POLICY: SUPPORT STAFF - RECRUITMENT, SELECTION AND HIRING			# 824
SECTION: 800 Personnel and Employee Matters			Page 1 of 3
APPROVAL/REVISION DATE: July 13, 2023	EFFECTIVE DATE: July 15, 2023	REVIEW DATE: July 13, 2028	
CROSS REFERENCE:			

POLICY

1. It is the policy of the Thunder Bay Catholic District School Board to select for each position the most qualified and acceptable candidate using a process which provides fair and equitable opportunity for consideration of candidates.

PROCEDURES AND GUIDELINES

2. 2.1 When a vacancy occurs within a department (which the Supervisor intends to fill), the Supervisor of the position must forward a completed "Request to Hire" form to the appropriate Superintendent. Upon approval of the Superindentend, the form is forwarded to the Employee Services Department.

2.2 If a position in the Administrative and Educational Support Staff group is new or substantially changed, the job will be evaluated prior to recruitment.

2.3 An employee who is a member of the Administrative and Educational Support staff group may be promoted to a new or vacant position on the recommendation of the Supervisory Officer responsible for the position and the Director of Education if the employee:

2.3.1 Possesses the qualifications required for the position.

2.3.2 Has performed successfully the majority of the work of the position on a regular basis for at least one year.

2.4 The Supervisor will establish a Selection Committee in consultation with the Employee Services Department and the appropriate Superintendent. The committee shall include the Supervisor and at least one other member. It is preferable to have three persons on the Selection Committee if feasible. Where possible, both men and women shall be represented on all Selection Committees.

2.5 The Employee Services Department shall consult with the Selection Committee and the appropriate Superintendent to determine how the position will be advertised and the content of the advertisement.

2.6 Normally, the Supervisor of the position will chair the Selection Committee.

2.7 The Employee Services Department acts as a consultant to the recruitment process. The Employee Services Department will also provide support to the process through the preparation of routine correspondence, preparation of interview packages and by providing other assistance as may be required.

2.8 The Employee Services Department will ensure that the Recruitment and Selection process complies with the conditions of the various collective agreements within the Board and applicable legislation.

2.9 Once the application deadline has been reached, the Employee Services Department will perform an initial screening of all of the applicants. An additional screening of the applicants will also be conducted by a least one member of the selection committee.

2.10 Following the initial screenings, the Employee Services Department will a Recruitment Package comprised of the following and forward to Selection Committee Members.

a) Applicant Listing & Screening Form
b) Reference Questionnaire
c) Telephone Reference Check Guidelines
d) Recruitment Tracking Form
e) Recruitment Summary Form

2.11 The Selection Committee prepares a short-list of candidates based on the rating of the applications to the selection criteria.

2.12 The Selection Committee develops interview questions.

2.13 The Chairperson of the Selection Committee, in consultation with the Employee Services Department, prepares an interview schedule. The Employee Services Department contacts the interviewees and prepares the interview package consisting of:

a) Applications of short-listed candidates
b) Interview Schedule
c) Interview Questions and/or Interview Worksheets
d) Copy of the Selection Criteria

2.14 All candidates who are interviewed are asked to sign a Reference Consent Form.

2.15 The Selection Committee checks the references of the preferred candidate and documents of information.

2.16 Once the interview process is completed, the Chairperson of the Selection Committee completes the Recruitment Summary Form and reviews it with the appropriate Superintendent.

2.17 Upon the approval of the Superintendent, the Chairperson of the Selection Committee forwards all of the documentation relating to the competition to the Employee Services Department.

2.18 The Employee Services Department reviews with the Supervisor and appropriate Superintendent the documentation, confirms completion of all required procedures, start date, rate of pay and other related conditions.

2.19 The transfer of staff within bargaining units will be subject to the provisions of the applicable collective agreement.

2.20 Temporary appointments to positions must have the approval of the appropriate Superintendent.

2.21 The Chairperson of the Selection Committee confirms with the Employee Services Department the successful candidate's acceptance of the offer of employment.

2.22 The Selection Committee contacts those candidates who were interviewed advising them of the results of the competition.

2.23 The Employee Services Department prepares the offer of employment and the letters to the unsuccessful candidates.

2.24 All new employees are required to contact Employee Services Department to finalize their documentation for payroll and benefit purposes.