

# **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

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*Section* PERSONNEL

*Policy Name* RECRUITMENT, SELECTION & HIRING  
*Management Guideline Applies*

704

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*Board Approved: March 12, 1999*

*Reviewed: February 20, 2007*

*Review Prior To: December 2012*

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## **POLICY**

It is the policy of the Superior-Greenstone District School Board to follow fair and equitable recruitment, selection and hiring practices.

## **PROCEDURES**

### **1.0 Employment Equity**

The procedures and practices relating to recruitment, selection and hiring shall reflect the Board's commitment to Employment Equity.

### **2.0 Openness**

Full and open communication of the Board's recruitment, selection and hiring procedures for all employees and applicants is to be followed.

### **3.0 Applicant Pool**

The Board shall endeavour to take full advantage of a broad spectrum of human resources by attempting to attract and give equal consideration to, qualified applicants from all sources.

### **4.0 Guidelines**

The Board shall establish and use clear guidelines for those involved in the selection process that will strive to eliminate systemic discrimination.

### **5.0 Best Candidate**

The Board's goal in recruitment shall be to select the candidate whose skills most closely match the requirements of the job.

### **6.0 Regulation**

The Board shall make every effort to meet all legal and legislative requirements involved in hiring.

### **7.0 Consistency**

The Board shall strive to achieve consistency throughout its operations in the treatment of applicants through a Staff Recruitment Management Guideline.

## **8.0 Criteria**

The Board shall demand that selection decisions are based in every case on measurable criteria that are laid out in advance of the process by the hiring team.

## **9.0 Handbook**

The Board shall direct that the Management Guideline dealing with staff recruitment be the accepted vehicle to achieve implementation of this policy.