



POLICY

HR3

Hiring of Staff

Board Received: June 26, 2021

Review Date: September 2023

Policy Statement

The Grand Erie District School Board (the “Board”) is committed to the development and implementation of hiring practices that are fair, objective, consistent, and transparent. Encouraging diversity of the workforce in a school board is vital to enable the workforce to be reflective and representative of the community. Inequitable representation of historically disadvantaged communities in the workforce can lead to inequities in educational experiences and outcomes for excluded or marginalized staff and students.

Accountability:

1. Frequency of Reports: As needed
2. Criteria for Success: Fair, objective, consistent, and transparent hiring procedures are implemented.

Definitions and Applications:

Successful implementation is achieved by integrating the following components into the hiring process:

1. Qualifications and Merit

Job applicants can possess a wide variety of life and professional experiences, skills, abilities and education that they bring with them to a position. Job related criteria used to screen applicants and develop meaningful interview questions to explore a candidate’s potential contributions will provide key information in the selection process.

2. Diversity, Equity and Human Rights

The promotion of human rights and equity is vital to achieving a diverse and representative workforce to meet the needs of a diverse student body. The hiring/selection process must be free of discrimination and include the principles of equity and inclusive education (Policy SO14, Equity and Inclusive Education). It is important that students see themselves reflected in their curriculum, their physical surroundings, the broader environment and in the adults with whom they interact while at school. The hiring process will ensure that there are no barriers for qualified candidates from under-represented backgrounds so as to enable their full participation in the process.

3. Employment Mobility

Subject to collective agreement requirements, equal opportunity to apply for vacant positions will be provided in order to recruit external applicants who may be recent graduates, qualified candidates currently employed elsewhere, or an applicant looking to relocate.

4. Fairness and Transparency

Direction to employees of the Board who are responsible for the hiring and selection of employees will be provided regarding the following components of the hiring process:

- Procedure HR110 – Hiring Procedures
- Policy HR9 – Conflict of Interest Related to Hiring, Selection, Promotion and Evaluation of Employees.
- Creation of job postings that reflect the components in this Policy.
- Determining appropriate outreach and recruitment destinations to attract the best qualified candidates.
- Selection of job-related criteria used to screen applicants and develop interview questions.
- Creation of diverse interview teams, where possible.

- Ensuring candidates are accommodated to facilitate their full participation in the process.
- Making full use of the candidates' applications, interview responses and reference checks in making the final hiring decision.
- Opportunities to provide debriefs to all candidates, upon request.