

Department: Human Resources
Section: Employee and Labour Relations

The recruitment, selection and hiring of employees for positions with the Annapolis Valley Regional School Board shall be in accordance with the Recruitment, Selection and Hiring Policy.

The Director of Human Resources is responsible for ensuring that the recruitment, selection and hiring process complies with the policy and administrative procedures, as well as determining when a representative of the Human Resources Department will be involved in the recruitment, selection and hiring process.

The recruitment, selection and hiring process will be confidential and conducted in a professional manner.

Specifically

1.0 Job Requirements and Specifications:

- 1.1 The job requirements and specifications for the job posting or advertisement will be determined from the approved Job Fact Sheet and/or job description.
- 1.2 The immediate supervisor, in consultation with the Director of Human Resources, or designate, will determine the job requirements and specifications from the approved Job Fact Sheet and/or job description as follows:
 - 1.2.1 review current Job Fact Sheet and/or job description;
 - 1.2.2 if the proposed job requirements and specifications are different from the current job, then the current job will be redesigned in accordance with the Job Description Policy; and,
 - 1.2.3 if a Job Fact Sheet and/or job description does not exist, a Job Fact Sheet and/or job description will be created for approval in accordance with the Job Description Policy.
- 1.3 The job requirements and specifications from the approved Job Fact Sheet and/or job description will be submitted to the Director of Human Resources, or designate, for the development of a job posting or advertisement.

2.0 Job Posting and Advertisement

- 2.1 Available positions will be posted on the AVRSB website.
- 2.2 Positions advertised externally will be in accordance with the Board approved Employment Equity process.
- 2.3 Each position posted or advertised shall be assigned a job competition number.

3.0 Job Applications

- 3.1 A general job application or resume bank will not be maintained at any worksite.

- 3.2 An online application will only be accepted for posted or advertised positions during the posting or advertising period.
- 3.3 Job applicants will not be able to apply after the closing date and time and thus will not be considered.
- 4.0 Short-listing Candidates
 - 4.1 The screening of, and decision to short-list candidates, will be based on the application letter and resume, and must consider:
 - 4.1.1 the requirements and specifications contained in the job posting or advertisement, including:
 - 4.1.1.1 collective agreements and Terms of Conditions of Employment for Non-Union Employees Policy;
 - 4.1.1.2 Employment Equity process requirements;
 - 4.1.1.3 bona fide job requirements;
 - 4.1.1.4 experience in a related or similar job;
 - 4.1.2 and may include one or more of the following:
 - 4.1.2.1 application blank;
 - 4.1.2.2 weighted application blank;
 - 4.1.2.3 portfolio;
 - 4.1.2.4 reference check;
 - 4.1.2.5 Official Employment File in accordance with Release of Confidential Information Policy and appropriate collective agreements and Terms and Conditions of Employment for Non-Union Employees Policy;
 - 4.1.2.6 Criminal Record Check Policy;
 - 4.1.2.7 Child Abuse Registry Search Policy;
 - 4.1.2.8 pre-screening interview;
 - 4.1.2.9 employment tests:
 - skills
 - practical
 - written
 - proficiency
 - medical
 - 4.1.2.10 academic record.
 - 4.2 Only candidates short-listed for an interview will be contacted.
 - 4.3 If there is a significant delay between the closing date for applications and the completion of the short-listing process, applicants will be so advised.
 - 4.4 The short-listing process will be conducted by the immediate supervisor, other appropriate supervisory staff, and may include Human Resources Department staff.

5.0 Scoring Guide

- 5.1 A standardized quantitative scoring system will be developed and applied to the scoring rubric in order to provide an objective unbiased analysis for selection. Such a system will include predetermined benchmarks for scoring, and a decision regarding the method of scoring, (consensus or average) to provide a total score for the interview.
- 5.2 The scoring rubric for the structured selection process will be determined in accordance with the appropriate collective agreements, and/or the standard practices of fair hiring, and shall include:
 - 5.2.1 qualifications:
 - 5.2.1.1 education;
 - 5.2.1.2 training and development;
 - 5.2.2 job related:
 - 5.2.2.1 knowledge;
 - 5.2.2.2 skills;
 - 5.2.2.3 ability;
 - 5.2.3 appraised experience (reference check):
 - 5.2.3.1 knowledge;
 - 5.2.3.3 ability;
 - 5.2.4 other attributes:
 - 5.2.4.1 personal suitability.

6.0 Selection Interview

- 6.1 The criteria for selecting candidates must reflect the appropriate collective agreement or Terms and Conditions of Employment for Non-Union Employees Policy.
- 6.2 The selection interview will be a structured interview with pre-determined job-relevant questions and conducted by an interview team.
- 6.3 The interview questions will be based on the job requirements and specifications as outlined in the Job Fact Sheet and/or job description and contained or referenced in the job posting or advertisement.
- 6.4 Interviews will be conducted by a team composed of the immediate supervisor, other appropriate supervisory staff, and may include representatives of the Human Resources Department, School Board members and School Advisory Councils. It is critical that any actual, possible, or perceived conflicts of interest by a member of the interview team be disclosed and resolved consistent with the Conflict of Interest Policy of the Board.
- 6.5 The interview team will be responsible for conducting and scoring the interview in a consistent, unbiased and non-stereotypical manner with attention to the following components of fair hiring practice:
 - 6.5.1 provide a private, non-disruptive environment for the interview;

- 6.5.2 attempt to put the applicant at ease;
 - 6.5.3 ask questions with consistency;
 - 6.5.4 exercise good listening skills;
 - 6.5.5 maintain control of the interview;
 - 6.5.6 take appropriate notes; and,
 - 6.5.7 assess the quality of presentation (be it verbal or non-verbal) against the requirements of the position.
- 7.0 Selection References
- 7.1 Reference checks will be used in the selection process.
 - 7.2 Reference checks will be conducted using the approved form for the job.
 - 7.3 Candidates will be required to provide the names and contact information for three (3) credible work related references, one of whom must be the candidates' most recent immediate supervisor. All references must be able to respond to questions pertaining to the candidate's past work performance and job relevant behaviours.
- 8.0 Hiring Decision
- 8.1 The results of the selection process for all short-listed candidates and the recommendation for appointment of the top scoring candidate will be forwarded in writing to the Director of Human Resources, or designate, for approval.
 - 8.2 The immediate supervisor will offer the position to the top-scoring candidate upon approval of the recommendation by the Director of Human Resources, or designate.
 - 8.3 Upon confirmation of acceptance by the recommended candidate, the immediate supervisor will advise the other short-listed candidates that they were unsuccessful.
- 9.0 Debriefing
- 9.1 Upon request, an opportunity will be provided for short-listed candidates to review their own selection interview with the immediate supervisor following consultation with the Director of Human Resources, or designate.
- 10.0 Orientation of New Employees
- 10.1 There will be an orientation process for new employees by the immediate supervisor in accordance with the Employee Orientation Policy of the Board.

Monitoring

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this administrative procedure.
- This administrative procedure will be monitored annually.

Superintendent Approved: July 11/03

Ref: BP 306.2

Monitoring Date: October 16/14; January 12/16

Revised: