

Administrative Procedure 8140

Recruitment and Selection of Employees

Board Governance Policy Cross Reference: [1, 4, 9, 10, 12, 14](#)

Administrative Procedures Cross Reference:

[Bus Driver Requirements](#)

[Confidential Information](#)

[Job Descriptions](#)

Form Cross Reference:

[Pledge of Confidentiality](#)

Legal/Regulatory Reference:

[CUPE 2972 Collective Agreement](#)

[IANTE Collective Agreement](#)

[ISDBDA Collective Agreement](#)

[Provincial Teachers' Collective Agreement](#)

[The Personal Health Information Act](#)

[The Public Schools Act \(52\(1\)\)](#)

[The Manitoba Labour Relations Act](#)

[The Education Administration Act](#)

The Interlake School Division (ISD) strives to employ well-qualified individuals for all positions, maintaining a focus on student achievement, well-being and success in support of the mission, vision, beliefs and goals of the Division.

A. General Procedures

1. The Board of Trustees will identify the process for recruitment and selection of Superintendent/CEO and Secretary Treasurer positions. Selected trustees will participate in the hiring committee of the Assistant Superintendent and Principal positions. The recruitment and

selection of all other positions in the Division is the responsibility of the Superintendent's Department ([The Public Schools Act](#) (52(1))).

2. The hiring of staff is the process of selecting a qualified individual who possesses the necessary skills, qualifications, experience and characteristics needed to fulfill the required duties, responsibilities and demands of a specific job as specified in the job description.
3. Process for Shortlisting
 - a. The interview committee will review all applications and forward their selections to Senior Administration or designated manager for review.
4. Process for Interviews
 - a. Interviews conducted by a committee of not less than 2 persons. Details on different classifications of positions are listed in next section.
 - b. A predetermined set of questions will be used for all candidates being interviewed for a particular position.
 - c. Candidate answers will be compared against preset criteria.
 - d. Selected candidates must supply a minimum of three references, who will be contacted prior to a hiring recommendation being made. All references will be asked the same list of questions.
 - e. Reference checks will be conducted on finalist candidate(s).
 - f. A hiring recommendation will be made by the committee to the Superintendent/CEO or designate. The best available candidate will be recommended based on skills, qualifications, experience and characteristics needed to fulfill the required duties, responsibilities and demands of a specific job as specified in the job description.
5. Final approval on hiring requires Superintendent/CEO or designate authorization.

B. Recruitment and Selection

1. Non-Union Staff

- a. Position Advertising - All vacancies and new positions will be advertised in the Division offices, schools and via on-line job search websites. In the case of noon-hour supervisors, it is possible to hire from a substitute or volunteer list. Where the position (or one substantially the same) has previously been filled within the last 6 months, the previous list of applicants may be used.
- b. Applications – All applications must be in writing and contain a complete resume. They must be received by the pre-established due date and time in order to be considered.
- c. Candidate Interviews– Applicants will be short-listed by the hiring committee and interviews conducted by a committee of not less than 2 persons. The Superintendent has authorization to hire non-administrative staff as per Section 52 of the Public Schools Act.

2. IANTE Staff

- a. Position Advertising – Vacancies will be emailed to all IANTE staff, posted in each school for a minimum of 7 calendar days, or mailed to each employee if in the summer. Except where otherwise not possible, vacancies will not be advertised externally until they have been posted in the schools for a minimum 7 calendar days.
- b. Applications – All applications must be in writing and contain a complete resume. They must be received by the pre-established due date and time in order to be considered.
- c. Internal Applicants – Internal IANTE applicants will be given the opportunity to be considered for an advertised position before external applicants. If a position remains unfilled after being posted internally, it will be advertised externally.
- d. Candidate Interviews– For positions not filled by transfers as in (c) above, short-listed candidates will be interviewed by a hiring committee consisting of a minimum of 2 persons.
- e. Candidate Selection – Hiring decisions will be based on the qualifications, competency and reliability of the applicant. Where all other criteria are equal, seniority will prevail.

