

SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)

POLICY

POLICY #505 Hiring or Promoting School District Employees

RATIONALE

Staffing processes must be designed to provide the best possible educational and support services to students.

POLICY

A set of broadly based selection procedures will be clearly followed when hiring or promoting personnel to fill district vacancies. The Human Resources Department is responsible for implementing and coordinating appropriate procedures and processes.

ADOPTED: November 8, 1999

Reviewed/Revised: February 9, 2004
December 14, 2015

Statutory Reference: *Criminal Records Review Act*

SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)

REGULATIONS AND PROCEDURES

POLICY #505 Hiring or Promoting School District Employees

VACANCIES

1. Vacancies should normally be advertised both inside and outside the district pursuant to the provisions of the Collective Agreements.
2. Interviews of candidates for positions should involve the human resources department and site supervisor.
3. Selection committees can be comprised of trustees, senior executives, principals, vice principals, staff and other stakeholders, depending upon the nature of the position.
4. For positions drawing many applications, a resume screening committee may be created for the purpose of recommending a short list.
5. Reference checks must always be done for external candidates.
6. Successful external candidates who are not covered by the *Criminal Records Review Act* will be required to have a local criminal record search completed.

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