



Recruitment and Selection Policy 420

Category:	Human Resources
Administered by:	Superintendent of People, Leadership and Culture
First adopted:	Oct 2003
Revision History:	Nov 2010, Apr 2014, TBD 2023
Next Review:	TBD

1. Policy Statement

The Upper Grand District School Board (UGDSB) recognizes the importance of attracting, recruiting, and retaining a diverse group of quality candidates that can support the board in creating unparalleled, agile, and inclusive learning experiences for all. The UGDSB is committed to:

- Recruiting and selecting qualified staff who have demonstrated experience and a commitment to creating a safe, inclusive, equitable, accessible, and high-quality learning environment
- Setting clear recruitment and selection criteria
- Actively seeking candidates that reflect the identities of our students who have varying social identities and are from under-represented groups
- Providing a bias-free, equitable, fair, and transparent recruitment and selection process for all job competitions
- Ensuring that no candidate is advantaged through the recruitment and selection process as a result of nepotism or other conflicts of interest
- Promoting diversity among the recruitment and selection panels that draw on different experiences, skill sets and educational/professional background
- Upholding the requirements in [O. Regulation 298, Operation of Schools – General](#), the Ontario [Human Rights Code](#) and/or any other applicable legislation

- Honouring the recruitment and selection criteria found within collective agreements, terms and conditions of employment and other legislation, as applicable
- Providing and maintaining a safe and secure learning and working environment for students and employees.

2. Definitions

Accommodation

A reasonable modification or adjustment to a job, the work environment or the hiring process based on individual personal circumstance.

Applicant

An individual who applies to a vacant position.

Conflict of Interest

A potential, apparent, or actual conflict where an employee's financial or other personal interest, whether direct or indirect, conflicts or appears to conflict with the employee's responsibility to the board, or with the participation in any recommendation or decision pertaining to hiring within the board.

Confidentiality

The requirement for all participants of the recruitment and selection process to maintain any information in confidence, including, but not limited to, not sharing information gathered through participation in recruitment and selection.

Equity

A condition or state of fair, inclusive and respectful treatment of all people. It does not mean treating people the same without regard for individual differences.

3. Recruitment

- 3.1 All employees involved in any aspect of the recruitment and selection process must be aware of and act in accordance with applicable policies, procedures, legislation, and collective agreements.

4. Eligibility

To be eligible for employment at the UGDSB an applicant must:

- 4.1 be a Canadian citizen, permanent resident, or possess an employment visa or other authorization to work in Canada if not a Canadian citizen or

permanent resident; and

- 4.2 produce a Social Insurance Number issued by the Canada Employment and Immigration Commission.

5. Equity, Inclusivity and Diversity

- 5.1 No applicant shall be discriminated against in any way based on any protected ground under the Ontario *Human Rights Code*.
 - 5.1.1. The board's equity and accommodation statement will be part of all job postings.
- 5.2 To help achieve an inclusive, diverse, and representative workforce, the board commits to:
 - 5.2.1 promoting and encouraging the hiring of staff from under-represented communities
 - 5.2.2 working to identify and remove barriers for marginalized communities and equity-seeking groups at all stages of the hiring process
 - 5.2.3 ensuring all employment policies and practices are non-discriminatory
 - 5.2.4 collecting and analyzing voluntary demographic data from all employees to help identify employment barriers and evaluate hiring practices

6. Fairness and Transparency

- 6.1 The board will implement and sustain the following mechanisms to help ensure that candidates are evaluated through a fair and transparent process:
 - 6.1.1 a conflict of interest disclosure process for all staff involved in the recruitment and selection process
 - 6.1.2 bona fide job requirements and qualifications, while following the requirements as outlined in the applicable legislation
 - 6.1.3 where possible, diverse hiring panels to draw on the different experiences, skill sets, and educational and professional

backgrounds in the board

- 6.1.4 objective evaluation criteria and structured interview questions that prevent selection bias.

7. Qualifications and Evaluation

- 7.1 In addition to the qualification requirements set out in applicable legislation (e.g., Ontario Regulation 298, Operation of Schools – General), the board recognizes the importance of the following when developing its selection and evaluation criteria:
- valuing applicants' additional experiences, lived experience, skills, backgrounds and perspectives
 - granting first consideration, where the skills, ability, and qualifications of the applicants are relatively equal, to applicants who self-identify as members of historically under-represented communities.
- 7.2 Evaluation of applicants will be based on the criteria outlined in the job advertisement.
- 7.2.1 Successful candidates must meet all requirements of the pre-employment screening process before employment may commence. This includes providing the appropriate criminal record check prior to commencing employment.
- 7.3 Where a collective agreement governs the hiring or promotional process, this will be done in a manner that is consistent with the board's collective agreement obligations.

8. References

This policy operates in conjunction with the following:

- [Education Act](#) and its regulations including:
 - Ontario Regulations 521/01, 322/03, 49/03, 276/10, 298, 227/23, 229/23
- [Police Record Checks Reform Act, 2015](#)
- [Protecting Students Act, 2016](#)

- [Ministry of Education's Policy/Program Memorandum 165: School Board Teacher Hiring Practices](#)
- Ontario [Human Rights Code](#)
- [Accessibility for Ontarians with Disabilities Act, 2005](#)
- [Ontario Anti-Racism Act, 2017](#)
- UGDSB Records Management Manual
- UGDSB policies:
 - [Policy 214 Accessibility Standards](#)
 - [Policy 418 Employee Ethics](#)
 - [Policy 504 Equity and Inclusive Education](#)
 - [Policy 519 Indigenous Education \(First Nations, Métis, Inuit\)](#)
- [UGDSB Multi-Year Plan](#)
- UGDSB Collective Agreements