

## Administrative Procedure 410

---

February 2008

# RECRUITMENT AND SELECTION OF SUPPORT STAFF

## Background

To meet Holy Spirit Catholic Schools' vision, the recruitment and selection of the most qualified and competent support staff is essential to maintain excellence in the educational programs and services provided to students attending schools in the division.

## Procedures

1. Requisitions for staff recruitment and selection shall be submitted to the Deputy Superintendent or human resource coordinator.
2. The Deputy Superintendent shall ensure that the following steps are taken in the recruitment of support staff:
  - 2.1 In the case of a position that falls within the scope of an existing collective agreement;
    - 2.1.1 Permanently employed staff members will be given the first opportunity to apply for any vacancies.
    - 2.1.2 Employees on temporary contracts will be given an opportunity to apply for vacant positions.
    - 2.1.3 External advertising will commence at the local level.
  - 2.2 In the case of a position that falls out of scope of an existing collective agreement:
    - 2.2.1 Vacant positions will be posted internally and externally.
3. The following criteria will be used in the selection of support staff:
  - 3.1 The needs of students and the division as perceived by the division.
  - 3.2 The competence, suitability and compatibility of the candidate based upon past performance and experience.
  - 3.3 Character and faithful fulfillment of Catholic religious obligations.
  - 3.4 In the case of a position that falls within the scope of an existing collective agreement, provisions of current collective agreements and salary/benefit agreements.

4. The immediate supervisor of the position being recruited to, in consultation with the Deputy Superintendent or designate, will make the final selection.
5. Support staff must submit a medical certificate certifying they are in good health as required by Administrative Procedure 419 – Medical Examination.
6. The Deputy Superintendent acts as the sole agent of the Board in making contractual arrangements with the successful candidate.
7. Employment shall be confirmed upon receipt of the following documents from the new employee:
  - 7.1 a signed letter of offer or contract as applicable;
  - 7.2 a Child Welfare check; and;
  - 7.3 a Criminal Records check.