



COMMISSION SCOLAIRE CENTRAL QUÉBEC
CENTRAL QUÉBEC SCHOOL BOARD

RECRUITMENT, SELECTION AND HIRING POLICY **Adopted on May 10, 2013 (revised September 20, 2013)**

1.0 POLICY STATEMENT

The Central Québec School Board (CQSB) is committed to educational excellence and to hiring the best qualified persons available without regard to race, colour, religion, sexual orientation, racial origin or age.

This policy will be applied in accordance with related provincial laws and regulations, internal policies, procedures, by-laws and collective agreements. It will be carried out in line with the delegation of functions and powers and within approved budgets, the staffing plan as well as specific expenditures authorized by the Council of Commissioners.

2.0 PURPOSE

To set out principles that will support the recruitment, selection and hiring of personnel, define the scope of the policy, establish procedures and determine responsibilities.

3.0 PRINCIPLES

- 3.1 The Central Québec School Board is committed to fair, transparent, efficient and cost effective recruitment, selection and hiring practices.
- 3.2 The Central Québec School Board will ensure that the recruitment, selection and hiring of personnel is conducted in a strictly confidential, professional and responsible manner and in compliance with current employment legislation.
- 3.3 Members of a selection committee must disclose any possible conflict of interest with regard to a candidate and may excuse themselves from the process, if necessary.

4.0 SCOPE

This policy applies to all categories of employment, whether the positions are full-time, part-time, replacement, supernumerary as well as temporary, as per the definitions in provincial or local regulations or collective agreements, except for the following:

This policy does not apply when there is a need to hire someone for: Day Care and Special Education support personnel working 5 days and less and 15 days and less for all other categories of support personnel.

5.0 PROCEDURES

5.1 JOB DESCRIPTION

A job description must be available for any vacant position that is to be filled. The job description must reflect all key functions and responsibilities of the position. The job description in the provincial classification plans will be used as the basis for job requirements and job responsibilities. Human Resources is responsible for preparing job descriptions to be submitted for review and approval.

The Council of Commissioners must approve the following job descriptions: Director General, Assistant Director General, the Secretary General and Directors of Services.

The Director General must approve the following job descriptions: School & Centre Principals, and any other category of personnel reporting directly to the Director General.

Directors of Services and School & Centre Principals must approve the following job descriptions in their area of expertise: Coordinators of Services, Management Personnel, Vice-Principals, Professionals, Support Staff and Teaching Personnel.

5.2 STAFF REQUIREMENT PROCESS

Senior Staff responsible for the job description listed in 5.1 will determine staffing requirements, fill out and transmit the appropriate staffing request form to Human Resources for review and to launch the recruitment, selection and hiring process.

5.3 JOB POSTING

Before a position is posted, the following criteria must be determined: academic background, specific job knowledge, language requirements, abilities, skills and other competencies.

5.3.1 Under the responsibility of Human Resources, regular full-time (tenure track) positions of Senior Executives, Senior Staff of Services, Senior Staff of Schools and Centre will be posted internally and externally, using the School Board's website and bulletin boards in each establishment.

5.3.2 For replacement and/or temporary status of the above positions, the Council of Commissioners reserves the right to decide to post internally only or to appoint a qualified candidate.

5.3.3 For management personnel, professionals, support staff and teachers, postings, where applicable, will be carried out as stipulated in the relevant collective agreements and/or local regulations.

5.3.4 For external advertisements, educational types of websites, social medias (ex. Facebook, LinkedIn) will be prioritized.

5.3.5 Exceptionally, advertisements may be placed in newspapers. The Council of Commissioners will be informed accordingly.

5.3.6 All advertisements will include the following statements or the equivalent:

“Central Québec School Board is an equal opportunity employer.”

“We thank all applicants for their interest in our organization. Only those selected for interviews will be contacted”.

5.4 ACKNOWLEDGEMENT

Applications sent to the HR e-mail address will receive an electronic standardized acknowledgement.

5.5 SHORT-LISTING OF APPLICATIONS

5.5.1 Applications received for posted positions must be reviewed and short-listed using the following criteria: academic qualifications, experience, language and other specific requirements.

5.5.2 Applications for senior executives (Director General and Assistant Director General) may be first screened by the Director of Human Resources, upon receiving a mandate from the Council of Commissioners. Applications will be submitted to members of the Selection Committee for final review and decision on who is retained or not retained for an interview.

5.5.3 Applications for all other categories of employment will be first screened by Human Resources and then submitted to members of the Selection Committee for final review and decision on who is retained or not retained for an interview.

5.6 SELECTION COMMITTEE

A selection committee comprised of a minimum of three but no more than five people must be created for all posted positions. Members of the Selection Committee will be appointed and/or selected as per the description in 5.1.

5.6.1 Exceptionally and, for unforeseen situations, with the approval of the Director and/or Coordinator of Human Resources, a selection committee of two members may be created for short term positions (i.e. supply teachers, replacement student supervisors, etc.)

