



# Northeastern Catholic District School Board

## RECRUITMENT AND SELECTION

Administrative Procedure Number: APP009

### POLICY STATEMENT

---

The Northeastern Catholic District School Board (NCDSB) is committed to recruiting, hiring, and promoting the best, most qualified individuals to support the NCDSB's mission, vision, and strategic commitments. The NCDSB subscribes to the principles of fair, equitable, and transparent hiring practices in accordance with the Ontario Human Rights Code, the Board's historical rights under the *Constitution Act, 1982* and the *Education Act*. The NCDSB expects its staff to abide by the teaching of the Roman Catholic Church and by word and example, all staff help to create and sustain a positive, productive Christian work environment.

### REFERENCES

---

*Education Act*

*Constitution Act, 1982*

Ontario Human Rights Code

Ontario Accessibility Standards for Employment

NCDSB Records Retention Schedule

OECTA Collective Agreement

OECTA Occasional Teachers' Collective Agreement

CUPE Collective Agreement

Policy Program Memorandum (PPM)

165 Teacher Hiring Practices

NCDSB Policy

P-5 Criminal Background Checks

P-6 Teacher Hiring Practices

P-9 Recruitment and Selection

NCDSB Administrative Procedure

APP004 Criminal Background Checks

### DEFINITIONS

---

#### **Conflict of Interest**

A potential, apparent, or actual conflict where an employee's financial or other personal interest, whether direct or indirect, conflicts or appears to conflict with the employee's responsibility to the Board, or with the participation in any recommendation or decision pertaining to hiring within the Board.

## **Nepotism**

The act of showing favoritism or providing preferential treatment to a family member during the recruitment and selection process.

## **PROCEDURES**

---

### **1.0 RECRUITMENT AND SELECTION GOALS**

- 1.1 Recruit and select staff who have demonstrated experience and have a commitment to creating a safe, inclusive, equitable, accessible and high-quality learning environment.
- 1.2 Set clear recruitment and selection criteria to support decisions made through the recruitment and selection process.
- 1.3 Ensure that no candidate is advantaged through the recruitment and selection process as a result of nepotism.
- 1.4 Ensure that there are no barriers to candidates at any stage of the recruitment and selection process.
- 1.5 Promote diversity among the recruitment and selection panels that draw on different experiences, skill sets and educational/professional background.
- 1.6 Uphold the requirements of Ontario Regulation 298, Operation of Schools – General, the Ontario Human Rights Code and/or other applicable requirements.
- 1.7 Honour the recruitment and selection criteria found within collective agreements, terms and conditions of employment and other legislation, as applicable.

### **2.0 VACANCIES**

- 2.1 New positions or any job vacancy within the Board, must be identified and discussed with a supervisory officer.
- 2.2 If a 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.
- 2.3 The senior leadership team must confirm the impacts of the position to the budget.
- 2.4 Once all administrative tasks have been complete, the Director of Education will authorize the posting and approve commencement of the recruitment process.

### **3.0 ADVERTISING FOR VACANCIES OR POSITIONS**

- 3.1 All job opportunities must be approved by the Director of Education or designate and posted through the Human Resources Department in accordance with applicable collective agreements and/or terms of conditions of employment requirements.
- 3.2 Application requirements will be indicated on each job advertisement.

- 3.3 Postings will be prepared by the Human Resources Department in consultation with the appropriate supervisory officer. Each job posting will provide the following:
- i) The competition number;
  - ii) Title of the position and they summary of duties;
  - iii) Job requirements and qualifications, including professional registrations;
  - iv) Additional experience, skills, backgrounds and knowledge considered for the position;
  - v) Salary range/hourly rate;
  - vi) Closing date of completion;
  - vii) Name of person to whom application is to be forwarded;
  - viii) Request for a resume and, as the case may be, a pastoral reference;
  - ix) The name of the Board Chair and Director of Education;
  - x) Any requirements outlined in the applicable agreement.
  - xi) Equity and Accommodation statement.
- 3.4 All NCDSB job postings will be posted on Apply to Education, and/or other advertising mediums as appropriate.

