

Administrative Procedure 400

PERSONNEL SELECTION

Background

Well-qualified personnel are essential for the efficient organization of all aspects of the Division.

Procedures

1. Advertising
 - 1.1 The individual identified in Appendix 400A – Personnel Selection who finalizes the contract will be responsible for advertising the position.
 - 1.2 In the interest of continuity, where a temporary vacancy has been filled and the vacancy becomes permanent, the candidate appointed to the temporary position may be offered the position, at the discretion of the employee's supervisor and the Superintendent, for the remainder of the school year. The position will then be advertised across the school system and possibly outside the system.
 - 1.3 All vacant positions for permanent employment and work of a casual or contractual nature will be advertised across the Division and possibly outside the system, except in instances involving staff reduction, where the Superintendent may assign staff according to Administrative Procedure 409 – Staff Reduction.
2. Record Checks (new employees)
 - 2.1 Employment for new employees will be confirmed upon receipt of the following record checks:
 - 2.1.1 Current Criminal Record Check
 - 2.1.2 Current Child Welfare Information System (CWIS) check.
 - 2.2 When individuals are considered for a position, they will be informed that the checks required in 2.1.1 and 2.1.2 will be required prior to an offer of employment.
3. Short-List
 - 3.1 The Superintendent or designate shall determine a short-list of candidates who will be offered an interview.
 - 3.2 The Superintendent or designate shall reference check prior to interviews.
4. Selection
 - 4.1 Selection committees shall be formed as per Appendix 400A – Personnel Selection.
 - 4.2 Each selection committee shall be chaired by the individual first listed except where the selection committee is the Board and Superintendent.
 - 4.3 Preceding interviews, the Superintendent or designate shall provide a set of interview questions which each candidate shall answer and against which he/she shall be rated.
 - 4.4 Every consideration shall be given to applicants already in the employ of the Division. However, the selection committee must nevertheless determine the best candidate based on his/her fit with the criteria established for the particular job.
 - 4.5 During interviews committee members may record candidate responses.

4.6 At the conclusion of the interview process, the committee shall collect all interview notes. These notes shall be retained for a minimum of six months.

5. Probationary Period

5.1 Probationary period for all non-teaching staff not covered by collective agreements shall be a period of three months.

6. Placement

6.1 School based appointments shall be made to the Division with initial designation to a specific school.

6.2 All appointments shall be reported to the Board as information.

Reference: Section 60, 61, 92, 93, 95, 96, 97, 117, School Act
Employment Standards Act
Freedom of Information and Protection of Privacy Act
Individual Rights Protection Act

Cross Reference: Policy 12 – Role of the Superintendent
Policy 16 – Recruitment and Selection of Personnel