

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name RECRUITMENT, SELECTION & HIRING
Management Guideline Applies 704

Board Approved: January 31, 2017 *Reviewed: September 6, 2016* *Review By: December 2021*
March 22, 2011 *February 28, 2011*
March 12, 1999 *February 20, 2007*

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.