



# PROCEDURE

# HR-013

## HIRING PROCEDURES

<b>Superintendent Responsible:</b> Superintendent of Human Resources	<b>Initial Effective Date:</b> 2021/06/28
<b>Last Updated:</b> 2023/12/20	<b>Next Review Date:</b> 2027/12/20

### **Purpose:**

To ensure that the Grand Erie District School Board (Grand Erie) has fair, consistent and transparent recruitment and selection processes that will improve the ability to maintain a strong and diverse workforce.

### **Guiding Principles:**

Encouraging diversity of the workforce in a school board is vital to enable the workforce to be reflective and representative of the community. Inequitable representation of historically disadvantaged communities in the workforce can lead to inequities in educational experiences and outcomes for excluded or marginalized employee(s) and students.

### **1.0 Preparation for the Hiring Process**

- 1.1. All hiring decisions will be made in accordance with the processes outlined in this procedure.
- 1.2. New positions or additional employee(s) require approval from Human Resources before posting.
- 1.3. Positions will be posted internally and/or advertised externally in a variety of ways and sources as appropriate. Postings are prepared by Human Resources and will provide instructions on the application process. As it relates to teaching positions, all qualified candidates are invited to apply including those new to the profession or those from other school boards in Ontario who wish to relocate.
- 1.4. The hiring/selection process must be free of discrimination and reflect equity and inclusion in the recruitment and selection of qualified employee(s) who represent the diversity of our students and our region.
- 1.5. Job postings may invite applicants to provide additional experiences, skills, lived experiences, backgrounds or work experiences that they would bring to the position.

### **2.0 Processing of Applications**

- 2.1. The Administrator(s)/Immediate Supervisor(s), or designate, shall screen applications to ensure candidates are qualified for the position. Job related criteria must be developed and consistently applied.
- 2.2. Screening of candidates for the interview is based on job criteria and in accordance with policy and procedures.
- 2.3. Individuals to be interviewed will be given reasonable notice of time and location. Information concerning the make-up of the interview team will not be made available to the candidates.

### **3.0 Interview Process (Guidelines for Conducting Interviews [Appendix A])**

- 3.1. When contacting applicants to set up an interview, the Administrator(s)/Immediate Supervisor(s), or designate, must consult with each candidate regarding any necessary accommodation to enable their participation in the interview process. If the candidate indicates that they do require accommodation, the Administrator(s)/Immediate Supervisor(s), or designate, must determine the nature of that accommodation and make arrangements to provide a suitable accommodation to meet the needs of the

applicant. Selected applicants must also be notified that any assessment and selection materials and processes used will be available in an accessible format upon request.

- 3.2. The Administrator(s)/Immediate Supervisor(s), or designate, shall develop interview questions and an evaluation tool consistent with job criteria and relevant legislation such as the *Human Rights Code*.
- 3.3. Where possible, diverse interview teams of a minimum of two Administrators/Supervisors, or designate, will serve on the team.
- 3.4. The Administrator(s)/Immediate Supervisor(s), or designate, will direct the team.
- 3.5. Each team member will be provided with a package of information consisting of resumes of candidates and the posting, preferably in advance of the interviews.
- 3.6. The team will meet to discuss the questions and selection criteria to ensure that there is a common understanding of the process and the criteria.
- 3.7. Each candidate shall be asked the same questions.
- 3.8. The questions posed should be based on the job criteria and be of such a nature as to probe the candidate's actual performance and degree of success in past roles. The candidate should demonstrate specific areas of strength, lived experiences and the ability to grow professionally.
- 3.9. Although appropriate to ask a candidate to clarify, expand on an idea, or to pursue a particular line of thinking, it is not acceptable to prompt or lead a candidate in their response. During the interview, team members should record only the factual responses of the candidates.
- 3.10. Based on the interview, the Administrator(s)/Immediate Supervisor(s), or designate, will be responsible for developing an evaluative summary for each candidate.
- 3.11. The candidate will complete and sign a Reference Consent Form to authorize contacting of references. The candidate may be asked to provide references in addition to those they have provided on the Reference Consent Form.

#### 4.0 **Selection Process**

- 4.1. The interview team will determine the successful candidate based on an assessment of the candidate's application package, the interview content and the reference checks as soon as possible following the interviews. At least two appropriate references (one of whom should be the current/most recent supervisor) for every candidate who is recommended to be hired for a permanent position will be checked before a final recommendation is made.
- 4.2. The Administrator(s)/Immediate Supervisor(s), or designate, is responsible for collecting all materials, including the job posting. These must be filed in a secure area and retained for two years from the date of the interview.
- 4.3. Prior to offering the successful candidate the position, the Administrator(s)/Immediate Supervisor(s), or designate, must contact Human Resources.
- 4.4. New employee(s) will receive a conditional offer of employment until such time as they have submitted a Police Record Check including a vulnerable sector search that is acceptable to Grand Erie where required.
- 4.5. The interview team chair will ensure that all documentation provided to the interview team is returned to the chair or to Human Resources at the conclusion of the process. Materials will be stored in a secure location in the Human Resources Department.
- 4.6. Human Resources will coordinate the formal sign up and orientation for successful candidates.

#### 5.0 **Follow Up Procedures**

- 5.1. The Administrator(s)/Immediate Supervisor(s), or designate, will notify all candidates who were interviewed of the competition results in a timely manner, preferably through personal contact.

- 5.2. An interview debriefing may be initiated by either the Administrator(s)/Immediate Supervisor(s), or designate, or candidate.
- 5.3. Unless otherwise required, unions will be notified of vacancies in their bargaining unit and the names of the successful candidates.

**References:**

- Hiring of Employees Procedure (HR-003)
- 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)
- Ministry of Education School board teacher hiring practices policy (PPM 165)
- Ontario Human Rights Code
- Police Record Checks for Employees Procedure (HR-016)