQ

Human Resources supports departments in the hiring process – guided by the [KDFN Personnel Policy and Procedures Manual](#). We strive for a fair, consistent, and transparent process that is compliant with relevant policies, legislation and accepted human resources principles and practices.

- **How long/when should I expect to hear back after I apply?**
  - *We only reach out to those applicants who have been screened through to the next step in competition process.*
  - *If you're a KDFN Citizen, you should expect a follow-up after screening.*
- **Hiring preference**
  - What is the purpose?
    - *To improve representation of KDFN Citizens within KDFN government.*
  - What is the current hiring preference?
    - [Link to policy](#)
  - If restricted to citizens, can I still apply?
    - *During the initial 1-month restriction period, only KDFN citizens will be considered in the screening process. Once the 1-month restriction ends, and if the position is unfilled, it will be re-posted to the public?*
  - Why are some positions posted without the 1-month restriction period?
    - *If a position is deemed as 'essential', it is posted without the restriction. These are case by case and must meet certain criteria.*
    - *Once posted to public – does the preference to KDFN Citizens still apply?*
      - *Yes – once a position is posted to public, certified/qualified KDFN citizens and immediate family members are given the preference.*
- **Who is part of the hiring decision?**
  - *All hiring panels include an HR Representative, Hiring Manager (typically supervisor of role), and a KDFN Elder Hiring Rep.*
- **Accommodations in the interview process**
  - *Please ensure you communicate any request or information to better support an accommodation to the HR Hiring Rep. This can include; scent sensitivities, audio/visual needs, etc.*
- **How does KDFN help develop KDFN Citizens who don't meet the requirements in the job ad?**

- *Human Resources works with Hiring Managers to ensure any potential opportunity to train or develop citizens is thoughtfully considered depending on the candidate's background/skills, and capacity within the department.*
- **If I don't meet all the qualifications, can I still apply?**
  - *Yes, please elaborate any applicable lived experience in your cover letter or resume. Additionally, if you're a KDFN Citizen please connect with Department of Social Wellbeing and Empowerment for assistance in training/development, resume writing, and interview prep.*
- **How can I prepare for my interview?**
  - Please check out our interview guide prep sheet! [LINK HERE](#)
- **Why are references required?**
  - *This is a requirement from our personnel policy. We use these to verify the knowledge/skills/abilities and ensure you are a good fit for the role.*
  - *If you have concerns or challenges relating to obtaining references; please discuss further with your HR Rep.*
- **I'm a KDFN Citizen and I don't see any jobs I'm interested in, how else can I obtain employment with KDFN?**
  - *We urge all KDFN Citizens interested in employment to submit their resume and/or connect with our HR team. Please email [resume@kdfn.net](mailto:resume@kdfn.net)*