



SELECTION PROCEDURE FOR ESS/OSSTF AND ESS/OSSTF RELATED POSITIONS

Responsibility:	<i>Coordinating Superintendent, Human Resource Services Senior Manager, Human Resource Services</i>
Legal References:	<i>Human Rights Code</i>
Related References:	<i>AP3370 Employee Candidate Screening, Interviewing and Selection</i>
Revisions:	<i>January 2017</i>
Reviewed:	<i>February 2016</i>

1. Preamble

1.1 This procedure is designed to provide an effective and equitable method of obtaining the best candidate for a position, while ensuring that staff presently employed by the Board have opportunities to apply for available positions.

2. Positions Involved

2.1 With the approval of the Director of Education, or designate, all positions that become available shall be posted throughout the system.

3. Transfers

3.1 In some situations, the transfer of a staff member into another position may be warranted. Contact the Human Resources Officer with responsibility for ESS.

4. Postings

4.1 The Human Resources Officer, with responsibility for ESS, after consultation with the principal or supervisor, will prepare a posting that outlines the position available and the qualifications required. This posting will be electronically distributed to all schools and departments within the system.

4.2 All postings for available positions will be posted for a minimum of five working days from the date on the posting.

5. Application

5.1 Qualified applicants who wish to make application for the position will submit an application through Apply to Education by the closing date and time established on the posting. (*Qualified internal employees are those who have successfully completed their six-month probationary period.*)

5.2 Applications from employees from within the Board as well as external applications will be accepted. However, applicants will be considered in the following order:

5.2.1 Qualified permanent ESS/OSSTF Bargaining Unit employees;

5.2.2 Qualified probationary and Temporary Hourly Rated (THR) ESS/OSSTF employees;

5.2.3 Qualified external applications (includes employees from other Bargaining units).

6. Selection Committee

6.1 The principal or supervisor will designate a Selection Committee. The Selection Committee will consist of a minimum of 2 members, including the principal or supervisor for the position posted. The principal or supervisor will serve as Chairperson of the Selection Committee.

7. Interviews

7.1 The Chairperson of the Selection Committee will establish the date, time and place of interviews.

7.2 The Chairperson of the Selection Committee will review AP3370 Employee Candidate Screening, Interviewing and Selection, and ensure the necessary steps are followed with respect to the screening, interviewing and selection of candidates.

7.3 Interviews for qualified internal applicants will be arranged by the Chairperson of the Selection Committee.

7.4 The Selection Committee may contact only those references listed on the pre-employment form after the interview process. The applicant will be asked to supply a reference during the interview.

7.5 It is the responsibility of the Chairperson of the Selection Committee to guarantee the rights of the applicants when being interviewed, according to the terms and conditions of the Human Rights Code.

8. Recommendation for Selection

8.1 When the Selection Committee has made the decision, the Chairperson will notify the Human Resources Officer with responsibility for ESS to discuss their hiring decision.

8.2 Immediately following the approval, the Chairperson of the Selection Committee will inform the selected applicant of the decision.

8.3 After the selected applicant has accepted the appointment, the Chairperson of the Selection Committee will inform the other interviewed applicants of the decision. The selected applicant is expected to inform the present Principal or Supervisor of the appointment.

8.4 Within six working days of the notification of this decision, an internal applicant who is not selected may request a conference for feedback on the interview with the Chairperson of the Selection Committee.

9. Confirmation

9.1 The selected applicant will receive notice by way of an electronic data form confirming the appointment.