

NORTHEASTERN CATHOLIC DISTRICT SCHOOL BOARD

Policy  
B-14

Authority  
99-226 / 03-254

RECRUITMENT, SELECTION AND PLACEMENT PROCESS

POLICY STATEMENT

It is the policy of the Northeastern Catholic District School Board to hire applicants who are best qualified for available vacancies. Guidelines have been developed to promote a framework that ensures that we implement a consistent, equitable and efficient method for filling all available positions. Employee development is encouraged and we will endeavor to promote or fill vacancies from within our organization.

POLICY REGULATIONS

1. In order to initiate the recruitment process for any job vacancy within the Board, Senior Administration Personnel, department Managers, Program Principals or the School Principals must complete a Staffing Requisition Form (attached).
2. If the 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.
3. Upon receipt of the requisition and under the direction of the Director of Education, the Manager of Human Resources will ensure that authorization from the Superintendent of Education, Program Principal - Special Education (applicable for Educational Assistant and Child and Youth Worker positions only) is received prior to initiating the recruitment process. The Manager of Human Resources in consultation with Manager of Finance will ensure the position is within Budget. New positions will be presented to the Board by the Manager of Human Resources for approval.
4. The Human Resources Department will prepare an internal job posting. The position will be posted on designated bulletin boards throughout the Board. For all bargaining unit positions, the position will be posted in accordance to the respective agreements.
5. Employees interested in applying for posted vacancies are required to submit a current copy of their resume and a cover letter indicating the position for which they are applying, their relevant work experience, skills, and education to the Human Resources Department.

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6. External recruitment is generally postponed until internal applicants have been reviewed. Human Resources may initiate an external search in conjunction with the internal posting if timing is a serious concern. Human Resources will compile, place and approve any required external advertisements and coordinate any external sources of recruitment.
7. All employment applications will be forwarded to Human Resources. A record of all internal and external applications for vacancies will be kept by Human Resources.
8. Human Resources will start the recruitment process by reviewing resumes to determine which applicants have the basic qualifications for the vacant position. Those deemed suitable will be contacted for an interview.
9. Human Resources, in compliance with policy B-13, will set up a selection committee to conduct interviews. In consultation with the Selection Committee Chairperson, Human Resources will prepare interview packages consisting of the interview schedule, interview questions and a copy of the selection criteria.
10. All candidates who are interviewed are asked to sign a Reference Consent Form.
11. Once the interviews are completed, the Chairperson of the Selection Committee, in consultation with the other members of the committee, will select the successful candidate based on the rating of the applicants to the selection criteria.
12. Documentation of all interviews is required. Interview notes for unsuccessful candidates will be kept in Human Resources recruitment files for a minimum of six (6) months after the successful candidate has accepted an offer of employment.

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13. Employment references must be checked for all external candidates prior to a job offer being made. The reference checks can be conducted by the hiring manager/principal or by Human Resources. It is recommended that a minimum of two (2) satisfactory employment references be received and documented. A reference check form (attached) must be used and forwarded to Human Resources for the successful candidate. Any issues arising from the reference check must be discussed with the Manager of Human Resources. All reference information must be kept confidential and never shared with a candidate. In the case of internal candidates transferring to new positions, past performance reviews will be referenced, and the employee's current Principal/Department Head will be asked for a current assessment of the employee's job performance.
14. Prior to a job offer being made the Manager of Human Resources reviews the interview documentation, confirms completion of all required procedures, start date, rate of pay and other related conditions.
15. Human Resources will make all job offers as per policy B-13. Board approval is required for new appointments to all positions.
16. The transfer of staff within bargaining units will be subject to the provisions of the applicable collective agreement.
17. Human Resources will notify unsuccessful candidates interviewed for the position in writing or by telephone after an employment offer has been accepted.
18. Once Board approval has been obtained, Human Resources prepares the offer of employment and contacts the new employee to finalize their documentation for payroll and benefit purposes.