

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	PERSONNEL	
<i>Management Guideline</i>	RECRUITMENT, SELECTION & HIRING	
<i>Applicable Policy</i>	RECRUITMENT, SELECTION & HIRING	704

Board Approved: February 20, 2007

HANDBOOK

See attached as parts:

- 1.0 Rationale**
- 2.0 Advertising**
- 3.0 Formation of Selection Committee**
- 4.0 Short List**
- 5.0 The Interview**
- 6.0 Notification to Successful and Unsuccessful Candidates**
 - Appendix A: Reference Check Form**
 - Appendix B: Short List Template**
 - Appendix C: Board Timed Interview Template**
- 7.0 Performance Review (Below Standard Performance)**

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Board Approved: May 9, 2000

1.0 RATIONALE

The Superior-Greenstone District School Board is an equal opportunity employer who will:

- Select the best candidate for the job;
- Establish clear, consistent, guidelines in the selection process;
- Ensure that a potential employee related to an existing employee, or a member of the Board, is neither prejudiced against, nor favoured in the hiring process;
- Collect all information requested under the Freedom of Information and Protection and Privacy Act

2.0 ADVERTISING

Advertising

1. All advertisements and postings for vacant positions will invite applications to be directed to the Co-ordinator of Human Resource Services, unless determined otherwise.
2. The Co-ordinator of Human Resource Services will receive all notices of job vacancies.
3. Once notified of a job vacancy, the Co-ordinator of Human Resource Services will update the advertising template in consultation with the Supervisor responsible for the vacant position.
4. All job vacancies shall clearly state:
 - a due date for application
 - a smoke-free work place
 - an equal opportunity employer

Postings

1. The job vacancy will be posted as required by collective agreements
2. The Co-ordinator of Human Resource Services will make available to interested candidates an updated job description upon request.

Applications

1. All valid applications must be received, in the board office, by the Co-ordinator of Human Resource Services, on or before the due date. As determined by the Co-ordinator of Human Resource Services, some applications may be directed to the appropriate supervisor.

3.0 FORMATION OF SELECTION COMMITTEE

Purpose: *The Selection Committee will be responsible for the selection process, from the establishment of the Selection criteria through to the selection and recommendation to the Board of the successful candidate.*

The Co-ordinator of Human Resource Services will be responsible for establishing the Selection Committee in consultation with the immediate supervisor.

The Selection Committee should consist of at least three (3) members and should include:

- the immediate supervisor, or designate, of the position being filled;
- an administrator from the Board who is not in the same work location as the opening.

All Selection Committees shall have male and female representation, when possible.

Once applications are received, should a declared conflict of interest be evident, an alternate member will replace the member in conflict until the conflict no longer exists.

4.0 SHORT LIST

Purpose: *The Selection Committee shall ensure all applications are processed in a fair and consistent manner and ensure that those interviewed meet the minimum required qualifications for the position.*

Only applicants to be considered for the interview process will be acknowledged by the Co-ordinator of Human Resource Services.

The Selection Committee will screen all applications based on the process developed by the Human Resources Department.

The same screening criteria and forms will be used for all applications.

The Selection Committee shall obtain a list of names and addresses for references and qualifications checks and a signed consent from the short listed candidates to contact those individuals and institutions listed. Reference checks for all short listed candidates shall be carried out by the Human Resource Department, or designate, at a time decided upon by the selection committee (Appendix A).

All forms and documentation used during the initial screening process will be filed with the resume, for three (3) months, and held by the Chair of the Selection Committee.

If, after initial screening, it is determined that no candidate meets the minimum requirements, the position will be re-advertised.

The individual conducting reference checks will refer to a list of questions or information that can be asked under the Human Rights legislation to avoid any legal problems (Appendix A).

5.0 THE INTERVIEW

The Chair of the Selection committee should be the immediate supervisor for the vacant position.

The Chair, along with the members of the Selection Committee, shall develop criteria for short-listing candidates based on a standard job description and a standard short-listing template

Once the short list has been established, the Selection Committee will create a set of interview questions with possible answers, based on, but not limited to, the board bank of interview questions. Following interviews, all questions will be filed with the Human Resources Department.

