



File GD-R

HIRING OF TEACHERS - GUIDELINES

In March a general advertisement will be placed in the Daily Graphic and Winnipeg Free Press. Resumes will be filed at the Board Office and entered on a data base.

Administrators will use the following process in selecting the best candidate for the position:

1. Contact the Board Office and arrange to review the applications on file.
2. If necessary, advertise in the Daily Graphic and/or the Free Press. Positions will also be posted on the Division's website.
3. Short-list applications for interviews (interview minimum of three applicants when possible).
 - Use an interview team (minimum of two)
 - Applications should be considered in the following order:
 - a) Displaced Teachers/Teachers returning from a "Leave"
 - b) Teachers presently on 2A contracts
 - c) Teachers requesting changes (list from intention forms)
 - d) Substitute Teachers
 - e) New applications
 - Be sure all interviewed applicants complete an "Application for Employment" form
4. A minimum of three Reference Requests must be completed including from the most recent employer.
5. The Principal will complete an "Employment Consideration" form to be sent along with the Application form and Reference Request forms to the Superintendent's Department for final approval.
6. Upon **approval from the Superintendent's Department**, contact the applicant to verbally offer the position. The Board Office will send out the formal offer and request for various documentation.
7. Contact all interviewed candidates to inform them of your decision and follow up with a letter.