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POLICY GBA

RECRUITMENT, SELECTION & HIRING AT NEW FRONTIERS

The New Frontiers School Board (NFSB) is committed to educational excellence and to hiring the best qualified persons available without regard to race, colour, religion, sex, racial origin or age. This policy will be applied in accordance with related provincial laws and regulations, internal policies, procedures, by-laws and collective agreements. This policy will also be implemented in accordance with the delegation of functions and powers and within approved budgets.

1. PURPOSE

To set out principles that will support the recruitment, selection and hiring of personnel, define the scope of the policy, establish procedures and determine responsibilities.

2. PRINCIPLES

- 2.1. The New Frontiers School Board is committed to fair and transparent recruitment, selection and hiring practices.
- 2.2. The New Frontiers School Board will ensure that the recruitment, selection and hiring of personnel is conducted in a confidential, professional and responsible manner.
- 2.3. Members of a selection committee must disclose any possible conflict of interest with regard to a candidate and may excuse themselves from the process, if necessary.

3. SCOPE

This policy applies to all categories of employment whether the positions are full-time, part-time and, if applicable, temporary positions as per the definitions in provincial or local regulations or collective agreements.

4. PROCEDURES

- 4.1. **JOB DESCRIPTION:** A job description must be available for any vacant position that is to be filled. The job description must reflect all functions and responsibilities of the position.
- 4.2. **JOB POSTING:** Before a position is posted, the following criteria must be determined: academic background, specific job knowledge, language requirements, abilities, skills and other competencies.
 - 4.2.1. For senior executive, senior staff of service and senior staff of schools and centre, all positions will be posted internally and externally using the School Board's website, bulletin boards in each establishment, and other recruitment sources.
 - 4.2.2. For teacher, professional, management staff and support staff positions, posting will be carried out as stipulated in the relevant collective agreements.
 - 4.2.3. For external advertisements, educational types of websites will be prioritized.
 - 4.2.4. Exceptionally, advertisements may be placed in newspapers when previous sources of recruitment have not yielded sufficient or acceptable applications.
 - 4.2.5. All advertisements will include the following statements or the equivalent:
"The New Frontiers School Board is an equal opportunity employer and values diversity in its workforce, encouraging all qualified applicants to apply. We are committed to developing inclusive, barrier-free selection processes and work environments."

"We thank all applicants for their interest in our organization. Only those selected for interviews will be contacted"
- 4.3. **ACKNOWLEDGEMENT:** Applications received at the Board Office by e-mail, regular mail or hand delivered will be acknowledged by the Human Resources Department.
- 4.4. **SHORT-LISTING OF APPLICATIONS:**
 - 4.4.1. Applications received for posted positions must be reviewed and short-listed using the following criteria: academic qualifications, experience, seniority, language and other specific requirements.

- 4.4.2. Applications for senior executive positions (director general and assistant director general), senior staff of service and senior staff of schools and centres will be reviewed and short-listed by the selection committee formed by the Council of Commissioners.
- 4.4.3. Applications for all other positions (including interim and replacements) will be reviewed and short-listed by the selection committee (if they so desire), by directors or coordinators of service, by school or centre principals, or by the Director of Human Resources as requested.
- 4.5. SELECTION COMMITTEE: A selection committee comprised of a minimum of two but no more than five people must be created for all regular full-time, part-time and temporary positions for all categories of personnel. Members of a selection committee will be appointed by the designated authority (as indicated in Section 6.0 - Responsibilities).
 - 4.5.1. Exceptionally, a selection committee of less than two members or more than five may be created for all categories of employment except for senior executives and senior staff of school boards.
 - 4.5.2. The selection committee may elect a chair whose responsibilities will be to ensure procedural fairness and to oversee the integrity of the process.
 - 4.5.3. The selection committee may decide to use internal or external resources in carrying out their mandate. For external resources, prior authorization must be obtained from the designated authority (as indicated in Section 6.0 - Responsibilities).
 - 4.5.4. The same questions must be asked of each candidate. Additional questions may be asked to obtain further information.
 - 4.5.5. Once the selection committee for senior executives and senior staff has been formed, the members of the selection committee will determine testing requirements and review and adjust the questions to be asked of each applicant.
- 4.6. WAIVING OF THE POLICY: The Council of Commissioners may agree to waive stipulations of the Recruitment, Selection and Hiring Policy by resolution and/or where powers of delegation have been given to the Director General.

