



KENORA CATHOLIC DISTRICT SCHOOL BOARD

400 Personnel and Staff Relations Procedures

AP 401: Staffing

The Kenora Catholic District School Board is dedicated to providing excellence in Catholic Education. In order to fulfill this very important mission the board strives to employ the highest quality staff who conduct themselves appropriately and professionally and are aligned to the Board's mission and vision statements.

The staffing procedure provides a consistent process for the selection of all staff members (excluding the Director of Education) for The Kenora Catholic District School Board. In accordance with the teachings of the Catholic Church, it is the policy of the board to apply an ethical and inclusive staffing procedure that supports and enables diversity within its Catholic community.

The selection process must be free of discrimination as defined in the *Ontario Human Rights Code*:

1. Selection Procedure

- The Manager of Human Resource Services oversees and administers the entire selection process to ensure that current administrative procedures are followed. The selection process may include:
 - internal and/or external posting
 - collection of applications
 - selection of the interview panel
 - shortlisting of applicants
 - development of an interview package
 - scheduling and facilitation of interviews
 - applicant testing as required
 - reference check process
 - applicant communication
 - employment offers
- pre-employment requirements, including the collection of criminal reference checks and TB tests
- debriefing meetings as requested

(1.2) In assessing candidates for the purposes of shortlisting and/or interviewing, the following factors may be considered:

- Catholicity (educational staff) as evidenced by a pastoral reference;
 - skills, abilities and knowledge measured against the needs of the job;
 - essential certification, training or education required for the position;
 - transferable skills gained through experience in other jobs;
 - volunteer activities and outside activities where relevant skills, abilities and knowledge have been developed.
- Where possible, those people who are on the shortlisting team should also be on the interview team.
 - All members of the interview team shall have access to the names, résumés and/or applications of all candidates who applied for the advertised position.

2. Interview Procedure

- The objective of an interview is to assess the skills, abilities, knowledge, and potential of the candidate as they pertain to the essential and desired occupational requirements of the position.
- All interview procedures shall reduce the opportunity for subjectivity and bias.
- To ensure consistency all shortlisted candidates applying for the same position will be provided the same interview.
- Questions unrelated to the responsibilities of the position, such as questions concerning the individual's personal life, or political or union affiliations, are unacceptable.
- In keeping with *Section 13(1)* of the *Ontario Human Rights Code*, if two candidates are deemed to be equal, the need to ensure that the staff presents a variety of role models to the student population must be considered, especially in positions of added responsibility and in areas where occupational segregation currently exists.
- In compliance with the *Municipal Freedom of Information and Protection of Privacy Act*, the interview team shall ensure that checking of the candidate's references is completed prior to the recommendation to the Director of Education or designate to hire or appoint any individual.

3. Documentation for all Interviews

- In the selection process, all decisions shall be documented in writing.
- This documentation shall include:
 - 3.1 assessment criteria;
 - 3.2 weighting of the criteria;
 - 3.3 interview questions asked at the interview and a summary of the candidate’s score or achievement on the rated criteria;
 - 3.4 a list of all the candidates shortlisted and interviewed;
 - 3.5 result of the interview, including the final decision of the interview team;
- This documentation and the applications of all candidates shall be maintained in a confidential file at the site for one year.

Legal References:

Education Act S. 286 (3) Chief Executive Officer: Responsibility to Board--Duties Assigned by the Board
Municipal Freedom of Information and Protection of Privacy Act
Ontario Human Rights Code

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