

POLICIES AND PROCEDURES

POLICY: Recruitment and Selection of Employees

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Cross Reference: [Ontario Human Rights Code, 24 \(1\) \(a\) Education Act, Ontario Regulation 298, "Operation of Schools – General", Education Act, Ontario Regulation 274/12, Hiring Practices, PPM 119 Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools, Municipal Conflict of Interest Act, OCSB Policy: Hiring Authority, OCSB Policy: Conflict of Interest OCSB Policy: Equity and Inclusive Schools, OCSB Policy: Safe, Inclusive and Accepting Schools Code of Conduct](#)

POLICY:

1. The Ottawa Catholic School Board (OCSB) is committed to building a diverse and qualified workforce which reflects and serves the needs of its students and communities.
2. The OCSB is committed to hiring and promoting qualified individuals, subject to its denominational rights and in accordance with the Ontario Human Rights Code. The application, interview, hiring and promotion of individuals will be based on abilities and qualifications and will be conducted in a fair, consistent and transparent manner, free from discrimination, bias, conflict of interest and nepotism.
3. The OCSB will:
 - Ensure that all employment policies and practices are anti-discriminatory;
 - Promote the hiring of employees from under-represented groups;
 - Endeavour to ensure that its workforce is representative of its school community; and,
 - Work to intentionally identify and remove barriers for Indigenous and at each stage of the hiring process.
4. The Policy on "Conflict of Interest" details the requirements and expectations for Board employees regarding a real, potential, or perceived conflict of interest. More specifically, in

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relation to this policy, the Board shall give due regard through the hiring process to avoid any conflicts of interest, including nepotism.

5. This policy will be implemented in coordination with other relevant Board policies and procedures, such as, but not limited to, those referenced above.
6. This policy shall be applied in accordance with applicable laws, including the Human Rights Code, and collective agreement obligations. In the event of a conflict between this policy and the terms outlined within legislation/collective agreements, the legislation/collective agreement will prevail.

ADMINISTRATIVE PROCEDURES:

1. The Superintendent of Human Resources will ensure that the hiring process is conducted in accordance with the requirements of the appropriate collective agreements, Board policies and applicable legislation.

Offers of employment will only be made by the Superintendent of Human Resources or by other appropriate Human Resources Department staff, where formally delegated to do so.

2. Fairness and Transparency

The Human Resources department will adopt processes and criteria for all aspects of its hiring practices, including for setting job requirements, job postings, recruitment and outreach, the review of applications for employment and the interviewing and selection of candidates, that are consistent, free from discrimination and conflicts of interest and allow for equal opportunity for all applicants. The Board will engage in a hiring and promotion process that is fair, transparent, and free from preferential treatment based on personal relationships. Any applicant for employment or promotion at the OCSB will not be advantaged because of a relationship with an employee of OCSB, which includes the act of cronyism; showing partiality to close friends or colleagues during the process of recruitment and selection without regard to qualifications and/or ability.

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3. Diversity, Equity and Human Rights

While respecting denominational rights, in order to identify and remove barriers, the OCSB will examine each part of the hiring process (e.g., job requirements, job postings, employment conditions, recruitment, applications screening, interviewing, and selection processes) to ensure that barriers are identified with the goal to eliminate barriers at any stage.

For competitions open to the public, Human Resources will partner with community groups to raise awareness with diverse candidate groups that are reflective of the community.

4. Qualifications and Merit

When hiring or promoting an individual to a position, the OCSB take into consideration the following:

- Bonafide job requirements and qualifications;
- Applicants' demonstrated experience and commitment to creating a safe, inclusive, equitable and high-quality work environment;
- Valuing applicants' additional experiences, skills, backgrounds, lived and work experience; and,
- Responding to school and Board priorities based on clearly defined criteria.

5. Job Postings

The Board shall ensure that all job postings:

- Include the bona fide job requirements and qualifications;
- Are written using unbiased and inclusive language; and,
- Clearly state that accommodation needs for an interview will be respected.

The Board will follow established processes and set criteria for internal postings and external postings (e.g., for establishing minimum posting dates).

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6. Candidate Selection

After the job posting has closed, appropriate Board staff will:

- Assess all applications, according to the requirements listed in the job posting, and the collective agreement if applicable; and,
- Interview applicants who have the required qualifications, where collective agreements allow.

7. Interviews

When planning and conducting interviews, the Board will:

- Use multiple sources to evaluate candidates (e.g. resumes, cover letters, interviews, presentations, tests, references, etc.);
- Apply the same interview and assessment process to all candidates applying for a position, while also taking into account accommodation requirements;
- Ensure structured evaluation criteria and questions are used to prevent selection bias; and,
- Where possible, ensure that hiring panels are demographically diverse, include a minimum of one individual who has completed bias-awareness interview training, and include those who have different skill sets and educational and professional backgrounds within the Board.

8. Rights of Unsuccessful Candidates

While respecting collective agreements, the Board may provide information to unsuccessful internal candidates on request, which can include feedback on the following:

- The employee's performance during the interview;
- Measures that the employee could take to enhance their professional qualifications; and,
- Other ways to improve the employee's chances of being successful in a similar interview in the future.