



## HIRING

### 1.0 Rationale

The Board recognizes that fair and equitable employment and promotion practices ensure that the continued administrative leadership, program delivery, and support service needs of the Board are met in an ethical and team-oriented environment.

The Board recognizes the importance of supporting renewal within the workforce, and of providing career pathways within the board. The hiring of new employees presents an opportunity to introduce new talent and skills to the school system, a way to increase diversity, and an opportunity to strengthen pathways and invest in the people who will be our experienced employees of the future.

The policy and procedures provide specific processes for a respectful, consistent and unbiased approach to hiring and promotion practices for all employees.

The policy and procedures provide specific processes for the screening of all applicants for employment to promote the safety and security of the Board's students and staff members, and to create a well-prepared, qualified and diverse workforce. This is critical to ensure that all students reach their full potential, regardless of their background or social identity.

### 2.0 Definitions

**Conflict Of Interest:** For the purpose of this procedure, a Conflict of Interest means a potential, apparent, or actual conflict where an employee's financial or other personal interest, whether direct or indirect, conflicts or appears to conflict with the employee's responsibility to the Board, or with the employee's participation in any recommendation or decision pertaining to any hiring within the Board.

**Chair of the Interview Team:** The person responsible for ensuring that the hiring, recruitment, selection, and appointment procedures are followed.

**Employment Systems Review (ESR):** An in-depth assessment of all employment systems, including policies and practices and the manner in which these are implemented, in order to identify barriers to the full employment of under-represented designated groups by occupational group or category.

**Human Resources Representation/Department:** The Superintendent with Human Resources responsibilities or designate.

**Merit:** As defined by the Public Service Employment Act, an appointment is made on the basis of merit when the person appointed meets the essential qualifications of the position. In addition, the board may establish and apply any asset qualification, operational requirement or organizational need, currently or in the future, in order to find the 'right fit' for the organization. The board may also apply the current and future needs of board, identified by the employer and deemed relevant by the board.

**Principal Profile:** The Principal Profile is a document developed and/or reviewed by the School Council on an annual basis. It describes the administrator who would best fit the identified needs of the school.

**Short-Listing Team:** Refer to Operational Procedures, article 2.1.

**Agreement:** This represents a collective agreement, working or personal service agreement as applicable to the position being filled.

### 3.0 Policy

It is the policy of District School Board Ontario North East to support fair, equitable and transparent hiring and promotion practices for all qualified employees and applicants for employment in order to attract and retain quality employees who facilitate the learning environment for our students. The procedures for the hiring and promotion of staff will be based on the following principles:

- Qualifications, demonstrated ability, skill, knowledge, merit and volunteer experience, transferable skills and relevant skills.
- Valuing applicants' demonstrated experience and commitment to creating a safe, including, equitable, accessible, and high-quality learning environment.
- Recognizing and valuing diversity of culture in the background and experience of all qualified candidates, including additional experiences, skills, backgrounds, lived and work experience.
- Ensuring that the hiring procedure is professional, anti-discriminatory, based on objective criteria, and well-documented.
- The selection procedure and selection criteria being consistently applied by each member of the Interview Team and the Team as a whole.
- Working to intentionally identify and remove barriers for Indigenous peoples and equity-seeking groups at each stage of the hiring process. This involves examining each part of the process – from setting job requirements and employment conditions to establishing the recruitment, application, screening, interview, and selection processes so that no stage creates a barrier for candidates.
- Ensuring that no person shall participate in the hiring process where there is a conflict of interest.
- Being timely and efficient, while not compromising the quality of the results.
- Being in accordance with applicable statutes and regulations as outlined in the procedure references, and with the Collective Agreements/Terms and Conditions of Employment with the various employee groups.