



**SECTION 1000 – HUMAN RESOURCES
HIRING PROCESS – MANAGEMENT/ADMINISTRATION**

1. Positions may be initiated by Student Services, Administrators, Human Resources, Managers, and Senior Administration.
2. Positions requiring posting;
 - teaching positions should be reviewed with Assistant Superintendent.
 - support positions should be reviewed with the Manager of Human Resources.
3. Once the requirement has been verified, the posting is created and uploaded by Human Resources. Depending upon the specific position this will determine the posting length.
4. Posting closes – the area/person responsible (based on position) will short list. The short list will be reviewed;
 - teaching positions to be discussed with the Assistant Superintendent.
 - support positions to be discussed with the Manager of Human Resources
5. HR can provide interview questions. Forms for reference checks, may be obtained from HR or through Admin Connect – Links/Forms.
6. Once short listed, the area/person responsible will plan and conduct the interviews. HR is available to participate in interviews if needed. For caretakers, HR and Manager of Maintenance will attend with the administrator. For teaching positions, two Administrators are required to do the interviews.
7. Once checks are completed, select Candidate and based on the position either inform the Assistant Superintendent or the Manager of Human Resources.
8. Admin need to complete a Staff Hiring form for the successful Candidate. Send to Human Resources all documents from the interviews. Any remaining resumes can be shredded.
9. Admin will contact Candidate to offer the position and advise the Candidate to obtain a Criminal Record Check and a Child Abuse Registry check. They should contact Human Resources once the Criminal Record Check has been received to schedule an appointment for completion of documents. At that time they will complete all paperwork, contract and receive their ID Badge.

*Note – Candidate cannot start work until a Criminal Record Check has been received. *
10. There is no need for schools to contact IT for computer access setup. Upon receiving all the

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completed documents and the necessary checks, the new staff member will be added to the system which triggers the IT setup.

11. If you have an existing staff member changing positions, ensure that the Employee Change form is submitted and once that happens the changes will be made to their IT setup as well.
12. Final housekeeping step – ensure the successful Candidates name is updated (or added) to your School website.

Cross Reference:			
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