



# PROCEDURE

# HR-003

## HIRING OF EMPLOYEES

<b>Superintendent Responsible:</b> Superintendent of Human Resources	<b>Initial Effective Date:</b> 2021/06/26
<b>Last Updated:</b> 2023/06/09	<b>Next Review Date:</b> 2026/06/30

### **Purpose:**

To outline hiring practices that are fair, equitable, inclusive and transparent in order to promote the hiring of diverse candidates.

### **Guiding Principles:**

Successful implementation is achieved by integrating the following components into the hiring process:

#### **1.0 Qualifications and Merit**

Applicants can possess a wide variety of lived and professional experiences, skills, abilities, and education that they bring with them to a position. Job-related criteria used to screen applicants and develop meaningful interview questions to explore a candidate's potential contributions will provide key information in the selection process.

#### **2.0 Diversity, Equity and Human Rights**

The promotion of human rights and equity is vital to achieving a representative workforce to meet the needs of a diverse student body. The hiring/selection process must be free of discrimination and include the principles of equity and inclusive education (Equity and Inclusive Education Policy SO-14). It is important that students see themselves reflected in their curriculum, their physical surroundings, the broader environment and in the adults with whom they interact while at school. The hiring process will ensure that there are no barriers for qualified candidates from under-represented backgrounds so as to enable their full participation in the process.

#### **3.0 Employment Mobility**

Subject to Collective Agreement requirements, equal opportunity to apply for vacant positions will be provided to recruit external applicants who may be recent graduates, qualified candidates currently employed elsewhere, or an applicant looking to relocate.

#### **4.0 Fairness and Transparency**

Direction to employee(s) of the Grand Erie District School Board (Grand Erie) who are responsible for the hiring and selection of employees will be provided regarding the following components of the hiring process:

- creating job postings that reflect this process
- determining appropriate outreach and recruitment destinations to attract the best qualified candidates
- selecting job-related criteria used to screen applicants and develop interview questions
- creating diverse interview teams, where possible
- ensuring candidates are accommodated to facilitate their full participation in the process
- making full use of the candidates' applications, interview responses and reference checks in making the final hiring decision
- providing opportunities to debrief all candidates, upon request

**Reference(s):**

- Conflict of Interest Related to Hiring, Selection, Promotion and Evaluation of Employees Policy (HR-07)
- [Education Act, R.S.O. 1990, c. E.2](#)
- [Education Act, Ontario Regulation 298](#)
- Equity and Inclusive Education Policy (SO-14)
- Equity and Inclusive Education Procedure (SO-014)
- Hiring Procedures (HR-013)
- Ministry of Education School board teacher hiring practices policy (PPM 165)
- [Ontario Human Rights Code](#)