



RECRUITMENT AND SELECTION

Administrative Procedure #: APP023

These administrative procedures outline the practices to be followed by Board regarding the recruitment and hiring of employees of the Board. The Board wishes to hire the best qualified personnel available to meet the needs of our students and our Catholic school system.

REFERENCES

- OECTA Collective Agreement 2008-2012, Article 32 - Job Posting
- OECTA Occasional Teachers' Collective Agreement 2008-2012
- CUPE Collective Agreements
- NCDSB website (www.ncdsb.on.ca)
- *Application for Qualified Occasional Teachers*
- *Faith Reference Portfolio*
- Board Policy P-9, Recruitment and Selection

PROCEDURE

1. VACANCIES:

- 1.1 In order to initiate the recruitment process for any job vacancy within the Board, Senior Administration Personnel, Department Managers, or the School Principals must complete a *Staffing Requisition Form* (attached).
- 1.2 If the position is newly created or has changed in any way, a new or revised job description must be developed in conjunction with the Manager of Human Resources prior to recruitment.
- 1.3 Upon receipt of the requisition and under the direction of the Director of Education, the Manager of Human Resources will ensure that authorization from the Superintendent of Education is received prior to initiating the recruitment process. The Manager of Human Resources in consultation with Manager of Finance will ensure the position is within Budget. New positions will be presented to the Board by the Manager of Human Resources for approval.

2. ADVERTISING:

- 2.1 The Human Resources Department will prepare the job posting. The position will be posted on designated bulletin boards throughout the Board. All available positions shall be posted in accordance with the respective collective agreement(s) where applicable.
- 2.2 Advertisements will be placed as required and must have the approval of the Director of Education or his/her designate. With respect to selection/recruitment of Senior Administration, the advertisement must have the approval of the Chair and Vice Chair of the Board of Trustees. The specific job and its location will be taken into account when advertising is contemplated.

3. RESPONSIBILITIES – HUMAN RESOURCES:

- 3.1 All employment applications will be forwarded to Human Resources. A record of all internal and external applications for vacancies will be kept by Human Resources.
- 3.2 Human Resources will start the recruitment process by reviewing resumes to determine which applicants have the basic qualifications for the vacant position.
- 3.3 The Manager of Human Resources will be responsible for all routine correspondence with applicants.
- 3.4 Human Resources, in compliance with policy P-9, will set up a selection committee to conduct interviews. In consultation with the Selection Committee Chairperson, Human Resources will prepare interview packages.
- 3.5 All candidates who are interviewed are asked to sign a Reference Consent Form.
- 3.6 Documentation of all interviews is required. Interview notes for unsuccessful candidates will be kept in Human Resources recruitment files for a minimum of six (6) months after the successful candidate has accepted an offer of employment.
- 3.7 Employment references must be checked for all external candidates prior to a job offer being made. The reference checks can be conducted by the hiring manager/principal or by Human Resources. It is recommended that a minimum of two (2) satisfactory employment references be received and documented. A reference check form (attached) must be used and forwarded to Human Resources for the successful candidate. Any issues arising from the reference check must be discussed with the Manager of Human Resources. All reference information must be kept confidential and never shared with a candidate. In the case of internal candidates transferring to new positions, past performance reviews will be referenced, and the employee's current Principal/Department Head will be asked for a current assessment of the employee's job performance.

- 3.8 Prior to a job offer being made the Manager of Human Resources reviews the interview documentation, confirms completion of all required procedures, start date, rate of pay and other related conditions.
- 3.9 Human Resources will make all job offers as per policy P-9. Board approval is required for new appointments to all positions.
- 3.10 Human Resources will notify unsuccessful candidates interviewed for the position in writing or by telephone after an employment offer has been accepted.
- 3.11 Once Board approval has been obtained, Human Resources prepares the offer of employment and contacts the new employee to finalize their documentation for payroll and benefit purposes.

4. RESPONSIBILITIES – SELECTION COMMITTEE:

- 4.1 The selection committee shall:
 - 4.1.1 Establish the recruitment and selection criteria taking into account:
 - 4.1.1.1 Education or equivalent
 - 4.1.1.2 Experience
 - 4.1.1.3 Knowledge
 - 4.1.1.4 Abilities
 - 4.1.1.5 Aptitudes
 - 4.1.2 Ensure that the requirements that are set out are consistent with our Mission.
 - 4.1.3 Determine the list of candidates to be interviewed.
 - 4.1.4 Consider the profile submitted by the respective Catholic School Council for the selection of a School Principal.
 - 4.1.5 Evaluate the candidates and prepare a recommendation for employment.
 - 4.1.6 Return all written evaluation and ratings to the Manager of Human Resources to be kept on file for a period of one (1) calendar year.

5. RECRUITMENT PROCESS:

- 5.1 The job posting will be prepared by the Manager of Human Resources in consultation with the Supervisor of the Department. The job posting will provide for the following:
 - 5.1.1 The competition number
 - 5.1.2 Title of the position and the summary of the duties
 - 5.1.3 Qualifications and skills required
 - 5.1.4 Closing date of competition
 - 5.1.5 Name of person to whom application is to be forwarded
 - 5.1.6 Request for a resume and, as the case may be, a pastoral reference and Faith

Reference Portfolio for teachers.

5.2 Notwithstanding the above (8.1), the job posting shall specifically identify the following criteria:

5.2.1 Teachers:

5.2.1.1 Qualifications Card and Proof of Registration with the Ontario College of Teachers.

5.2.1.2 Additional Qualifications in Religious Education Part 1 or written commitment to obtain such qualifications within three (3) years of their respective date of hiring (to the start of the following school year) as a condition of continuous employment.

5.2.1.3 Evidence of freedom from tuberculosis as required by the regulations of the Ministry of Education and Training.

5.2.2 School Principals / Vice - Principals:

5.2.2.1 School Principal's Qualifications Part 1 and 2.

5.2.2.2 Qualification Card and Proof of Registration with the Ontario College of Teachers.

5.2.2.3 Additional qualifications in Religious Education Part 1 and commitment to obtain Part 2 and 3 within five (5) years of their respective date of promotion/hiring as a condition of continuous employment.

5.2.2.4 Evidence of freedom from tuberculosis as required by the Ministry of Education and Training.

5.2.3 Administrative and Support Staff

5.2.3.1 Evidence of freedom from tuberculosis as required by the Ministry of Education and Training.

6. STATUS OF APPLICATION:

6.1 All applicants who have been interviewed shall be informed of the status of their application by the Manager of Human Resources within a reasonable time following the interviews.

7. TRAVELLING ALLOWANCE FOR INTERVIEWS:

7.1 The Board may reimburse a prospective employee for coming to an interview. Reimbursement shall require the prior approval of the Director of Education.

8. MEDICAL EXAMINATIONS:

- 8.1 A medical examination is a prerequisite to employment and, therefore, must be passed successfully prior to commencing duties with the Board.
- 8.2 The Manager of Human Resources will be notified about the candidate's ability to perform the essential duties of the job.

9. PROBATIONARY PERIOD:

- 9.1 Before being officially hired, all new employees will be informed that they will need to complete a probationary period as set out in their respective collective agreement or in the Board's general administrative procedures.
- 9.2 In the case of employees deemed non-union, a probationary period of six (6) months will apply upon hiring. During the period of probation, the employee will be subject to a performance appraisal completed by the immediate supervisor.
- 9.3 The final appraisal will provide a recommendation to continue employment or termination.

Director of Education: *Glenn Sheculski*

Date: **February 4, 2014**