



Recruitment and Selection

Date Approved: 2018

Projected Review Date: 2022

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PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) strives to attract qualified individuals to support the achievement of its strategic directions. The board is committed to creating and sustaining an inclusive and safe work environment, through recruitment and selection practices that are consistent, transparent and equitable.

GUIDING PRINCIPLES:

HWDSB believes in:

- Establishing and maintaining discrimination free environments.
- Maintaining the highest level of ethical and professional standards.
- Recruiting and hiring skilled and qualified employees to support student achievement.
- Developing a workforce that is representative of the diversity of the student body in the Hamilton-Wentworth region.
- Exercising due diligence throughout the hiring process to align with legislated mandates.
- Equitable treatment of potential employees throughout the hiring process.
- Providing support and training to staff who are involved in the hiring process.

INTENDED OUTCOMES:

When hiring employees, HWDSB will:

- Hire the best candidates to meet HWDSB's strategic directions and student needs.
- Meet mandated legislative requirements.
- Provide and maintain a safe and secure working and learning environment.
- Provide a consistent, equitable process for screening, interviewing and selecting potential employees.

RESPONSIBILITY:

Director of Education
Members of Executive Council



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TERMINOLOGY:

Employee: An employee is an individual who agrees to work in a contract for services, on a full-time or part-time basis, for HWDSB for a specified or indeterminate period. Salary or wages are paid to this individual and from this payment; deductions are taken for Canada Pension Plan, Income Taxes and Employment Insurance.

ACTION REQUIRED:

Recruit for prospective employees who are qualified and meet the specific qualifications for each position using consistent, inclusive and equitable recruitment practices. Assist qualified employees from diverse backgrounds to acquire relevant employment experiences by providing appropriate learning opportunities when possible (e.g. job coaching).

PROGRESS INDICATORS:

Intended Outcome	Assessment
Hire the best candidates to meet HWDSB's strategic directions and student needs.	<p>Conduct ongoing research regarding HWDSB demographics to better inform recruiting and hiring practices.</p> <p>Community outreach to inform members from our diverse community about career opportunities in education to address current and emerging staffing needs and attract applicants that represent our student population.</p> <p>All candidates selected for interview meet the educational, skill and experience qualifications required for the advertised position.</p>
Meet mandated legislative requirements.	All documentation required on the pre-screening form is received and meets legislative and job requirements for every new hire.
Provide and maintain a safe and secure working and learning environment to protect all students and staff from exposure to harmful risk.	All criminal background checks and vulnerable sector screenings are reviewed and meet HWDSB requirements.



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Intended Outcome	Assessment
Provide a consistent, equitable process for screening, interviewing and selecting potential employees.	<p>All candidates receive and complete the same required documentation.</p> <p>The recruitment process is applied consistently to all potential candidates.</p> <p>Hiring supervisors receive appropriate training and tools for leading a fair and equitable hiring process.</p> <p>Staff who participate on interviewing panels receive appropriate training and tools for participating in the hiring process.</p>

REFERENCES:

Government Documents

Canadian Charter of Rights and Freedoms
 Child and Family Services Act
 Criminal Code of Canada
 Education Act
 Municipal Freedom of Information and Protection of Privacy Act
 Occupational Health & Safety Act
 Ontario Human Rights Code
 Police Services Act
 Youth Criminal Justice Act
 Accessibility for Ontarians with Disabilities Act

HWDSB Policies

Occupational Health and Safety
 Integrated Accessibility Standards