



Policy 700.11(7): PROCEDURES

700.11: Recruitment, Selection, Assignment and Reassignment of Support Staff and Student Assistants

700.11(7.1) Guiding Principles

Individuals involved in the recruitment, selection and screening of employees for NCS D are required to have the knowledge, skills and experience necessary to make defensible recommendations and are expected to:

- 7.1.1 Represent NCS D in a professional manner and to be unbiased, fair and consistent at all times in their interactions with candidates.
- 7.1.2 Maintain the information concerning candidates which is acquired during the hiring process in strict confidence, and to only share that information with appropriate staff and resources persons as required.
- 7.1.3 Remove themselves from the hiring process if a candidate is a member of their immediate or extended family, in accordance with the NCS D Conflict of Interest Policy.
- 7.1.4 NCS D will strive to ensure equitable and fair representation of women, visible minorities, Aboriginal persons and persons with disabilities as candidates in the hiring process.
- 7.1.5 The district will hire the most qualified individuals for positions to ensure the success of our business, based on fair and transparent criteria.

700.11(7.2) District Communication

- 7.2.1 The District shall communicate this policy to all educational stakeholders serviced by the Nova Central School District.
- 7.2.2 All Nova Central School District administrators, supervisors and managers shall be made aware of this policy and their collective and individual responsibilities.

700.11(7.3)

Recruitment

7.3.1 Support staff and student assistants shall be recruited by NCS D using a variety of methods including, but not limited to:

- a) Internal recruitment
- b) On-line recruitment
- c) Newspaper advertisements.

7.3.2 INTERNAL RECRUITMENT

- a) Nova Central School District requires that all new postings of employment for support staff and student assistants be circulated internally on the school/office bulletin board, electronic mail (email) and through the Human Resource Division as per the collective agreements.
- b) Employees are encouraged to apply for internal job openings and will have their applications considered on the basis of their qualifications and potential for success at the position.
- c) Qualified applicants under the employ of Nova Central School District shall remain subject to the normal hiring processes.
- d) Internal applicants who are not selected for a position shall be notified by the Human Resources Division as per the collective agreement.
- e) In the event that an employee is selected for employment pertaining to an internal job posting, s/he will begin a new probationary/trial period as per the NAPE collective agreement.

7.3.3 EXTERNAL RECRUITMENT

The Human Resources Division shall be responsible for the placement of all advertisements for support staff and student assistant positions. All vacant positions shall be advertised in accordance with the NAPE Provincial Collective Agreement(s) and shall include, but not be limited to:

- a) Competition number
- b) Work assignment
- c) Required qualifications
- d) Contract type
- e) Directions for submitting applications
- f) Closing date.

700.11(7.4)

Selection

7.4.1 PERSONNEL REQUESTS

When a support staff or student assistant vacancy occurs, or a new position is required, the relevant manager must submit a written request to hire new personnel to the Human Resources Division for approval.

- a) The request must include the position, title, essential job functions, necessary qualifications, status of the opening (temporary or permanent) and the hours of work required.
- b) The Human Resources Division will consider requests for additional personnel, taking into account budget/funding sources.

7.4.2 APPLICATION PROCESS

- a) Nova Central School District requires that all applicants submit a resume or an application for consideration of employment.
- b) General applications will be accepted at anytime for casual employment during the year.
- c) Individuals must submit an application for each individual job competition number, including candidates who have already submitted general applications .
- d) The closing time shall be 12:00 noon on the closing date in the job posting.

7.4.3 REVIEW

- a) Following the closing date for each competition the NCS D Human Resources Division and relevant manager will review all properly completed applications.
- b) The candidate’s skills and experience will be assessed against the functions of the job and the candidates will be prioritized for interviews based on suitability.

7.4.4 INTERVIEWS

- a) Interviews shall be scheduled and conducted by a hiring committee consisting of a representative from the Human Resources Division and a minimum of two managers.
- b) The hiring committee shall follow a pre-determined structure for interviews which may include practical tests.

7.4.5 REFERENCES

Applicants considered for a support staff or student assistant position shall be required to provide a list of references, consisting of the individual's last employer and at least two other references.

7.4.6 TRANSCRIPTS

Candidates may be required to provide updated educational transcripts.

7.4.7 CRIMINAL REFERENCE CHECKS/POLICE CHECKS

All successful candidates for support staff or student assistant positions shall be required to submit a satisfactory Criminal Reference Check/Police Check, with a Vulnerable Sector Query, prior to being hired, in accordance with NCS D Policy 700.1.

700.11(7.5)

Candidate Selection and Assignment

7.5.1 Once the recruitment and screening process has been completed, all candidates for positions shall be approved by the Assistant Director of Education (Human Resources) or his/her designate.

7.5.2 The Human Resources Division shall make an offer of employment to applicants who have been selected through the district's hiring process.

7.5.3 Should the applicant accept an offer of employment from Nova Central School District, s/he will be considered an employee, and provided with a start date and required location to report for duty.

7.5.4 An individual who is hired, transferred or re-assigned shall be required by the district to possess the qualifications and be suitable to perform the specific functions required for that position.

7.5.5 The appropriate probationary period and/or trial period shall apply to the successful candidate as per the collective agreement.

7.5.6 The Human Resources Division shall notify all interviewed candidates who have not been selected for employment.

7.5.7 Candidates who are not offered a position once the selection process is completed shall be advised to contact the Human Resources Division, if they wish to discuss their application and/or interview.

700.11(7.6)

Employee Information

7.6.1 Information pertaining to the recruitment, selection, assignment and reassignment of an individual shall be maintained, accessed, released or disposed of in accordance with *Access to Information and Protection of Privacy (ATIPPA)* Legislation, the NAPE

Collective Agreement and district policies and procedures.

7.6.2 Employees are expected to ensure that their personnel files contain current information regarding their academic credentials and professional development they have completed. Employees are expected to submit updated documentation to the Human Resources Division whenever there is a significant change to their qualifications.

7.6.3 Candidates who, for any reason, are not successful in a job competition, shall remain classified as applicants and their resumes will be retained on file for one year for reconsideration.