

[Click to view Policy](#)

RECRUITMENT/EMPLOYMENT PROVISIONS

The general management and administration of the recruitment and selection process shall be based upon the following assumptions:

- i) Information provided by applicants and arising from the recruitment and selection process shall remain confidential to those directly involved in the process.
- ii) All advertising shall originate from the Division Office and be supervised by the senior administrator to whom the successful applicant shall report.
- iii) It shall be the general practice of the Division to fill vacant administrative positions by open competition through both internal and external advertising.
- iv) The posting of vacancies within the support staff area, when required by collective agreement(s), shall be carried out in accordance with the requirements of the agreement.
- v) All applicants, who are being given final consideration for appointment, shall be interviewed.

- vi) Job descriptions and other information relevant to each position being advertised shall be kept up to date and made available to all applicants as deemed necessary.
- vii) Members of search committees who are not either trustees or members of administrative staff shall act only in an advisory capacity.
- viii) Employees entering into regular employment agreements or contracts with the Division will be required, at their own expense, to provide a Criminal Records Check and a Child Abuse Registry Check.

The following guidelines shall apply when filling positions.

- i) Preliminary screening of the applications and the collection of references shall be the responsibility of the Superintendent/CEO or delegate.
- ii) Because the selection of each applicant represents potential appointment to any position within the Division, the Superintendent/CEO or delegate shall participate in the interviewing and appointment process.
- iii) The interview committee shall include as a minimum the Superintendent/CEO or delegate, and an immediate supervisor to the position.
- v) The final recommendation shall be that of the Superintendent/CEO. All appointments of professional staff, division office staff or management positions shall be reported to the Board by the Superintendent/CEO via email within 24 hours of the employee accepting the contract of employment offer.