



# Administrative Procedure: Hiring

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## 1.0 Rationale

- 1.1 Superior North Catholic District School Board supports and is committed to having the best education system in order to prepare students for success, now and in the future, to meet the Catholic Graduate Expectations. To achieve this, it is critical to have a well-prepared, qualified and diverse workforce with the knowledge, skills and attributes needed to ensure that all students reach their full potential, regardless of their background or social identity.
- 1.2 This Procedure will provide guidelines for the hiring process and will apply to all applicants to posted positions of employment with Superior North Catholic District School Board.

## 2.0 Guidelines

- 2.1 All vacant positions will be advertised internally via Apply to Education, in accordance with the Collective Agreements. Candidates will be given priority to be interviewed based on qualifications and merit, diversity, equity and human rights, employment mobility, fairness and transparency and monitoring and evaluation.
- 2.2 Advertisements in Apply to Education, local papers, online classifieds, social media, Jobs in Education and the Education Canada Network will be used to recruit candidates externally where necessary. While qualified candidates within the Superior North Catholic District School Board are to be interviewed, they will

- be selected only if they are judged to be the most suitable candidate by the Selection Committee.
- 2.3 All advertisements shall conform with Board approved branding.
  - 2.4 The Human Resources Manager or designate will ensure that all documentation, including membership in the Ontario College of Teachers and pastoral reference (if applicable) for all teachers, is collected before any interviews are scheduled.
  - 2.5 Applications are to be submitted via Apply to Education and will be reviewed and screened by the Human Resources Department and Selection Committee members.
  - 2.6 Selection Committees will have gender representation where possible, usually consisting of a Principal or other management staff. Ordinarily, a Selection Committee will consist of three (3) people. Where a conflict of interest exists, that person will remove himself/herself from the Section Committee.
  - 2.7 Human Resources shall inform the Selection Committee members of the results of completed reference checks for the successful candidate who is being recommended for hire.
  - 2.8 Recommendations for hire are brought forward to the Board by the Human Resources Manager or designate.
  - 2.9 The Human Resources Manager or designate informs the successful candidate that they will be offered a position. Human Resources will send a follow-up letter, hiring package and orientation package to the successful candidate and will notify unsuccessful candidates as soon as possible.
  - 2.10 Unsuccessful candidates will be provided with an opportunity to have an interview debrief upon request.
  - 2.11 As a condition of hire, all teachers shall endorse the Expectation of Teachers Policy.
  - 2.12 The successful candidate must produce a Vulnerable Sector Check (VSC) prior to commencing work.
  - 2.12 For Senior Management positions (Director, Superintendents, Managers), the principles outlined above will apply.

- 2.13 A Search Committee shall be appointed by the Trustees to conduct the hiring process for the Director of Education.