



File GG-R

SUPPORT STAFF RECRUITING AND HIRING

General Selection Process

The following is the process that is to be followed by Supervisors:

1. All new or vacant positions must be posted for five working days prior to hiring. (May also advertise externally, but current staff must first be considered if they have the qualifications and ability).
2. Chosen applicants interviewed (application form filled out).
3. Final choice applicants - reference checks (3)-one must be most recent employer, and not relatives.
4. If a present employee of the Division is selected, fill out a "Change of Assignment" form. If a new or casual employee is selected, fill out "Employment Consideration - Support Staff" form.
5. **Final approval is the decision of the Superintendent.**
6. After final approval, the selected candidate can be contacted and informed that he/she will need to get a Criminal Record Check and submit he Child Abuse Registry forms before beginning in the school.
7. Unsuccessful interviewed candidates are to be contacted by phone and follow-up with written notification that the position has been filled.
8. Unsuccessful interviewed candidates' documentation is to be sent to the Board Office and kept on file for a 2 year period.

Note: Staff are not to begin work until the above procedure #1-6 is completed and a Criminal Record check is first completed.

Hours of work cannot exceed 8hrs/day or 40hrs/week. (e.g. combined bus driver - educational assistant positions)



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Procedure

1. Evaluations

- It is important to indicate any problems or concerns on the evaluation report.
- If problems are not documented, they cannot be referred to at a later date.
- The employee must be given an opportunity to explain and/or change the problem areas of their performance and you must be prepared to assist them where possible.

2. Postings

- It is very important to list any specific qualifications, skills and required knowledge in order to enable the applicant to compose their applications/resumes in response to the postings and to be aware of these factors if and when the employer holds interviews or wished to assess the candidates in any other manner. (Qualifications established must be relevant to the position)

3. Interviews

- Applicants that meet the basic qualifications - 1st consideration = within seniority category.
- If no one from within the classification meets the basic criteria, the school is free to look outside the seniority classification.
- Interviews are to be consistent for all applicants (same questions, etc.).
- Current employees have the right to have their applications judged on their respective merits and without the creation of a competition involving a person outside of the classification (do not combine current employees with external employees for interviews).

4. Selection

- The employer must act fairly and without discrimination in making a selection (e.g. age, sex, race, etc.).
- If an employee from within the classification meets the basic criteria, they are to be considered before others outside of the bargaining unit.
- The most senior applicant that meets the qualifications for the position is to be selected.
- Our current "Temporary" staff are not listed on the seniority list, but they are within the bargaining unit until the end of their temporary assignment.



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- Casual employees are not members of the bargaining unit (spare Cleaners, spare Bus Drivers).
- **The most important decision you make as an employer is selecting GOOD employees.**