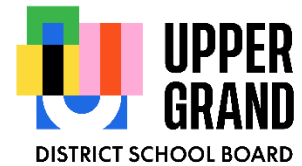


# Recruitment and Selection Procedures 420-A



<b>Category:</b>	Human Resources
<b>Administered by:</b>	Superintendent of People, Leadership and Culture
<b>First Adopted:</b>	June 2024
<b>Revision History:</b>	
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## 1. General

These procedures set out the required elements of the recruitment and selection process and the responsibility of staff involved in the selection of candidates.

## 2. Definitions

### **Accommodation**

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

### **Candidate**

A candidate is an applicant who is engaged in the selection process for a position. This may include an existing employee or external applicant.

### **Conflict of Interest**

A potential, perceived, 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.

### **Conflict of Interest - Relationship**

Relationship means any relationship of the employee to persons of their immediate family whether related by blood, adoption, marriage, or common-law relationship, and any relationship of an intimate and/or financial nature during the preceding five years, any student supervisor relationship, or any other past or present relationship that may give rise to a reasonable apprehension of bias.

## 3. Recruitment

- 3.1 Application requirements will be indicated on each job posting. Job applications will be accepted in varying formats as outlined on individual job postings and will include the following:

- Background information about UGDSB
  - Job title
  - Bona fide job requirements and qualifications, including professional registration
  - Additional experience, skills, backgrounds and knowledge considered for the position
  - Full-time equivalency and/or hours of work (if applicable)
  - Location (if applicable)
  - Application package requirements
  - Deadline for application
  - Equity and Accommodation statement
- 3.2 The board retains the rights to employ the services of a recruitment consultant or agency, where appropriate.

#### **4. Equity, Fairness and Accommodation**

- 4.1 The following equity and accommodation statement will be part of all job postings and ensured during the recruitment process:

*The UGDSB is committed to disrupting systemic racism and oppression in all of its forms. We are committed to building a diverse staff that is reflective of and adds value to the community and students we serve. We actively encourage applications from members of groups who have historically and/or currently experience marginalization and/or barriers to equity, including, but not limited to:*

- *First Nations, Inuit, and Métis peoples, and all other Indigenous peoples*
- *Persons of marginalized sexual orientations, gender identities, and gender expressions*
- *Members of groups that commonly experience discrimination based on race, ancestry, ethnicity, colour, religion and/or spiritual beliefs, or place of origin*
- *Persons with visible and/or invisible disabilities*

*We seek applicants with a wide range of abilities and we provide an*

*accessible candidate experience. If you need accommodation during the application or interview process, please contact our Wellness and Employee Health department at [wellness@ugdsb.on.ca](mailto:wellness@ugdsb.on.ca).*

*At UGDSB, we recognize that many of the identities listed above do not exist in a single form and are often intersecting with multiple identities, which can be complex and create unique experiences for applicants. We value the contributions that each person brings and are committed to creating and maintaining an environment where everyone can participate fully, thrive, and reach their full potential.*

- 4.2 Accommodation for applicants is available in the recruitment and selection process. Applicants are required to advise the board in advance of any accommodation needs.
- 4.3 Applications are solicited from individuals and groups in diverse communities for vacant positions whenever possible by:
  - inviting applications from a variety of post-secondary institutions, settlement agencies, under-represented/marginalized groups and associations
  - advertising for positions on a wide range of recruitment channels such as: Apply to Education, LinkedIn, Indeed, diverse job posting platforms, professional associations, community newspapers, community distribution lists, websites and the UGDSB Careers page
- 4.3.1 Applicants applying through Apply to Education are provided the opportunity to answer voluntary self-identification questions.

## **5. Conflict of Interest Disclosure**

- 5.1 All employees involved in the recruitment and selection process are required to disclose any conflict of interest when any of the situations described below apply:
  - 5.1.1 Where there could be a direct, indirect, or perceived conflict of interest
  - 5.1.2 When there is a relationship to a candidate (see “Conflict of Interest – Relationship” in definitions)

- 5.1.3 When a gift has been given by any of the following if a reasonable person might conclude that the gift could influence the employee when performing hiring duties with the school board:
- 5.1.3.1 a person, group, or entity that has dealings with the school board
  - 5.1.3.2 a person, group, or entity to whom the employee provides services in the course of their duties to the school board
  - 5.1.3.3 a person, group, or entity that seeks to do business with the school board
- 5.2 Any employee with a conflict of interest shall declare in writing, using the Conflict of Interest (COI) Form (Appendix A), the nature and extent of the conflict of interest. This declaration should be done as soon as the employee could reasonably be aware that a conflict of interest exists and no later than any meeting or process in which the employee participates and at which the matter is to be considered. The existence of a conflict of interest does not necessarily preclude involvement in the issue which has given rise to the Conflict (“the matter”).
- 5.2.1 COI forms must be submitted to [plc@ugdsb.on.ca](mailto:plc@ugdsb.on.ca).
  - 5.2.2 The employee must refrain from taking part in any discussion or decision-making in relation to the matter and withdraw from any meeting or process when the matter is being discussed until a decision has been reached regarding how the conflict of interest will be addressed.
- 5.3 The Superintendent of People, Leadership and Culture, or designate, in consultation with the Director of Education will investigate to determine if a conflict of interest exists. Where appropriate, the Superintendent of People, Leadership and Culture, or designate, or Director of Education may consult with the employee and/or others.
- 5.4 If the Superintendent of People, Leadership and Culture, or designate, or Director of Education determines there is a conflict of interest, the Superintendent of People, Leadership and Culture, or designate, or Director of Education should resolve the matter and shall document, in writing, any remedies that have been applied.

