



**Windsor-Essex Catholic District
School Board**
 Section: Human Resources
**ADMINISTRATIVE
PROCEDURE Pr H:03
Procedures for the Hiring of
Administrative and Support
Staff**

PROCEDURE:	Pr H: 03
EFFECTIVE:	June 12, 2012
AMENDED:	
RELATED POLICIES:	H:03
REPEALS:	
REVIEW DATE:	2017-2018

- 1.1 The Executive Superintendent of Human Resources will ensure that the hiring of Administration and Support Staff will be conducted in accordance with the requirements of the appropriate collective agreements, Board Policy on Hiring and Promotion, and applicable legislation.
- 1.2 All available positions shall be posted in accordance with the respective collective agreement(s) where applicable.
- 1.3 Recruitment for positions will be done as widely as is appropriate to ensure that all qualified applicants have the opportunity to apply.
- 1.4 All external applicants shall be required to complete an application form provided by the Board. The Board shall require that the applicant provide the following with their application:
 - a. Resume
 - b. Pastoral letter of Reference (where applicable)
 - c. Copy of College or University diploma (where applicable)
 - d. Certificate of Qualification (where applicable)
- 1.5 The hiring process for new administrative and support staff to the Board shall be as follows:
 - a. Prospective candidates' files shall be reviewed by Administration for the purpose of selecting candidates for interviews.
 - b. Interviews may be conducted by an Administrative Team consisting of the Supervisor of the respective department and/or Principal and a representative of the Human Resources Department.
- 1.6 Staff shall not partake in the interview or any part of the hiring process where a candidate is a relative. Individuals who find themselves in this situation must declare a conflict of interest and remove themselves from the hiring process.
- 1.7 The Executive Superintendent of Human Resources shall authorize all new hiring to the Board through the Director of Education.
- 1.8 All applicants, who have been interviewed, shall be informed of the status of their application by the Human Resources Department within a reasonable time following the interview.

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- 1.9 All offers of employment to the successful applicants shall be subject to the applicant providing the Board with the following:
- a. A satisfactory criminal reference check.
 - b. A copy of diploma or qualifications, if applicable.
 - c. A satisfactory medical examination report including a negative tuberculosis test.
 - d. A satisfactory vehicle driving record abstract, if applicable.