With the exception of senior executives and according to an accepted internal procedure and in compliance with relevant regulations and collective agreements, a request to waive the job posting as well as the selection and interview process must be submitted to the Director General based on the following conditions in the order listed:

- a) No person on the priority of employment and recall lists meets the specific requirements of the position or there are no names on the priority of employment and recall lists in accordance with the established internal procedure.
 - b) The person being considered for the position must meet the following conditions:
 - valid academic qualifications;
 - appropriate certification;
 - required experience;
 - hired following due selection process as per the policy;
 - judged successful following the specific probation period and/or professional growth/performance evaluation period related to their category of employment by the person requesting the waiver.
 - c) Waivers will not be granted for positions that may lead to tenure.
- 4.7. TESTING: Testing is mandatory for final candidates in the following categories of employment: senior executive, senior staff of service and schools/centre and management personnel. Testing requirements will be determined by the designated authority (as indicated in Section 6.0 - Responsibilities).
 - 4.7.1. Testing requirements for teachers, professionals and certain categories of support personnel, namely school secretary, secretary, office agent, administrative technician, will be determined by the Director of Human Resources in collaboration with the director of service or the school/centre. According to the job description, testing may include language and information technology skills or other areas of expertise.
 - 4.8. RATING OF APPLICANTS: A pre-established evaluation grid will be used to rate candidates. Test results are used as part of the final evaluation and rating.
 - 4.9. REFERENCE CHECKS: Each final candidate must provide references from two different sources. Guidelines for checking references will be provided by Human Resources. References must be checked by the chair or a designated member of the selection committee or by the Director of Human Resources or his delegate before a final recommendation is made to the designated authority. The designated member must attest to the date and time when references were checked.

- 4.10. **BACKGROUND CHECKS:** Background checks will be carried out in accordance with the Policy on Background Checks. The Declaration concerning a judicial record must be completed by each candidate selected for an interview. As stipulated in the judicial records verification requirements, all hiring is conditional upon the validation of information declared.
- 4.11. **HIRING RECOMMENDATION:** Committee members must reach agreement by majority (50% + 1) as to which candidate is recommended for hiring. This recommendation will be signed by all members of the committee.
- 4.12. **OFFERS OF EMPLOYMENT:** Offers of employment will be made in writing and may be preceded by a verbal offer.
- 4.13. **NOTICES OF APPOINTMENT:** Notices of appointment to a position within the School Board will be made by the designated authority.
 - 4.13.1. Notices of appointment for senior executives will be issued in writing by the Chair of the Council of Commissioners.
 - 4.13.2. Notices of appointment for senior staff of service and senior staff of schools and centre will be issued in writing by the Director General.
 - 4.13.3. Notices of appointment for all other appointments at the Board Office will be issued in writing by the Director of Human Resources.
 - 4.13.4. School and centre principals are responsible for notices of appointment related to new staff members in their establishment.
- 4.14. **CONFIDENTIALITY:** All information provided during the recruitment, selection and hiring process is confidential. All documents used by the selection committee must be returned to the Director of Human Resources in a confidential manner. The information will be kept on file in accordance with the School Board's Retention Schedule.

5. RESPONSIBILITIES

5.1. COUNCIL OF COMMISSIONERS

- 5.1.1. Adopt the recruitment, selection and hiring policy.
- 5.1.2. Review the recruitment, selection and hiring policy periodically to ensure continued effectiveness and compliance.
- 5.1.3. Approve job descriptions and job postings for the following positions: Director General, Assistant Director General, directors and coordinators of service, school and centre principals and vice principals.
- 5.1.4. Appoint commissioners to participate on selection committees created for the positions listed in 6.1.3.
- 5.1.5. Once the selection committee has been formed for senior executive positions (director general and assistant director general), senior staff of service and senior staff of schools and centre, the members of the selection committee will hold a pre-meeting to review and short-list applications, determine testing requirements and review and adjust the questions to be asked of each applicant.
- 5.1.6. Appoint internal or external resources to support the selection committee.
- 5.1.7. Authorize expenses related to the use of external resources related to the positions listed in 6.1.3.
- 5.1.8. Approve or refuse recommendations made by the selection committee for the positions listed in 6.1.3.

