

## Policy Manual – Human Resources

### H.T.01 - Fair Practice in Hiring & Promotion – PROCEDURES

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#### OPERATIONAL PROCEDURES: STAFF RECRUITMENT & SELECTION

##### 1. PURPOSE

The purpose of this procedure is to identify the recruitment and selection process for employment with the Hamilton-Wentworth Catholic District School Board (HWCDsb).

##### 2. SCOPE

This procedure applies to all applicants to any position of employment at the HWCDsb. In addition, it also applies for employees seeking promotion. Certain sections apply only to candidates for teaching positions.

##### 3. RECRUITMENT PROCEDURES

- 3.1 Any applicant wishing to work for the HWCDsb must apply through the established recruitment procedures. In general, this means through the "Apply to Education" website or other similar platforms in response to a job posting advertised either internally throughout the system or externally in various media;
- 3.2 All job postings must be signed off by the Superintendent of Human Resources or delegate;
- 3.3 Full and accurate records of decision-making processes must be maintained;
- 3.4 Personal information and supporting documents submitted with applications will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act;
- 3.5 Recruitment and selection procedures shall be established for each employee group in accordance with collective agreement(s) where applicable, the Ontario Human Rights Code, the Ontario Education Act, Employment Standards Act, PPM 165 and Board policies;
- 3.6 Filling of long-term occasional and permanent teaching positions shall be consistent with provisions in the appropriate collective agreement.
- 3.7 An applicant to a posting shall receive an acknowledgement that their application has been received and will also be advised whether their submission is complete i.e. contains all the required components to be eligible for consideration

##### 4. SELECTION

- 4.1 Selection will be based on merit, which is determined through an assessment of an applicant's qualifications, experience, standard of work performance and personal qualities relevant to the requirements for the position. Additional job-related factors that may be taken into account include an applicant's additional experiences, skills, backgrounds, and work experiences. Selection shall also consider the hiring of staff from diverse and under-represented groups while considering collective agreement requirements;

- 4.2 Role profiles and competencies will be developed by the Human Resources Department, as appropriate, in consultation with the relevant administrators and hiring managers;
- 4.3 Selection criteria should be reviewed before recruitment action is taken to ensure they adequately reflect the requirements of the position and attract the widest field of applicants;
- 4.4 Every effort should be made to ensure that interview teams are diverse in order to draw on different experiences, skill sets, and educational and professional backgrounds. Interview teams must be composed of at least two individuals. Where possible, the same interview team must interview all candidates for a given position;
- 4.5 Applicants should be asked similar core questions based on the requirements for the position. Supplementary questions may be asked to clarify issues or to obtain further information deemed by the selection committee to be relevant in identifying the best applicant. Objective criteria should be established to ensure objectivity in the selection process. Criteria/Rubrics for evaluating candidates may be based on more than one source, (i.e., interview, written component);
- 4.6 No member of the interview team may be related, by blood or marriage, or have the appearance of a conflict of interest related to a candidate being interviewed. Interview team members are expected to declare their conflict in writing to the Superintendent of Human Resources as soon as they become aware of such conflict and remove themselves from the interview;
- 4.7 All teaching personnel and others who work directly with students shall be Catholic unless otherwise approved by the HWCDSB;
- 4.8 Prior to employment, applicants who work directly with students, are expected to provide a pastoral reference attesting to the applicant's commitment to the Catholic faith;

## 5. ASSIGNMENT & OFFERS OF EMPLOYMENT

- 5.1 All offers of employment shall be subject to the applicant providing the board with:
  - i) a satisfactory criminal reference check with vulnerable sector screening; a
  - ii) satisfactory reference check; and
  - iii) Proof of qualifications
- 5.2 In the interest of fairness and good staff relations, administrators, managers and supervisors should avoid, when reasonable, directly supervising members of their immediate family or other relatives (i.e., within the same department or school),

## 6. POST SELECTION ADVICE TO APPLICANTS

- 6.1 In collaboration with the appropriate hiring Administrator or Manager, and in accordance with applicable collective agreements, the Human Resources department will coordinate feedback to internal unsuccessful candidates on request. It is assumed that such a request will be made within a reasonable time period after the date that the interview results were communicated to the applicant;

6.2. Applicants who were interviewed will be advised in writing of the outcome of their application by the Human Resources Department.