3. Bus Drivers and Spare Bus Drivers

- a. Position Advertising – Advertisements of position vacancies and new positions will be emailed to all bus driver staff, posted in the Division offices, and an announcement to all spare and regular drivers will be made through the Division automated phone messaging system. The position will be announced over the bus radio for 5 consecutive working days. When a vacancy occurs during non-school days, advertising will be held until school resumes. The Secretary of the Association will also be notified of each vacancy and new position within the bargaining unit.
- b. Applications – All applications must be in writing and be accompanied by a complete resume or divisional application form. They must be received by the pre-established due date and time in order to be considered.
- d. Internal Applicants – as per current ISBDA collective agreement.
- e. Candidate Requirements – Potential candidates for a school bus driver position must first successfully complete the 24-hour School Bus Driver's Course, which is offered as required by the Division. See [Bus Driver Requirements](#). Successful completion of another Manitoba Division's course may be acceptable, at the discretion of the Transportation Supervisor. Upon completion of the 24-hour School Bus Driver Course, the potential candidate must obtain a Manitoba Class 2 driver's license with School Bus Operator's endorsement (Class 8). If the candidate so requests, an Interlake School Division Bus Driver Mentor will be assigned to provide up to 10 hours of one-on-one additional training, including hands on driving.
- f. Candidate Selection Criteria – Hiring decisions will be based on the applicant's accessibility to the vacant route, skills, qualifications, ability, and reliability to satisfactorily perform the duties of the position. Whenever possible, drivers whose residence is within a five mile distance of any point in the route will be hired. When all criteria are equal, (at the discretion of the Division) seniority will prevail.

- g. Candidate Interviews - Applicants will be short-listed by the hiring committee and interviews conducted by a committee of not less than 2 persons. Applicants must bring a driver's abstract to the interview.

4. CUPE Staff

- a. Position Advertising – All position vacancies will be emailed to all CUPE staff and advertised within the Union for a minimum of 5 working days. Unfilled positions will then be advertised to the public.
- b. Applications – All applications must be in writing and be accompanied by a complete resume or divisional application form. Applications must be received by the pre-established due date and time in order to be considered. Driver's abstracts are required if the position is assigned a company vehicle.
- c. Transfers – Staff currently employed by the Interlake School Division have the opportunity to request a transfer to an open position that they are qualified for. Transfers will occur on a seniority basis. Current years of service will be maintained.
- d. Candidate Interviews– For positions not filled by transfers as in (c) above, short-listed candidates will be interviewed by a hiring committee consisting of a minimum of 2 persons.

5. Teachers

- a. Position Advertising – Vacant positions of greater than 4 weeks will be posted on the divisional website and emailed to all ITA staff. They may also be externally advertised.
- b. Applications – Applications must be in writing. Applications must include a letter of application, resume and the names of three references. Applications must be received by the pre-established due date and time in order to be considered.
- c. Candidate Interviews – Principals are responsible for short-listing candidates. As soon as possible after the closing date for applications, the short-list must be communicated to the Superintendent/CEO or designate. Superintendents' Department will create the interview guide. Principals will schedule the interviews with the candidates and conduct the interviews. The Superintendent/CEO or designate will attend all interviews for permanent staff. Term positions may be interviewed by the Principal and one other person.
- d. Candidate Selection – Factors that will be considered in the selection of professional staff include:
 - i. training and certification;
 - ii. professional competence;
 - iii. leadership potential;
 - iv. professional aptitude; and
 - v. educational philosophy compatible with the school.

6. School Leadership

- a. Position Advertising – Vacant school leadership positions will be posted in all schools in the Division and emailed to all ITA staff.
- b. Applications – Applications must be in writing. Applications must include a letter of application, resume and the names of three references. Applications must be received by the pre-established due date and time in order to be considered.
- c. Candidate Interviews – The Superintendent/CEO or designate will create the interview guide, schedule the interviews with the candidates and conduct the interviews. The selection committee will include selected trustees.
- d. Candidate Selection – The local Parent Advisory Council, school staff and student council (in high schools only) will be surveyed prior to hiring of school principals. Their responses will be taken into consideration in the final selection of the candidate. See [Survey - Hiring of School Administrator](#).
- e. The Superintendent/CEO will bring a hiring recommendation forward to the Board.

