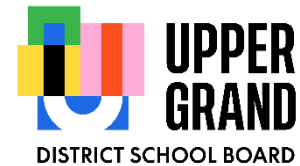


Recruitment and Selection Policy 420



Category:	Human Resources
Administered by:	Superintendent of People, Leadership and Culture
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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 diverse candidates, including those from under-represented groups, to reflect the diversity of our student population
- Providing a bias-free, equitable, fair, and transparent recruitment and selection process for all employment opportunities
- Ensuring that no candidate receives preferential treatment during the recruitment and selection process as a result of nepotism or other conflicts of interest
- Promoting diversity among the recruitment and selection panels where possible that draw on different educational and professional backgrounds, experiences and skill sets
- 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, 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.

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.

Marginalized Groups

A group of people that is excluded from full and meaningful participation in society, typically through discrimination or other means of oppression. Members of a marginalized group have reduced access to resources, opportunities and services. A group of people can be marginalized on the basis of factors such as race, ethnicity, sex, gender, ability, age, religion, socioeconomic status, social class and geographic location. ¹

¹ [Government of Canada, Guide on Equity, Diversity and Inclusion Terminology](#)

Under-represented Groups

A group of people whose representation within a given subgroup of society is lower than its representation in the general population. For example, if a group of people represents 20% of the general population but only 10% of the employees in a given field of employment, it is considered to be an under-represented group in that employment field. Groups generally considered to be underrepresented include women, people with disabilities, Indigenous Peoples, members of 2SLGBTQI+ communities and racialized groups.¹

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. Human Rights, Equity, and Accessibility

- 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 historically and currently marginalized communities 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 data (e.g., 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, equitable 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, include diverse hiring panels to draw on the different educational and professional backgrounds, experiences, and skill sets 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
 - promoting the hiring of staff from under-represented and/or marginalized groups to enable a diverse workforce that is representative of the UGDSB student population.
- 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 213 Code of Conduct](#)
 - [Policy 214 Accessibility Standards](#)
 - [Policy 418 Employee Ethics](#)
 - [Policy 504 Equity and Inclusive Education](#)

- [Policy 519 First Nations, Métis, Inuit Self-Identification and Education](#)
- [UGDSB Multi-Year Plan](#)
- UGDSB Collective Agreements