#### **4.0 APPLICATION PROCESS**

- 4.1 All candidates will be required to follow the steps outlined in the job posting in order to apply for and be considered for a position. This will include application package requirements, deadline for submission and where/how to submit information.

#### **5.0 SELECTION OF CANDIDATES**

- 5.1 Following the closing of the job posting, the recruitment and selection of candidates will be based on education, qualification, merit, knowledge, skills, attributes, ability, past performance, reliability, and/or any other relevant criteria required to successfully meet the expectations of the position and the needs of the system.
- 5.2 In addition to the aforementioned requirements, the NCDSB is committed to carefully considering the following:
- i) Additional experiences, skills, backgrounds, as well as lived and worked experience, such as professional experiences outside of the classroom or education sector, ability to lead committees, extra-curricular activities or other school or Board initiatives;
  - ii) Hiring staff that reflect the identities of our students who have varying social identities and are from under-represented groups;
  - iii) Ability to provide the best possible program as determined by the leadership team;
  - iv) Consider candidates that have demonstrated commitment to education, experience or time spent in a particular school, or suitability for a particular assignment.
- 5.3 The NCDSB acknowledges the importance of having varying levels of experience within its workforce. The NCDSB is committed to providing equal opportunity to applicants that

meet the qualifications of a position who have relocated from other school boards within Ontario.

## **6.0 INTERVIEW TEAMS**

- 6.1 Where possible, the interview team should be diverse and include individuals who have the knowledge and experience, including lived experience, to reflect the needs and interests of our students and communities within our system.
- 6.2 Interview teams will consist of two or more members for permanent positions.
- 6.3 One member of the interview team will be identified as the Interview Team Lead. In most instances this will be the immediate supervisor of the vacant/new position.
- 6.4 The composition of Interview Teams is defined in a supplementary document to this administrative procedure entitled *Composition of Interview Teams*.

## **7.0 SELECTION PROCESS**

- 7.1 A consistent structure must be used for each selection process.
- 7.2 The structure of the interview may vary depending on the position.
- 7.3 Interviews will include multiple sources and methods to evaluate candidates during the interview process. This may include technical questions, a pre-interview question for presentation or submission prior to the interview, a written exercise, or other assessment tools as deemed necessary by the interview team.
- 7.4 Reference checks will be conducted on candidate(s) who, as determined by the interview team, have successfully completed the interview.
- 7.5 References must have directly or indirectly supervised the candidate(s) during their previous work history.
- 7.6 Reference from others who have not directly or indirectly supervised the candidate(s) may be considered provided they can speak to the candidate's skills, abilities, experiences, competencies and previous work history.
- 7.7 A minimum of one (1) reference must be obtained from a candidate's current supervisor or where appropriate from a recent past supervisor. The purpose of a reference is to confirm or clarify information collected through the interview process, including but not limited to confirmation of the candidate's past performance, skills, abilities and knowledge.
- 7.8 All candidates who are interviewed must confirm that they grant permission for the NCDSB to contact references.
- 7.9 Applicant information and discussions/decisions during the recruitment and selection process are to be held in the strictest of confidence.

7.10 Evaluation of candidates will be based on the criteria outlined on the job posting.

## **8.0 CANDIDATE SELECTION AND NOTIFICATION**

8.1 Upon completion of the references and prior to extending an offer to the successful candidate, the Interview Team Lead will contact the appropriate Supervisor Officer and/or Human Resources Department to confirm that an offer of employment will be made.

8.2 Once the offer of employment has been confirmed, a member of the HR Department will contact the selected candidate and extend a verbal offer of employment.

8.3 The offer of employment will provide the candidate with all relevant information such as rate of pay/salary, hours of work, location, CPIC/Vulnerable Sector Screening requirements, and all other relevant information pertaining to the position.

8.4 Upon verbally accepting the offer of employment, the candidate is required to send an email to the appropriate member of the Human Resources Department to confirm in writing their acceptance of the position.