All jobs should have an appropriate standard practical assignment, developed from the Board pool, given as part of the selection process. Practical assignments will be filed with the Human Resources Department.

The selection criteria shall:

- be measurable;
- be documented;
- meet all legal requirements;
- be used consistently for all candidates;
- be valid, genuine, and reasonable for job requirements.

Each interview will have a preamble written by the chair based on the board timed interview template (Appendix C).

All candidates for positions of support staff and teaching staff will be given the opportunity to have a copy the questions given to them in written form at the beginning of the interview. Copies are returned at the end of the interview.

In all interviews, candidates will be provided with pen and paper.

All candidates will be asked the same questions and complete the same standard, practical assignments, if applicable.

The practical assignment will be conducted after the interview and will be the same for all candidates.

6.0 NOTIFICATION TO SUCCESSFUL AND UNSUCCESSFUL CANDIDATES

1. The chair of the selection committee will notify the successful candidate.

2. The candidate will be asked to provide evidence of a recent criminal Reference Check.
3. The unsuccessful short-listed candidates will be notified by telephone by the Chair, (or designate) of the selection committee that the position has been filled.
4. The chair will be responsible for the recommendation in writing to the Co-ordinator of Human Resource Services by way of the “**Recommendation for Appointment**” form (Appendix D).

Superior-Greenstone District School Board

REFERENCE CHECK FORM

For the position of: _____

Person Contacted: _____ Date: _____

Position held while in your employ: _____

Dates of employment: _____

Reason for Leaving: _____

Attribute	-1	0	+1	Comments
Knowledge and skill in position				
Planning and organizational skills				
Ability to work with the public				
Ability to work with those in authority				
Co-workers				
Students				
Dependability including punctuality and attendance				
Initiative				
Respect for confidentiality				
Leadership potential				
Teaching ability or skill level				

Would you hire this person for this position? Yes No

Did you know your name was given as a reference for this candidate? Yes No

Date of Call: _____

Phone Number Called: _____ Time of Call: _____ a.m. p.m.

Signature of Evaluator: _____ Date: _____

Candidate's Name: _____

Short List Template

Point Count Explanation

Resume:	0	poor resume - spelling or no covering letter, not typed, etc.
	1	adequate resume - all components, no spelling errors
	2	good resume - all components, no spelling errors, well laid out
	3	excellent resume - all of the above plus excellent presentation
Experience:	0	no experience
	1	some experience
	2	meets/exceeds criteria
Education:		Define criteria based on advertisement, i.e.: post secondary education preferred.
	0	no high school diploma
	1	minimum high school diploma
	2	some post secondary education
	3	completed post secondary education
	4	post graduate work
Skills:		Define skills required based on advertisement requirements, i.e.: computer.
Computer Skills:	0	no computer skills
	1	word processing experience
	2	word processing experience in a windows environment plus spreadsheet or database
	3	extensive computer skills
Advertisement:	0	did not apply in duplicate
	1	applied in duplicate
References:	0	no references
	1	at least two references
	2	at least two references plus written authorization

Short List Template

Applications for the position of _____

#	<i>INCUMBENT</i>					<i>TOTAL</i>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

APPENDIX C
Board Timed Interview Template

(Name of School)

(Position Title) Interview - (Date)

PREAMBLE BY: (Chair's Name)

(Candidate's Name)

- 1.0 Introduce the candidate to the interview panel. Clarify position and school for which they are being interviewed.
- 2.0 You will have a maximum of ____ minutes for the formal portion of this interview.
- 3.0 There are a series of prepared questions - ____ in all -, which are the same for all candidates. Members will be recording your answers for later reference.
- 4.0 You are working within a time limit. It is important to keep this time limit in mind as you answer the questions.
- 5.0 At the conclusion of the formal questions, you will have an opportunity for a brief (maximum of two minutes) summary or closing statement if you wish.
- 6.0 The formal portion of this interview will now begin and will conclude at _____ whether or not all questions have been answered.

CONCLUSION BY: (Chair's Name)

(Candidate's Name)

- a) The formal questions are now concluded.
- b) You have an opportunity to make a brief summary statement to a maximum of two minutes, after which you will be provided with details regarding the selection process, etc.
- c) Position → Permanent temporary?
→ Effective
- d) Process → Decision
→ Recommendation to the Board on