



HIRING GOVERNANCE POLICY

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1.0 PRINCIPLES

The South Shore Regional Centre for Education (SSRCE) recognizes that education is a dynamic and changing field. Accordingly, in hiring all employees, it will emphasize the candidate's educational qualifications, abilities and experience related to the position in order to fill the position with the best individual available. The hiring of Educational Administrators and Senior Management is not covered by this policy.

2.0 POLICY FRAMEWORK

- 2.1. This policy complies with the Education Act and other related provincial acts and policies.
 - 2.1.1. The SSRCE supports fair hiring practices that are open and consistent, in accordance with the Charter of Rights and Freedoms, the Nova Scotia Human Rights Act, the Nova Scotia Labour Standards Code.
 - 2.1.2. The SSRCE's priority is to foster stability and excellence in staffing. Where possible and operationally feasible, positions should be posted as permanent to foster long-term employer-employee relationships. Succession planning should be a part of annual staff planning and a consideration in determining new vacancies.
 - 2.1.3. Applicable collective agreements and the Terms and Conditions of Employment for non-union employees will be adhered to in filling vacancies.
 - 2.1.4. All persons authorized to represent the South Shore Regional Centre for Education in the hiring process are governed by policies of the SSRCE and are accountable to the SSRCE.
 - 2.1.5. All persons involved in the hiring process will ensure that information concerning candidates is shared only with the SSRCE, appropriate staff and resource persons. All documents relating to the hiring process are confidential documents. No discussion shall take place during a public meeting that may divulge any personal matter concerning the candidate.
 - 2.1.6. In no circumstances may an employee of the SSRCE participate in the recruitment process when a member of their immediate family is an applicant. Immediate family includes spouse or partner, parent or legal guardian, child, stepchild, grandparent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother, sister and grandchild.
 - 2.1.7. The selection of individuals for employment with the South Shore Regional Centre for Education is based on qualifications, experience and abilities, assessed through some or all of the following components:
 - 2.1.7.1. Cover letter and résumé

- 2.1.7.2. On the job experience and performance appraisals for existing employees
- 2.1.7.3. Results of job-related assessments
- 2.1.7.4. Interviews
- 2.1.7.5. Reference Checks
- 2.1.8. The Director of Human Resources is to ensure that each person recommended for employment is screened and approved by the Nova Scotia Child Abuse Registry and Police Records Check.

3.0 AUTHORIZATION

The Regional Executive Director is authorized to issue procedures in support of this policy.

HIRING

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1.0 PROCEDURES

1.1. Process for Advertising Vacancies

- 1.1.1. A “Job Request is to be completed by the Principal / Supervisor and submitted to the Human Resources Department for approval.
- 1.1.2. All approved vacancies will be posted on the SSRCE website, in accordance with the various collective agreements and the Terms and Conditions of Employment for Non-Union Employees.
- 1.1.3. Short listing criteria is pre-determined for positions and scored electronically or provided by the Human Resources department. Any deviation from these criteria must be approved by the Director of Human Resources or designate.

1.2. Process for Accepting Job Applications

- 1.2.1. A general job application or résumé bank will not be held by any school or department. They must be submitted electronically through the recruitment system. Any exceptions will be contained in the posting or only as approved by the Human Resources department.
- 1.2.2. A cover letter and résumé will only be accepted for vacancies during the posting period. Applications received after closing will not be considered.

1.3. Process for Selecting Hiring Team

- 1.3.1. The hiring team will be comprised of a minimum of three people. To ensure consistency in the hiring process, the hiring team participants shall remain unchanged throughout the interview process.
- 1.3.2. The hiring team for teaching positions is to be comprised of:
 - 1.3.2.1. A member or members of the school’s administration.
 - 1.3.2.2. Other administrators where necessary
- 1.3.3. The hiring team for non-teaching positions is to be comprised of:
 - 1.3.3.1. Supervisors of the position
 - 1.3.3.2. School administrators or supervisors that liaise with the position and Human Resources personnel where required.
- 1.3.4. The hiring team shall be comprised of persons who have no personal bias for or against any candidate. Thus, an individual shall disqualify themselves if there is such a bias for any candidate. In cases where applicants are immediate family members of the Supervisor/School Administrator, the hiring team will be appointed by the Regional Executive Director or appropriate Director.

1.4. Process for Short-Listing Applicants

- 1.4.1. Short-listing will be completed by the Human Resources Division and based on:
 - 1.4.1.1. Qualifications, experience, and abilities relevant to the position.

- 1.4.2. The number of applicants to be interviewed is dependent upon the number of qualified applicants. Specifically, where there are six or more qualified applicants for a position:
 - 1.4.2.1. It is expected that a minimum of three individuals will be interviewed. If there are less than three people interviewed, the reason must be clearly documented on the interview scoring form.
 - 1.4.2.2. In term teaching positions, where Term B applicants are the most senior and have held the same term position in previous, consecutive years, an interview is not required.
 - 1.4.2.3. Term or long-term substitute positions may be extended without interview, with Human Resources approval.
- 1.5. Process for Conducting Interviews
 - 1.5.1. The Hiring Team will make the selection of the recommended candidate for the position.
 - 1.5.2. The interview will be structured with pre-determined questions so the candidate may demonstrate abilities that are relevant to the specific job.
 - 1.5.3. All candidates shall be asked the same questions, subject to possible clarifying or elaborating questions on the same topic, with responses analyzed comparatively.
 - 1.5.4. The Interview Chair will verify the candidate's references with them at the interview, ensuring:
 - 1.5.4.1. That one of the references is the candidate's current or most recent supervisor.
 - 1.5.4.2. That the candidate is notified if the Interview Chair will be contacting anyone other than the references the candidate has listed.
 - 1.5.4.3. That the candidate is aware that the references will be used to make a final hiring decision.
 - 1.5.5. The hiring team is responsible for conducting and scoring the interview in a consistent, objective manner following the Interview Guidelines developed for the South Shore Regional Centre for Education.
 - 1.5.6. The interview scoring form must be signed by all hiring team members, and all members are accountable for ensuring fair hiring practices are followed.
- 1.6. Process for Completing Reference Checks
 - 1.6.1. Reference checks are to be completed on the candidates not currently within the school or department, being recommended for the competition.
 - 1.6.2. The candidate's most recent supervisor must be included as a reference unless an exception is granted by the Human Resources department.
 - 1.6.3. References other than those supplied by the candidate may be contacted as long as the candidate is notified at the interview.
 - 1.6.4. Reference checks are used to reinforce the candidates' experience and abilities. Completed checks must be submitted with the competition folder.
- 1.7 Confidentiality
 - 1.7.1. All information pertaining to the selection process shall remain confidential.

1.8 Process for Making Recommendations

- 1.8.1 The hiring team is to recommend a candidate and forward it to the Human Resources Department along with the complete competition file and all other relevant documents for approval.

2.0 RESPONSIBILITIES

It shall be the responsibility of the Regional Executive Director to ensure these administrative procedures are followed.