



RECRUITING AND HIRING OF STAFF

POLICY

- 1.0 The Halifax Regional School Board is committed to achieving a qualified workforce that reflects the diverse communities it serves.

- 2.0 The Superintendent will appoint the best qualified staff by implementing a recruiting and selection process that is open, understandable, consistent with applicable collective agreements and provides equal opportunity to all applicants.

- 3.0 The Superintendent will develop and issue procedures in support of this policy

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PROCEDURES

- 1.0 The Superintendent is committed to establishing a process which will have the basic goal of placing the most qualified candidate into all positions. As an equal opportunity employer, the Board must ensure that its selection processes are consistent with its Diversity Management Policy.
- 2.0 The Superintendent delegates to the principal or department director the authority to make a recommendation for hire that will be forwarded to the Director – Human Resource Services for appointment.
- 3.0 The Human Resource Services Department will provide appropriate professional development for those responsible for conducting interviews and establishing selection criteria consistent with this policy and related legislation.
- 4.0 Collective agreements will be adhered to when identifying and filling vacancies.
- 5.0 When vacant positions are identified and not filled through collective agreements, they shall be posted throughout the system and open to all qualified applicants.
- 6.0 Human Resource Services will cooperate with the principal or the Board Department in developing a shortlist for vacant positions. When appropriate, other departments will be consulted.
- 7.0 The principal or director shall involve one or more other persons when interviewing short-listed candidates. The principal or director is encouraged to involve personnel from other departments.
- 8.0 An employee will not be permitted to supervise a member of their immediate family without prior approval of the Superintendent.
- 9.0 Human Resource Services shall be responsible for issuing contracts, letters of appointment and the documentation needed for payroll purposes.