

EMPLOYEE RECRUITMENT AND SELECTION

Background:

The Division is committed to the recruitment and selection of qualified staff to provide the best learning opportunities for students and to maintain the Division's high standards.

Definitions:

Immediate Family:

is a spouse, adult interdependent partner, child, grandchild, parent, grandparent, sibling or other relative related through marriage.

Supervisor:

is an individual in a supervisory capacity including the superintendent, associate superintendent, principal, director or designate.

Procedures:

1. The employee recruitment and selection process shall ensure the Division's good reputation, positive public relations and high standards are maintained.
2. This Administrative Procedure applies to all positions in the Division, with the exception of the Superintendent, Associate Superintendent(s), and Secretary-Treasurer, which are delineated in [Board Policy 16: Recruitment and Selection of Personnel](#).
3. The employee recruitment and selection process shall be done collaboratively between assigned Human Resources personnel and the Principal or department supervisor.
4. The role of Human Resources personnel in the recruitment and selection process is that of co-ordinator and advisor to ensure all Division staffing guidelines, policies and procedures, and legislative requirements are met.
5. The Superintendent may choose to waive any of these processes and procedures in cases where holidays, available time, the chain reaction of vacancies and exceptional circumstances affect the recruitment and selection process.
6. All personal information collected during the recruitment and selection process shall be treated in accordance with the *Freedom of Information and Protection of Privacy Act*.
7. Recruitment
 - 7.1. The Associate Superintendent of Human Resources is responsible for the recruitment and staffing of administrative positions, which include principals, assistant principals, directors, assistant directors and consultants.
 - 7.2. Supervisors shall advise a director of Human Resources regarding staffing requirements and complete the appropriate Staffing Requisition eForm in atrieve.
 - 7.3. A director of Human Resources shall, in consultation with the supervisor, determine the recruitment plan based on the position.

- 7.4. Notwithstanding budgetary constraints, a director of Human Resources shall make every attempt to place all permanent- and continuing-contract employees for the following academic year.
- 7.5. In the event all permanent- and continuing-contract employees do not have positions, [Administrative Procedure 417: Staff Reduction](#) shall be applied. Consideration shall be given to providing opportunities for changes in assignment.
- 7.6. A director of Human Resources shall advertise available positions either internally, externally or both depending on the position.
- 7.7. The recruitment process shall take into account present and future Division needs and shall, within the guidelines of the *Alberta Human Rights Act*, involve pre-employment screening, an interview process and reference checks to ensure the best available candidates are recruited, hired and retained.
- 7.8. All applicants, including internal applicants seeking a change in worksite or assignment, shall apply for positions via the Division website.
- 7.9. Current employees are expected to notify their current supervisor upon making an application to a posted Division position(s).
- 7.10. Certificated positions may be posted and shall be filled in accordance with Division administrative procedures.
- 7.11. Classified positions shall be filled as follows:
 - 7.11.1. Positions that are less than a full school year, less than 20 hours a week or replacing a permanent employee on a temporary basis, shall be considered temporary. Additionally, special needs and Program Unit Funding positions may be temporary. Temporary assignments do not need to be posted.
 - 7.11.2. Positions that are for a full school year or longer and 20 or more hours a week shall be considered permanent. Permanent positions shall be posted.

8. Selection

- 8.1. The hiring supervisor shall, in consultation with assigned Human Resources personnel, develop a shortlist of applicants.
- 8.2. The hiring supervisor shall, in consultation with a director of Human Resources, determine if the position being posted is a specialty area that requires expertise from Central Services departments. Assigned Financial Services personnel shall be involved in shortlisting and interviewing of classified positions requiring financial expertise. Other Central Services departments may also be involved if it is a specialty position related to their department.
- 8.3. The hiring supervisor shall, in consultation with a director of Human Resources, conduct interviews using a standard set of questions and selection criteria for the specific position.
- 8.4. The interview process may include representative(s) of the school or department and may include a representative from Human Resources. Interviews for Central Services positions shall include a Human Resources representative.
- 8.5. The hiring supervisor or Human Resources personnel shall conduct reference checks.

- 8.5.1. Internal reference checks may be conducted without the authorization of the prospective employee. Information that is critical of the employee's performance in a previous position, and that has not been previously shared with the employee shall not be disclosed during a reference check.
 - 8.5.2. One of the reference checks shall include the candidate's most recent supervisor.
- 8.6. When the hiring supervisor makes the final selection, the successful candidate shall be recommended for approval to a director of Human Resources before an offer of employment is made.
- 8.7. The hiring supervisor shall make all offers of employment and specify that details of the offer of employment shall be sent out in a written agreement signed by a director of Human Resources.
- 8.8. The hiring supervisor shall extend verbal or written notification to all unsuccessful interviewed candidates.
- 8.9. All documentation regarding employment decisions including applications, interview questions, summary notes and reference checks shall be kept on file by Human Resources for two years after the interview, at which time it shall be destroyed.
- 8.10. As per [Board Policy 16: Recruitment and Selection of Personnel](#), all offers of employment shall be conditional on the successful applicant providing a criminal record check that is satisfactory in the opinion of a director of Human Resources.
- 8.11. All offers of employment shall include the condition that the new employee completes Respectful Learning and Working Environments and Workplace Health and Safety sessions within the first three months of employment.
- 8.12. As per [Board Policy 16: Recruitment and Selection of Personnel](#), a director of Human Resources may require documentation certifying the candidate is medically fit for the position. In the event this is requested, the following shall apply:
 - 8.12.1. A current medical report by a qualified physician verifying the prospective employee meets any fitness for work criteria or any bona fide occupational requirements for the job shall be provided by the candidate.
 - 8.12.2. The medical report shall include any information relating to any condition, disorder or disease that may impact the individual's ability to perform the duties of the position.
 - 8.12.3. Any expense associated with the medical report shall be the responsibility of the individual.
- 8.13. Classified and certificated substitutes shall be approved by a director of Human Resources. Approved lists shall be made available to schools and departments.
- 8.14. If special circumstances necessitate that an employee be supervised by a relative or member of their immediate family, those administrative duties shall be assumed by another supervisor in the school or department.
- 8.15. Division orientation for new employees shall be organized by a director of Human Resources.

- 8.16. Specific position orientation for the selected candidate shall be the responsibility of the supervisor.

Reference:

Section 197, 198, 199, 202, 203, 204, 205, 225 *Education Act*

Alberta Human Rights Act

Child, Youth and Family Enhancement Act

Freedom of Information and Protection of Privacy Act

Personal Information Protection Act

Teaching Profession Act

Controlled Drugs and Substances Act

Criminal Records Act

Food and Drugs Act

Criminal Code

Employment Standards Code

[Appendix 400-A, Criminal Record and Vulnerable Sector Check](#)