- 5.6.2 The selection committee may elect a chair whose responsibilities will be to ensure procedural fairness and to oversee the integrity of the process.
- 5.6.3 The selection committee may decide to use internal or external resources in carrying out their mandate. For external resources, prior authorization must be obtained from the designated authority.
- 5.6.4 Members of the Selection Committee will review the proposed key guiding questions provided by Human Resources and will agree on which ones to retain, modify, delete or add. The same questions must be asked of each candidate. Additional questions may be asked to obtain further information.

5.7 WAIVING CERTAIN STIPULATIONS OF THE POLICY

The Council of Commissioners may agree to waive all or part of the Recruitment, Selection and Hiring Policy for Senior Executives, Senior Staff of Services and Senior Staff of Schools for part-time or temporary positions of 6 months or less and positions of 50% or less throughout the school year. Waiving can also be applied when an internal applicant, who is tenured, has been interviewed and considered for the same level position. The interview must have taken place within the last 4 weeks. The decision to waive certain stipulations of the policy will be confirmed by a resolution of the Council of Commissioners.

The Director General and/or the Director of Human Resources may agree to waive the interview process for teachers, professionals and support personnel providing a written request is made on the appropriate form and is transmitted to Human Resources who will confirm the following conditions are met:

- a) No person on the priority of employment and recall lists meets the specific requirements of the position or there are no names on the priority of employment and recall lists in accordance with the established internal procedure.
- b) The person being considered for a position, within the same establishment, must meet the following conditions:
 - have the academic qualifications required for the position;
 - have appropriate certification;
 - have the required years of relevant experience;
 - have been hired by the School Board, following due selection as per the Recruitment, Selection and Hiring Policy;
 - have been judged successful by her immediate supervisor subsequent to the probation period and/or the professional growth/performance evaluation process.
- c) Waivers will not be granted for positions that may lead to tenure.

5.8 TESTING

Testing is mandatory for final candidates in the following categories of employment: senior executive, senior staff of service and schools/centre and management personnel. Testing requirements will be determined and approved by the Selection Committee. Test results will be communicated to members of the Selection Committee.

5.8.1 Testing requirements for teachers, professionals and support personnel will be determined by the Director and/or Coordinator of Human Resources in collaboration with the Director of Service or the School or Centre Principal. Test results will be communicated to members of the Selection Committee.

5.9 RATING OF APPLICANTS

A pre-established evaluation grid will be used to rate candidates. Test results are used as part of the final evaluation and rating.

5.10 REFERENCE CHECKS

Consent of the applicant is mandatory before checking references.

Each final candidate must provide references from three different professional and credible sources. Guidelines for checking references will be provided by the Director of Human Resources. Two references must be checked by a designated member of the selection committee or by the Director of Human Resources or his delegate before a final recommendation is made to the designated authority. The person who checks references must use the reference checking form and transmit to Human Resources.

5.11 BACKGROUND CHECKS

Background checks will be carried out in accordance with the Policy on Background Checks. The Declaration concerning a judicial record must be completed by each candidate selected for an interview. As stipulated in the Policy on Background Checks, all hiring is conditional upon the validation of information declared.

5.12 HIRING RECOMMENDATION

Committee members must reach a consensus as to which candidate is recommended for hiring. The final recommendation should be signed by all members of the committee. If this is not possible, it must be signed by the Chairman of the Council of Commissioners for Senior Executives position, by the Director General for Director of Service and School Principals and by the immediate supervisor for any other person being recommended for hiring. For teachers, professionals and support staff, the recommendation must be transmitted to Human Resources for due review.

The Council of Commissioners will approve or refuse recommendations made by the Selection Committee for the positions of Director General, Assistant Director General and Secretary General.

5.13 OFFERS OF EMPLOYMENT

Offers of employment will be made in writing and may be preceded by a verbal offer made by the immediate supervisor or delegated to Human Resources.

5.14 NOTICES OF APPOINTMENT

Notices of appointment will be prepared by Human Resources and submitted for signature by the designated authority as follows:

5.14.1 Notices of appointment for senior executives will be issued in writing by the Chair of the Council of Commissioners.

5.14.2 Notices of appointment for senior staff of service and senior staff of schools and centre will be issued in writing by the Director General.

5.14.3 Notices of appointment for all other appointments at the Board Office will be issued in writing by the Director of Human Resources.

5.14.4 School and centre principals are responsible for notices of appointment related to new staff members in their establishment.

5.15 CONFIDENTIALITY

All information provided before, during and after the recruitment, selection and hiring process is strictly confidential. All documents used by the selection committee must be returned to the Director of Human Resources in a confidential manner. The information will be kept on file in accordance with the School Board's Retention Schedule.

6.0 COMING INTO FORCE

This revised policy comes into force on May 10, 2013.