

Public Schools Branch

OPERATIONAL PROCEDURE

RECRUITMENT AND HIRING	
<i>Policy Section</i> Human Resources	<i>Procedure Number</i> 501.1
<i>Pages</i> 4	<i>Approved Date</i> November 29, 2016
<i>Reviewed Date</i>	<i>Effective Date</i> November 29, 2016
<i>Replaces:</i> ELSB Operational Procedure 501.1 Recruitment and Hiring, May 27, 2013	

1.0 INTRODUCTION

1.1 The purpose of these procedures is to ensure fairness and consistency in the recruitment and selection of staff.

2.0 RECRUITMENT

2.1 Director of Public Schools Branch (Director)

The search committee for the Director of Public Schools Branch shall comply with the Minister's Directive No. MD 01-04.

2.2 Public Schools Branch Staff

The recruitment, engagement and placement of all other Public Schools Branch staff shall be the responsibility of the director. The director shall ensure that the hiring process adheres to equal opportunity hiring practices and that appropriate hiring procedures are used to recruit, select and employ the best qualified and most competent persons to fill vacancies which occur within the Public Schools Branch.

3.0 SELECTION COMMITTEE

3.1 A selection committee representing a diverse range of opinions will be relied on to determine the best candidate for an available position. The Human Resources Department will provide, as needed, appropriate professional development for those conducting interviews and establishing selection criteria consistent with best practices for diversity management, and applicable legislation, including the *PEI Human Rights Act*.

3.2 Individuals involved in the recruitment, selection and screening of employees for the Public Schools Branch are expected to immediately remove themselves from the hiring process if a candidate is a member of their immediate or extended family, a friend, or business associate. A member of the selection committee will be removed if they are in a position of conflict of interest or should there be a reasonable appearance or apprehension of a conflict of interest.

4.0 CONFLICT OF INTEREST IN REGARDS TO THE HIRING OF PUBLIC SCHOOLS BRANCH STAFF

- 4.1 The Public Schools Branch is committed to upholding the public trust and interest in public education. Conflict of interest, whether actual or perceived, raises concern in regards to ethics, professional standards and codes of conduct.
- 4.2 Public Schools Branch employees shall uphold the public trust and demonstrate integrity in all hiring decisions. This will be accomplished by ensuring there is no misuse of power or knowledge acquired through their position at Public Schools Branch, including advancement or benefit accruing to them or members of their immediate family, as defined in this policy. If a conflict arises between the personal interests of an employee and the official duties and responsibilities of that person, the conflict shall be resolved in favour of the public interest. The following are guidelines to assist staff and members of the Public Schools Branch in making assessment about conflicts of interest:
 - 4.2.1 Employees responsible, or members of a search and selection committee, shall not hire, or recommend the hiring of, a member of their immediate family. For the purposes of this policy, members of an immediate family shall be deemed to be: spouse, same sex partner, common law spouse, in-laws, siblings and children.
 - 4.2.2 This procedure shall apply to all hiring decisions except day-to-day substitutes.

5.0 SETTING CRITERIA

- 5.1 The selection committee shall identify the educational background, experience, skills, abilities, and characteristics that the ideal candidate would possess (the “candidate profile”). The selection committee may also determine the specific cultural and linguistic needs that are unique to the school or the position and identify the skills, abilities and qualifications that best satisfy these special needs (additional hiring criteria). These additional hiring criteria may be expressed as preferences or requirements for the position.
- 5.2 The candidate profile and additional hiring criteria will be used in screening applications, short listing qualified candidates and selecting the successful candidate. All decisions should be made based on determining who best fulfills the requirements of the candidate profile and, as applicable, the additional hiring criteria. Neither the candidate profile nor the additional hiring criteria shall be designed to pre-select a candidate. Decisions will be made based on application and interview process, including reference checks.

6.0 RECRUITMENT AND ADVERTISING

- 6.1 Public Schools Branch staff shall be recruited by using a variety of methods including, but not limited to:
 - a) On-line recruitment
 - b) Internal recruitment
 - c) Job fairs
 - d) Outreach to students at post-secondary institutions
 - e) Newspaper advertisements

6.2 Advertisements shall indicate that the Public Schools Branch is an equal opportunity employer.

7.0 APPLICATIONS

- 7.1 To be considered for a posted position, a complete application form, accompanying information and resume must be filed by the applicant.
- 7.2 Other than as required for a specific position requirement, applications shall not contain inquiries to elicit information as to the race, colour, religion, national origin, ancestry, place of origin, age, disability, marital status, gender or sexual orientation of the applicant.
- 7.3 Candidates who fail to provide a complete application package as outlined in this policy may be ruled ineligible in the specific competition for which he or she has applied.

8.0 REVIEW

- 8.1 Following the closing date for each competition, the selection committee shall prioritize candidates in accordance with the candidate profile and additional hiring criteria predetermined by the selection committee.

9.0 SHORT LISTING

- 9.1 The selection committee will determine a preliminary short list of applicants based on the candidate profile and additional hiring criteria.

10.0 INVITATION FOR INTERVIEW

- 10.1 A schedule for interviews will be determined and applicants will be invited to attend. Telephone interviews will be permitted only in exceptional circumstances and must be approved by a consensus of the selection committee members.

11.0 INTERVIEW AND CONSENSUS PROCESS

- 11.1 Prior to the scheduled interviews the selection committee shall determine the questions to be asked of each candidate, and the weight to be attributed to each question. Each candidate will be interviewed by the selection committee and each candidate shall be asked the same set of questions. This does not prevent the committee members from asking questions of clarification with respect to given answers. Each member of the selection committee shall record each candidate's responses and/or rate the candidate's responses on a rating scale, as agreed by the committee in advance.
- 11.2 After all interviews have been conducted, the selection committee will begin the selection process. All relevant data and information will be assessed by the committee prior to attempting to reach a consensus as to the successful candidate.
- 11.3 The selection committee will continue to discuss the candidates until consensus is reached based on the candidates profile and additional hiring criteria.

12.0 REFERENCE CHECK

12.1 A member of the selection committee should check a minimum of two references for the successful candidate, one of which must come from a current or most recent, immediate supervisor. Should the reference checks provide negative information, the selection committee will then decide whether to stand by their original selection or go to the next highest ranked candidate.

13.0 NOTIFYING CANDIDATES

13.1 Each candidate shall be notified of the result of the competition by the selection committee. The successful candidate shall be offered the position.

14.0 REVIEW PROCEDURE IN CASES OF IDENTIFIED CONCERNS

14.1 Existing employees

Employees with any concern regarding the hiring of staff must follow their respective collective agreement.

14.2 Potential employees

Any concern regarding the hiring of staff must be put in writing and forwarded to the Director of Human Resources within 30 days of the date of the incident giving rise to the concern. Upon receipt of a written concern, the Director of Human Resources will attempt to clarify all the facts dealing with the concern and try to resolve any outstanding issue between the applicant and the selection or search committee. This resolution could take the form of a decision by the Director of Human Resources.

15.0 RESPONSIBILITIES

15.1 Trustees

a) To ensure the appropriate procedure is followed in the selection of a Director of the Public Schools Branch.

15.2 Director of the Public Schools Branch

a) To ensure compliance with these procedures throughout the Public Schools Branch.

15.2 Director of Human Resources

a) To administer the recruitment and hiring procedures in a fair and equitable manner.

16.0 CROSS REFERENCES

- a) Operational Policy 501 *Recruitment and Hiring Policy*
- b) Operational Procedure 501.2 *Criminal Record Check*
- c) Operational Procedure 501.3 *Criteria for Adjudicating a Criminal Abstract*

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