

Fair Practice in Hiring & Promotion Policy

APPENDIX A

**OPERATIONAL PROCEDURES:
STAFF RECRUITMENT & SELECTION**

1. PURPOSE

The purpose of this procedure is to identify the recruitment and selection process for employing staff at the Toronto Catholic District School Board.

2. SCOPE

This procedure applies to all applicants to any position of employment at the TCDSB and for employees seeking promotion. Certain sections apply only to candidates for teaching positions.

3. RECRUITMENT PROCEDURES

3.1. A potential candidate for a position will not be involved in the recruitment process for that job. This includes acting as the contact person for potential candidates, framing advertisements or conducting reference checks.

3.2. Any applicant wishing to work for the TCDSB must submit an application of employment through the established channels. In general, this means through the “Apply to Education” website or in response to a job posting advertised either internally throughout the system or externally in various media.

3.3. All job postings must be signed off by the Superintendent, Human Resources and Labour Relations or his or her delegate.

3.4. Full and accurate records of decision-making processes must be maintained.

3.5. Personal information and supporting documents submitted with applications will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

3.6. No persons shall influence the hiring process through unsolicited promotion and unauthorized recommendations of candidates.

3.7. Recruitment and selection procedures shall be established for each employee group in accordance with collective agreement(s) where applicable, the Ontario Human Rights Code, Employment Standards Act, Board policies and recruitment and selection best practices.

3.8. Filling of long-term occasional and permanent teaching positions shall be consistent with collective agreement and legislative requirements.

4. SELECTION

4.1. Selection will be based on merit, which is determined through an assessment of an applicant's qualifications, experience, standard of work performance and personal qualities relevant to the requirements for the position. Additional job-related factors that may be taken into account include collective agreement language or legislative requirements.

- 4.2. Role profiles and competencies are to be developed by the Recruitment unit and other sections of the Human Resources department as appropriate, in consultation with the relevant administrators and hiring managers.
- 4.3. Selection criteria should be reviewed before recruitment action is taken to ensure they adequately reflect the requirements of the position and attract the widest field of applicants.
- 4.4. All interviews must be conducted by a minimum of two individuals. Where possible, the same interview team must interview all candidates for a given position and the same questions must be asked of all candidates.
- 4.5. Applicants should be asked similar core questions based on the requirements for the position. Supplementary questions may be asked to clarify issues or to obtain further information deemed by the selection committee to be relevant to identifying the best applicant.
- 4.6. No persons related by blood or marriage or where the appearance of a conflict of interest exists may be placed in a position of interviewing each other. Individuals who find themselves in this situation must declare their conflict and remove themselves from the interview. In addition, no person shall place him or her self in a position where their relative (by blood or marriage) is being considered for a position within the scope of their responsibility where the position in question involves a direct reporting relationship between the individual and the relative.
- 4.7. All teaching personnel and others who work directly with children shall be Catholics unless otherwise approved by the Director of Education or specifically exempted by legislation.
- 4.8. Before employment each applicant for positions which relate directly to students is to be recommended by a priest with pastoral responsibility through a favourable report in the prescribed form on the applicant's commitment to the Catholic faith.

5. ASSIGNMENT & OFFERS OF EMPLOYMENT

- 5.1. All offers of employment shall be subject to the applicant providing the board with:
 - a) a satisfactory criminal reference check with vulnerable sector screening;
 - b) a negative tuberculosis test; and
 - c) a satisfactory reference check.
- 5.2. In the interest of fairness and good staff relations, administrators, managers and supervisors must avoid having under their immediate supervision (i.e., within the same department or school), members of their immediate family or other relations, as appropriate.
- 5.3. In addition, also within the interest of fairness, administrators, managers and supervisors must avoid having under their immediate supervision individuals who they have a personal (instead of a professional) relationship with given that a personal relationship may adversely impact or perceive to adversely impact, their ability to objectively and professionally discharge their supervisory responsibilities. In this context, a professional relationship involves a relationship between individuals that is governed by organizational policies and procedures within the

confines of the work environment (including the workplace or a work-sanctioned event) whose sole purpose is to facilitate the completion job specific tasks and organizational objectives.

6. POST SELECTION ADVICE TO APPLICANTS

- 6.1. The Recruitment section (Human Resources Department), in collaboration with the appropriate hiring administrator or manager, will coordinate feedback to all internal candidates on request, assuming that the request is made no later than 3 weeks after the date that the interview results were communicated to the applicant.
- 6.2. Applicants who were interviewed will be advised in writing of the outcome of their application by the Human Resources Department.