7. Substitute Teachers

- a. Position Advertising – Advertisements are periodically posted online and are always listed on the Division website.
- b. Applications – Applications must be made on the Division substitute teacher application form. Applications are accepted on an ongoing basis.
- c. Candidate Interviews– Interviews may be performed at the discretion of the Superintendent/CEO or designate.
- d. Substitute Teacher List – A list of qualified substitute teachers is maintained in the sub-booking program system. Substitute teachers must sign a *Substitute Teacher Contract* annually before they commence work. Principals will use substitute teachers with the following order of preference:
 - i. Those with valid teaching certificates.
 - ii. Those with valid Limited Teaching Permits.
 - iii. Those without a teaching certificate or permit who possess the necessary skills and abilities (ie: student teachers, those with a degree from a recognized university).

8. Substitute Support Staff

- a. Position Advertising – Advertisements are periodically posted online and are always listed on the Division website.
- b. Applications – Applications must be made on the divisional substitute support staff application form. Applications are accepted on an ongoing basis.
- c. Candidate Interviews – Interviews may be performed at the discretion of the Superintendent/CEO or designate.
- d. Substitute Support Staff List – A list of substitute support staff is maintained in the sub-booking program system.

9. Substitute Custodial Staff

- a. Position Advertising – Advertisements are periodically posted online and are always listed on the Division website.
- b. Applications – Applications must be made on the divisional custodial application form. Applications are accepted on an ongoing basis.
- c. Candidate Interviews – Interviews will be conducted by the Maintenance Supervisor or designate and one additional person.
- e. Substitute Custodial List – A list of substitute custodial staff is maintained at all times and is made available to the schools.

C. Selected Candidates

All selected candidates must comply with the following criteria prior to final hiring.

1. **Child Abuse Registry and Criminal Record/Vulnerable Sector Checks** – A criminal records/vulnerable sector verification and child abuse registry check are required for all successful candidates. The cost of these checks is the responsibility of the applicant. Offers of employment are contingent upon having these checks performed with satisfactory results. Candidates whose checks are not clear for any reason require Superintendent/CEO approval before employment can commence.

Candidates who supply self-checks must produce original documents for inspection. Checks must have been performed within the last twelve months to be considered current.

2. **Pledge of Confidentiality** – All employees of the Division must sign a [Pledge of Confidentiality](#) in respect to information governed by [The Personal Health Information Act \(PHIA\)](#). The immediate supervisor of each employee shall give an orientation on [Confidential Information](#).
3. **Driver License Verification**- Staff who will be assigned a company vehicle and those that are required to transport students in their own vehicle must provide a copy of their valid Manitoba driver's license.
4. **Proof of Vehicle Registration** - Staff who are required to transport students in their own vehicles must provide a copy of their current vehicle registration. All-purpose insurance must be carried.
5. **Communication of outcome** – The successful candidate will be contacted by telephone and upon accepting the position, will receive a formal letter of appointment and/or contract. Candidates who were not selected will be advised by either telephone or email.

6. Probationary Period

Employee Group	Probationary Period
Non-Union	1 st 3 months of employment
IANTE	1 st 60 days of employment
ISBDA	1 st 6 months of employment
CUPE	1 st 3 months of employment
ITA	as per collective agreement

The Division has the option to extend this period.

D. Disposition of Resumes/Reference Checks/Interview Guides:

Resumes of successful candidates are to be forwarded to the Division Office for placement in personnel files. All other resumes for posted or advertised positions, reference checks and completed interview guides are to be retained at the hiring school/office for a minimum of two years. At the end of two years, they shall be confidentially destroyed.

Unsolicited resumes are to be retained by the recipient school/office for a minimum of one year. At the end of one year period, they shall be confidentially destroyed.