5.2. DIRECTOR GENERAL, ASSISTANT DIRECTOR GENERAL, DIRECTORS OR COORDINATORS OF SERVICE, SCHOOL AND CENTRE PRINCIPALS OR VICE PRINCIPALS

- 5.2.1. According to the approved staffing plan, determine staffing requirements for their service, school or centre for the following categories of employment – management personnel, teachers, professionals and support personnel.
- 5.2.2. Comply with the stipulations of the Recruitment, Selection and Hiring policy.
- 5.2.3. Determine specific requirements for the position. Submit the position requirements to the Director or Coordinator of Human Resources for review to ensure compliance with regulations and for posting.
- 5.2.4. Short list applications and participate on selection and hiring committees as necessary.
- 5.2.5. Check references as necessary.
- 5.2.6. Make verbal offers of employment.

5.3. SELECTION COMMITTEE MEMBERS

- 5.3.1. Elect a chair as necessary and define the role of each member.
- 5.3.2. Meet to prepare for the selection and hiring process.
- 5.3.3. For each candidate retained for an interview, review the following: job description, criteria for the position, questions to be asked, testing requirements, evaluation grids, résumé and diplomas.
- 5.3.4. For selections committees for senior executive positions, see 5.5.5 and 6.1.5.
- 5.3.5. Interview and evaluate each candidate according to the stipulations in the Recruitment, Selection and Hiring policy.

- 5.3.6. Designate one member of the selection committee or ask the Director of Human Resources to ensure that references are checked.
- 5.3.7. Submit recommendations to the designated authority.
- 5.3.8. Designate a member of the selection committee or the Director of Human Resources to make a verbal offer of employment.
- 5.3.9. Return all pertinent documents used in the hiring process to Human Resources.

5.4. HUMAN RESOURCES

- 5.4.1. Provide information and ensure compliance with relevant laws, regulations, collective agreements and policies.
- 5.4.2. Develop various documents related to the recruitment, selection and hiring of personnel.
- 5.4.3. Maintain a bank of applicants.
- 5.4.4. Provide assistance to selection committees throughout the recruitment, selection and hiring process.
- 5.4.5. Carry out or assist the selection committees in the short listing of applicants.
- 5.4.6. Participate on selection committees as required.
- 5.4.7. Determine pertinent tests as required.
- 5.4.8. Set up testing and interview schedules as required.
- 5.4.9. Verify references as requested.
- 5.4.10. Verify background checks as per the School Board's policy.
- 5.4.11. Make verbal offers of employment as required and prepare written offers or contracts.
- 5.4.12. Prepare notices of appointment as per 5.13 submit for approval and transmit.
- 5.4.13. Monitor expenses and the budget related to recruitment, selection and hiring.
- 5.4.14. Submit recommendations to the Director General on the Recruitment, Selection and Hiring policy for periodic review by the Council of Commissioners.

6. TERMS AND DEFINITIONS

- 6.1. Recruitment is the process of gathering a group of qualified applicants.
- 6.2. Selection is the process of determining the most qualified applicant for a position.
- 6.3. Short listing is the process of reviewing applicants for the purpose of choosing the best candidates.
- 6.4. Hiring is the process related to the offer of employment.
- 6.5. Senior executive refers to the positions of Director General and Assistant Director General.
- 6.6. Senior staff of service refers to the positions of director and coordinator of service.
- 6.7. Senior staff of schools and centres refers to the positions of principal, vice principal and centre directors.
- 6.8. Management personnel refers to the positions of superintendent of supply services (Material Resources, IT) and administrative assistant.