5.4.1 If the matter pertains to the acceptance of a gift as described in 5.1.3 above, and where the employee may be knowledgeable and have information central to the discussion, the employee with a conflict or appearance of conflict may be permitted to be involved in the matter without participating in the final decision.

5.5 Disciplinary sanctions for breach of the Conflict of Interest process may take a range of forms appropriate to the nature of the contravention and could include dismissal from employment.

## **6. Shortlisting of Candidates**

6.1 The shortlisting for all positions will be based on the predefined and advertised requirements, qualifications, merit, experience, knowledge, ability as well as any other relevant criteria required to successfully meet the expectations of the position as outlined in the job posting.

6.2 Internal staffing will follow legislation, collective agreements and/or terms and conditions.

## **7. Interview Process**

7.1 Shortlisted candidates will be invited to an interview and to identify any accommodations needed.

7.1.1 Materials will be provided in alternate formats where possible.

7.2 Interview panels will consist of two or more employees who have the knowledge and experience to reflect the needs and interests of the position. The board will strive to have a diverse interview panel team.

7.3 All candidates applying to a specific position will be provided the same interview structure and questions.

7.4 All information, discussions and decisions pertaining to the recruitment and selection of positions at the UGDSB will be kept strictly confidential.

7.5 Some positions may require successful completion of a practical skill tests and/or a physical testing during the interview process.

7.6 Before making a formal offer of employment, the hiring supervisor or human resources designate must check a minimum of two references where possible. At least one reference must be obtained from the

candidate's current supervisor or where appropriate from a recent past supervisor.

- 7.7 A candidate who is not successful through the interview process is entitled to request feedback on their individual interview.

## **8. Pre-Employment Screening**

- 8.1 Candidates for employment are required to complete and submit all pre-employment documents prior to commencing employment with the UGDSB. These include, but may not be limited to, the following:
- 8.1.1 An acceptable criminal record check at the employee's expense. For more information, refer to the criminal record check procedures in 420-B.
  - 8.1.2 Appropriate certification/documentation and proof of education, as required
  - 8.1.3 New hire onboarding documents
  - 8.1.4 Social Insurance Number
- 8.2 Individuals who have left the employ of the board and return to employee status within one (1) year may be exempt from the requirements in 8.1 at the discretion of the People, Leadership and Culture department.

## **9. Staff Onboarding and Annual Training**

- 9.1 Once all paperwork is received and a formal job offer is complete, the employee must complete the Onboarding Training program, located on the board's Learning Management System.
- 9.1.1 All employees will be required to complete annual training through the board's Learning Management System.

**Recruitment and Selection (420-A Appendix A):  
Conflict of Interest Declaration Form**



*Please review the Recruitment and Selection Procedures 420-A. If you believe that you may be involved in a conflict of interest situation or if you are unsure and seek to disclose a potential or perceived conflict of interest, complete this form.*

Please submit this completed form to [plc@ugdsb.on.ca](mailto:plc@ugdsb.on.ca)

SECTION 1: PERSONAL DETAILS	
NAME:	POSITION:
PHONE:	EMAIL:
SECTION 2: DISCLOSURE DETAILS	
<p><b>The actual, potential or perceived conflict of interest relates to:</b> <i>(tick all appropriate box/s)</i></p> <p><input type="checkbox"/> Recruitment and Selection</p> <p><input type="checkbox"/> Relationship with family</p> <p><input type="checkbox"/> Relationship with friend</p> <p><input type="checkbox"/> Relationship with other</p>	
<p>The following actual, potential, or perceived conflict of interest has been identified. <i>(please insert all relevant details)</i></p>          	
SECTION 3: EMPLOYEE'S DECLARATION	
<p>To the best of my knowledge and belief any actual, perceived, or potential conflicts as an employee have been fully disclosed in this form in accordance with the requirements of the UGDSB Recruitment and Selection Procedure.</p> <p>I acknowledge, and agree to comply with, any approach identified in this form for removing or managing an actual, perceived, or potential conflict of interest.</p> <p><b>SIGNATURE:</b> _____ <b>DATE:</b> _____</p>	

**SECTION 4: TO BE COMPLETED BY PLC SERVICES/EMPLOYER DESIGNATE**

**Conflict of interest investigation outcome:** *(tick appropriate box)*

**do not** constitute a conflict of interest, and I authorize the employee to continue the activity (review info below, then proceed to Section 5).

**do** constitute an actual, potential or perceived conflict of interest (please provide a detailed action plan below).

**Action Plan:**

**If the situation does constitute a conflict of interest, please ensure that the following actions have been considered:**

- ensure all information surrounding the conflict has been disclosed and documented
- temporarily remove the person from the process or responsibilities
- take no further action

**SECTION 5: TO BE COMPLETED BY PLC MANAGER/ EMPLOYER DESIGNATE**

The actions described in the approach outlined in Section 4 have been put in place to effectively manage any actual, potential or perceived conflict of interest disclosed in Section 2. The approach outlined in Section 4 ensures that the UGDSB's public interests and reputation are adequately protected.

**NAME:**

**SIGNATURE:**

**DATE:**