



BOARD OF EDUCATION
School District No. 57
2100 Ferry Avenue
Prince George, B.C. V2L 4R5
(250) 561-6800

POLICY 4111

RECRUITMENT AND SELECTION

APPROVED: 1991.07.02

REVISED: 1999.01.26

2006.06.27

2008.02.05

POLICY

The best-qualified and most suitable candidate shall be selected for appointment to any vacancy.

Responsibility Centre: Director of Human Resources

References: *School Act*, Section 85

Human Rights Act

Canadian Charter of Rights and Freedoms

Collective agreements

RECRUITMENT AND SELECTION

PREAMBLE

Practices and procedures to be followed for recruiting and selecting staff must be specified.

Approved: 1999.01.26



RECRUITMENT AND SELECTION

REGULATIONS:

1. Each applicant for a position shall be judged in a fair, rational and consistent manner within the framework of current and emerging district needs, the specific job requirements and the relevant legal, policy and collective agreement parameters.
2. The district shall provide equal opportunity to all applicants in accordance with the *Human Rights Act*.

Approved: 1991.07.02
Revised: 2006.06.27



RECRUITMENT AND SELECTION**ADMINISTRATIVE PROCEDURES:**

1. A position vacancy occurs if a new position is approved or an incumbent leaves a presently approved position.
2. The principal or manager will decide whether to fill a vacancy. The decision to fill a vacancy will be communicated to the Human Resources Department through a completed staff request form indicating the F.T.E., position status, specific job requirements inclusive of knowledge, skills and experience required and the name of the person being replaced or an indication that it is a new position. Submission of the staff request form by the principal or manager indicates budgetary approval.
3. Once the staff request has been received, the procedures set out for recall and posting as per the union collective agreements and relevant Board policies and practices will be applied. For information regarding these contractual obligations and policies, principals and managers should contact the Human Resources Department.
4. The Human Resources Department, in consultation with the principal or manager concerned, shall determine the scope of advertising and the method of recruitment for the vacant position.
5. Applications will be collected by the appropriate personnel in the Human Resources Department. Department personnel will review applications based on specific job requirements and develop a short list of potential candidates. Review will include, but not be limited to, the application form and supplements, resume, perceiver interview or insight score, training records, experience, evidence of skills and reference checks.
6. Normally, a candidate will not be recommended for an appointment to a vacancy without a face-to-face interview. In some circumstances this may not be practical, and a telephone interview or video conference may be necessary.
7. After the interview(s), the principal or manager will review the strengths of each candidate relative to the specific job requirements and forward a recommendation for hiring to the Human Resources Department. Although consultation with others involved in the screening and interviewing process is encouraged, the recommendation for hiring is the responsibility of the principal or manager. Subject to satisfactory reference checks, a formal job offer shall be made only through the appropriate personnel of the Human Resources Department.
8. Relocation expenses may be offered to successful candidates. The Human Resources Department will maintain a schedule approved by the Board.



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9. Upon request, the principal or manager will provide feedback to applicants for position vacancies. The Human Resources Department may also assist in this process.

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