1. Preamble

Waterloo Region District School Board (WRDSB) strives to attract, recruit and promote a diverse, highly skilled and qualified workforce to support student achievement and well-being. The WRDSB is committed to creating and sustaining an inclusive, caring and safe learning/work environment through recruitment, selection and promotion practices that are consistent, equitable, transparent and free from discrimination that support the WRDSB’s mission, vision and values. The WRDSB believes in maintaining the highest level of ethical and professional standards, while developing a workforce that is representative of the diversity of the student body in the Waterloo Region. The WRDSB is committed to providing bias-free, equitable and fair treatment of potential employees throughout the hiring process.
2. Procedures

The WRDSB is an equal opportunity employer and recruitment and hiring processes are applied consistently as follows:

1. General Requirements

1.1. To be considered for employment, an applicant must:

1.1.1. be a Canadian citizen, landed immigrant, or possess an employment visa or other authorization to work in Canada if not a Canadian citizen or landed immigrant, and;

1.1.2. produce a Social Insurance Number issued by the Canada Employment and Immigration Commission.

2. Equity

2.1. No applicant shall be discriminated against based on any code protected ground as per the Ontario Human Rights Code.

3. Conflict of Interest (See Board Policy 5010, Conflict of Interest: Hiring Placement of Relatives)

3.1 All employees have an obligation to disclose any conflict of interest by way of completing a WRDSB Recruitment and Selection Conflict of Interest Declaration Form and submitting to Human Resource Services. All interview team members have an obligation to disclose any conflict of interest with a candidate prior to the recruitment and selection process and remove themselves from the process.

4. Recruitment

4.1. Any employees involved in any aspect of the recruitment and selection process must be aware of and act in accordance with applicable policies, procedures, legislation, and Collective Agreements.

4.2. Accommodation for applicants is available throughout the recruitment process. Applicants are required to advise the WRDSB in advance of any accommodation needs.

4.3. Where possible WRDSB job postings will be posted on Apply to Education or other suitable posting locations based on the position.

4.4. Application requirements will be indicated on each job advertisement. Job applications will be accepted as outlined on individual job postings.

4.5. Applications are solicited from individuals in diverse communities for vacant positions at WRDSB whenever possible by:

4.5.1. Seeking and inviting applications from a variety of post-secondary institutions, settlement agencies, under-represented/equity-seeking groups and associations.

4.5.2. Advertising for positions on Apply to Education, professional organizations, social media platforms, community newspapers, community distribution lists, websites and WRDSB Careers page and/or WRDSB Intranet.

4.5.3. The following Equity and Accommodation statement will be included on every job advertisement:
Employment Equity Statement

“The Waterloo Region District School Board is committed to equity in employment. We are committed to fair and equitable hiring practices that allow us to hire qualified staff who reflect the diversity of the community we serve, who will foster the success and well-being of our students and who demonstrate a commitment to equity and inclusion in the classroom.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples;
- members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;
- persons with visible and/or invisible (physical and/or mental) disabilities;
- persons who identify as women; and
- persons of marginalized sexual orientations, gender identities, and gender expressions

We will make any appropriate accommodation based on any of the human rights protected grounds, to support candidate participation in the hiring process.

In order to ensure equitable representation in the hiring process, your responses to the Self-Identification job posting question would be of assistance. Your participation in responding to these questions is voluntary and is not required for the completion of this application. If you do not wish to provide this information, simply select the "Prefer not to answer" option."

5. Job Advertisements

5.1. Job Advertisements will include the following:

- Job title
- Bona fide job requirements and qualifications, including professional registrations
- Additional experience, skills, backgrounds and knowledge considered for this position
- Full-time equivalency (FTE) and/or hours of work (if applicable)
- Location (if applicable)
- Application package requirements
- Deadline for application
- Unbiased and inclusive language
- Equity and Accommodation statement
- Self-Identification Statement

External Job Advertisements will include all items identified in 5.1 along with the following:

- Background information about WRDSB
- Non-Union/Management Job Advertisements may include Salary range / Hourly wage

6. Shortlisting Process

6.1. Hiring for all positions will be determined based on the individual requirements, ability, experience, knowledge, lived experience, merit, qualifications and any other relevant criteria required to successfully meet the expectations of the position as outlined in the job advertisement.

6.2. Internal staffing will follow Legislation, Collective Agreements and/or Terms and Conditions.
7. **Interview Process**

7.1. Shortlisted candidates will be provided an opportunity to identify if any accommodations are needed. Where applicable, shortlisted candidates will be provided an outline of the interview/practicum when invited to the interview. WRDSB is committed to providing accommodation throughout the recruitment and selection process, based on any human rights protected ground.

7.2. Upon request, the Board will endeavour to provide assessment and selection materials in accessible formats.

7.3. Interview panels will consist of two or more members who have the knowledge and experience to reflect the needs and interests of the position. The Board will strive to have a diverse interview panel team.

7.4. All candidates within the same job competition will be provided the same interview structure.

7.5. Applicant information and discussions/decisions during the recruitment and selection process are to be held in the strictest of confidence.

7.6. All documentation relating to recruitment and selection must be treated with confidentiality in accordance with WRDSB policies and relevant legislation.

7.7. Evaluation of candidates will be based on the criteria outlined on the job advertisement. Before making a formal offer of employment of the job competition, the chair of the interview team or designate must check references. Reference checks are critical for verifying and further exploring work-related information from individuals who have direct knowledge of the candidates. They are also crucial to validate or clarify information collected through the interview process. At least one reference must be obtained from the candidate’s current supervisor or where appropriate from a recent past supervisor.

7.8. Some job competitions may require successful completion of a practical skill tests and/or a physical demands test before a formal offer of employment can be extended.

7.9. A candidate who is not successful through the interview process, may request feedback on their individual interview.

8. **Pre-Employment Screening**

8.1. During the hiring process, prospective employees are required to complete and submit all pre-employment documents prior to commencing employment with WRDSB:

- Criminal background check
- Vulnerable sector screening as applicable
- Declaration of a conflict of interest, candidates disclose relationships or relatives who are currently working for the WRDSB.
- Appropriate certification/documentation and proof of education, as required
- Payroll information such as tax forms and banking information
- Social Insurance Number

8.2. All costs for the pre-employment screening documentation, with the exception of the physical demands test (if applicable) are to be paid by the prospective employee.

9. **Staff Onboarding**

9.1. Once all paperwork is received and a formal offer of employment is made, employee onboarding must be completed prior to being able to commence work. As a condition of employment, new employees are required to complete mandatory online training sessions such as, Violence and
Harassment in the Workplace, WHMIS, Human Rights 101, COVID Awareness Training, Ministry of Labour H & S Training as applicable to the position, Worker and Accessibility for Ontarians Disability Act Training.

10. Employment Mobility

10.1. The WRDSB will provide equal opportunity to all School Board positions (occasional, long-term occasional or permanent positions) for which they are qualified irrespective of where they are currently employed, subject to section 6.2 above.