



File GG

## **SUPPORT STAFF RECRUITING AND HIRING**

### **Preamble**

The goal of support staff selection is to procure the best possible staff members for the services which are to be rendered. The recruiting and hiring shall be coordinated by the appropriate Senior Administration.

Factors which influence the selection of support staff are as follows:

- a) relevant training and experience
- b) personality and compatibility
- c) suitability for the position

The Portage la Prairie School Division believes the quality of education will be enhanced by employing staff who are knowledgeable about and involved in the day-to-day activities of the community.

Preference will be given to applicants who reside in, or who will relocate to and reside in, the Portage la Prairie School Division.

Application for employment will be by the completion of the prescribed application form. The selection of support staff below the supervisory level will be the responsibility of the Secretary-Treasurer who will involve the appropriate Principals and/or Supervisors whenever possible.

All support staff selected for employment must be approved by the Secretary-Treasurer. All relevant documentation on all staff short-listed for an interview will be forwarded to the Superintendent's Department to be kept on file in accordance with "Guidelines on the Retention and Disposition of School Division Records", Manitoba Education. The rationale for the selection of the successful candidate will be included on the Employment Consideration Form. The number of staff selected for employment must be within the limits established by the annual budget.