



INDEPENDENT PROCEDURE

Title: **SUPPORT STAFF HIRING**

Procedure No.: **9036**

Effective Date: **2001 Dec. 18**

Department: Organizational Support Services – Human Resources

Reference(s): - Employee Agreements
- Independent Procedure: Criminal Background Checks - Employees

INTRODUCTION

Support staff is defined as those employees belonging to the following groups: CUPE A, B, D, 7575, AAPSP and PSSP. Human Resources coordinates the staffing processes within support staff agreements.

1.0 Procedures for Hiring Permanent, Temporary and Student Support Staff

- 1.1 When filling new positions or increases in staffing allotments the approval of the department Director, Associate Director, Learning Support Services and the Associate Director, Organizational Support Services or designate is required.
- 1.2 Supervisors will identify staffing needs in their specific areas and consult with their Manager/Superintendent or designate regarding staffing needs.

2.0 External Advertisements

- 2.1 If a position is not filled as a result of the internal posting process or if no suitable applications are received, the employer may proceed to hire externally.
- 2.2 New employees shall not be hired until laid off employees from the bargaining unit have been given an opportunity for employment, provided the laid off employee is qualified and immediately available.
- 2.3 Following consultation with the appropriate union/employee group, positions may be advertised concurrent to an internal posting if reasonable doubt exists that suitable internal applications will be received.
- 2.4 All positions which will be filled externally will be advertised on the Thames Valley District School Board website under Employment Opportunities.
- 2.5 Human Resources Staffing Officers will be responsible for preparing and placing appropriate external advertisements when necessary.

Administered By: Organizational Support Services – Human Resources

Amendment Date(s): 2017 Nov 28, 2007 Dec. 18
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3.0 Screening Process

- 3.1 Human Resources will screen all résumés and applications received by the application deadline to determine if candidates meet the minimum requirements for the position(s).
- 3.2 Candidates for all positions shall provide proof of educational requirements and a minimum of three employment and/or professional references.
- 3.3 Applications from qualified candidates will be forwarded to the Supervisor/Manager or designate for short listing using common criteria. A Supervisor/Manager may request to see all resumés and applications.
- 3.4 All applications and the short list will be returned to Human Resources with recommendations for proceeding with the selection process.
- 3.5 After a review of the short list, Human Resources will coordinate the notification of candidates regarding interview dates, times and process.

4.0 Selection Process

- 4.1 With the exception of interviews for Educational Assistants and Early Childhood Educators, the interviewing panel will consist of one representative from Human Resources and at least one Supervisor/Manager/Superintendent or designate. The interviewing panel for Educational Assistant and Early Childhood Educator, positions will consist of a minimum of two people (one of whom is a qualified administrator).
- 4.2 The interview panel will review the Equitable Recruitment, Selection and Promotion of Staff Policy prior to interviews to ensure a bias-free selection process.
- 4.3 Prior to the interview, the Panel will determine the criteria and scoring to be used and the questions to be asked of all candidates.
- 4.4 Assessment tools (e.g. quiz, case study or skills tests) may be used to determine candidates' skills, abilities and knowledge as part of the selection process.
- 4.5 Candidates will be provided with information about the Thames Valley District School Board and the general nature of the duties of the position.
- 4.6 Candidates will be asked the same interview questions and complete the same assessment tool, if applicable.
- 4.7 Candidates will be offered an opportunity at the end of the interview to ask questions about the position or to provide the panel with additional information.
- 4.8 The panel will advise the candidates of the steps within the hiring process (e.g.

reference checks, notification, training, WHMIS testing, criminal background checks and pre-employment assessment if required).

- 4.9 Human Resources will conduct at least two employment related reference checks on recommended candidates.
- 4.10 The competition file will be retained by Human Resources for a period of one year. The interview Summary and Recommendation for hire and the interview records for successful candidate will be retained for five years.

5.0 Successful Candidates

- 5.1 Offers of employment will be made by telephone by Human Resources, advising the successful candidate that the position is available pending successful completion of the pre-employment assessment (if required) and all documentation.
- 5.2 After the successful candidate has accepted the position, unsuccessful candidates who were interviewed will be notified by telephone by Human Resources or a member of the Interview Panel.
- 5.3 No new employee will commence duties until the documentation process has been completed including the pre-employment assessment if required.
- 5.4 Letters confirming employment will be sent to successful candidates. Letters will include position, start date, location, rate of pay and length of probationary period (if applicable).
- 5.5 Successful candidates will be provided training as required.
- 5.6 At the time of hiring, the Employer agrees to provide new employees with applicable employer policies and procedures.
- 5.7 Each new permanent employee will serve a probationary period in accordance with the applicable employee agreement and will be assessed in accordance with the Supervision Procedure for Support Staff.