## **9.0 NOTIFYING UNSUCCESSFUL CANDIDATES**

9.1 Candidates who are not successful during the selection process will be notified by the appropriate member of the Human Resources Department. This will take place after the offer(s) has been accepted by the successful candidate.

9.2 Written notification is preferred, however verbal contact is also appropriate.

9.3 Unsuccessful applicants who are interviewed are entitled, upon request, a debrief to discuss their performance during the interview; measures the candidate could take to enhance their professional qualifications; and other ways to improve their chance of being successful in a similar interview in the future.

## **10.0 MONITORING AND EVALUATION**

10.1 The NCDSB will monitor and evaluate the recruitment and selection process to ensure the Board is:

- i) Following fair and equitable recruitment and selection practices and assessing the skills of its workplace and identifying gaps;
- ii) Determining the diversity of its workplace and identifying gaps in representation;
- iii) Ensuring there are no barriers to a candidate in the recruitment and selection process.

## **11.0 RESPONSIBILITIES**

### **11.1 Human Resources Department**

- i) Maintain a record of all internal and external applications for vacancies.
- ii) Review resumes to determine which applicant has the basic qualifications for a vacant position, in conjunction with a supervisory officer or interview committee team lead.

- iii) Have responsibilities for all routine correspondence with applicants.
- iv) Assist with the composition of a selection committee, and prepare appropriate interview packages.
- v) Ensure that all candidates who are interviewed grant consent to contact references.
- vi) Keep interview notes for unsuccessful candidates for a minimum of six (6) months after the successful candidate has accepted an offer of employment.
- vii) Facilitate reference checks for all external candidates prior to a job offer being made. The reference checks can be conducted by the interview team lead, and/or the Human Resources Department. All reference information must be kept confidential and never shared with a candidate. Any issues arising from reference checks must be discussed with the Manager of Human Resources.
- viii) In the case of internal candidates transferring to new positions, past performance reviews will be referenced, and the employee's current supervisor will be asked for a current assessment of the employee's job performance.
- ix) Prior to a job offer being made the Manager of Human Resources or designate will review the interview documents, confirm completion of all required procedures, establish a start date, rate of pay, and other related conditions.
- x) The Manager of Human Resources or designate will make a job offer.
- xi) The Manager of Human Resources or designate will notify unsuccessful candidates interviewed for the position in writing or by telephone after an employment offer has been accepted.
- xii) The Human Resources Department will prepare the offer of employment and contact the new employee to finalize the documentation to complete the onboarding process.

## **12.0 TRAVELLING ALLOWANCE FOR INTERVIEWS**

12.1 The Board may reimburse a prospective employee for coming to an interview.

12.2 In all instances, prior approval of the Director of Education is required.

## **13.0 MEDICAL EXAMINATIONS**

13.1 A medical examination may be a prerequisite to employment and therefore, must be passed successfully prior to commencing duties with the NCDSB.

13.2 The Manager of Human Resources or designate will be notified about the candidate's ability to perform the essential duties of the job.

## **14.0 PROBATIONARY PERIOD**

14.1 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.

14.2 Provisions of the appropriate collective agreement or terms and conditions of employment and/or administrative procedures will be applied accordingly.

14.3 The final appraisal will provide a recommendation to continue employment or termination.

**15.0 RETENTION OF INFORMATION**

15.1 Documentation will be maintained by the Human Resources Department.

15.2 Documentation from the recruitment process which includes but is not limited to recruitment of staff, job postings, applications, resumes, and applicant evaluation notes will be kept in Human Resources recruitment files in accordance with the NCDSB Records Retention Schedule (one year from the date of posting), after the successful candidate has accepted an offer of employment.

**16.0 RELATED FORMS AND LETTERS**

FORM: Application for Certified Occasional Teaching

FORM: Composition of Interview Teams

FORM: Pastoral Reference Form

FORM: Faith Reference Portfolio

**Director of Education:**

*Tricia Stephanie Weltz*

**Date:**

June 2024