



ADMINISTRATIVE PROCEDURES

SUBJECT: NON-TEACHING HIRING PROCESS

The Lambton Kent District School Board recognizes and employs a fair and just hiring process.

Every attempt is made to ensure consistent application of the Hiring Process, however extenuating circumstances may occur which may cause the process to be altered.

Posting

1. The Principal/Manager obtains the approval for the addition to complement or the replacement of a vacant position.
2. The Principal/Manager contacts the Human Resources Recruitment Officer for recruitment of the vacancy.
3. All new positions require a Recruitment Requisition form to be completed by the Principal/Manager.
4. The Recruitment Officer prepares the vacancy for posting in consultation with the Principal/Manager to determine qualifications and experience that form the foundation of the selection criteria.
5. The Recruitment Officer receives all applications to the respective posting.

Shortlisting

6. The Recruitment Officer develops a shortlist document in consultation with Principal/Manager as required.
7. The Principal/Manager and/or designate applies the shortlist document to all applications received in order to determine which candidates will be interviewed. A maximum of eight (8) candidates per position is recommended an interview.
8. The Recruitment Officer recommends whether the formal shortlisting process is required, based on the number and/or qualifications of the applicants.

Interview Preparation

9. The Recruitment Officer and the Principal/Manager determine interview date, time, length of each interview, place, and team members.
10. The Principal/Manager secures additional interview team member(s) – minimum of two required.
11. The Recruitment Officer contacts candidates to set up interviews and relays all pertinent information.
12. The Recruitment Officer prepares interview questionnaire in consultation with the Principal/Manager.
13. The Recruitment Officer emails interview packages to all interview team members through Hiredesk.

Interview Day

14. The Interview Team assembles on the day of the interview, usually thirty (30) minutes prior to the first interview, in order to review interview packages and to select a Chair of the Interview Team.
15. The Chair of the Interview Team, leads the discussion – welcomes the candidate, introduces the Interview Team members and provides the following information:
 - Informs the candidate of the interview format – the length and number of questions to be asked;
 - Advises that the Interview Team members will alternate asking questions;
 - Advises that the candidate will be provided an opportunity to ask questions about the position at the end of the interview; and
 - Advises the timeline that decisions will be made, and when and how candidates will be notified, whether successful or unsuccessful.
16. Individual interview team members identify applicable responses on the prepared questionnaire of each candidate being interviewed.
17. Each interview team member enters their individual scores in Hiredesk.
18. The Interview Team, contacts the Recruitment Officer to confirm who the successful candidate for the position.
19. The Recruitment Officer conducts a verification of data provided by the successful candidate through a reference check.
20. The Recruitment Officer will arrange for a third party reference investigative check for external hires of Managers and Supervisors.

Conclusion of Interviews

21. The Recruitment Officer determines the successful and unsuccessful candidates based on the scores entered in Hiredesk.
22. The Recruitment Officer ensures that reference checks were completed.
23. For supply positions the Recruitment Officer arranges for Custodial and Clerical Testing through a third party. Custodians must achieve a minimum of 65% in all areas tested. Clerical must achieve a minimum of 65% in all areas tested and must type a minimum of 40 WPM. This testing is also required for anyone moving from one occupational group to another. They must meet these minimum requirements.
24. The Recruitment Officer and/or designate contacts the successful candidate with a job offer.
25. The Recruitment Officer and/or designate contacts the unsuccessful candidates once the successful candidate accepts.
26. The Recruitment Officer forwards successful candidate information to respective Human Resources staff members for signup purposes.
27. The Recruitment Officer forwards successful candidate information to respective unions.
28. Debriefing opportunities are provided to unsuccessful candidates on an individual request basis, and contingent upon the availability of the Chair of the Interview Team.

Implementation Date: April 9, 2003
Revised: December 1, 2009
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Reference: Policy

