

PROCEDURE FOR HIRING OF EMPLOYEES

The procedure for recruitment and selection of teachers is the responsibility of the assistant superintendent of human resources. The principal will assume a key role in the staffing of schools. The procedures for recruitment and selection of non-instructional staff is the responsibility of the human resources department. Department managers/directors will be responsible for the hiring of new employees within their respective departments.

Posting

- (1) Employment opportunities are bulletined by the River East Transcona School Division human resources department (“Human Resources”) in consultation with the assistant-superintendent human resources, school principal or department manager/director, typically for five working days. Opportunities may also be posted more broadly – e.g., on digital job boards or professional association websites – to tap into a broader talent pool, to target a specific skill set, and/or to encourage a more diverse range of candidates.
- (2) Bulletins shall contain information about RETSD’s commitment to building an inclusive and diverse workforce and will inform potential candidates of the availability of reasonable accommodations for any who may experience barriers during the interview and assessment process.
- (3) Applicants will be instructed to submit a covering letter referencing the bulletin number, accompanied by a resume, references, and any other required documents by the designated closing date. It is the candidate’s responsibility to demonstrate, through their application, how they meet the qualifications listed in the bulletin.

Screening

- (4) Applicants’ skills and experience shall be measured against the qualifications – education, experience, abilities, and knowledge – listed in the job description.
- (5) Human Resources screens applications and create a short list based on candidate qualifications related to education, experience, abilities and knowledge.
- (6) The short list of candidates is shared with the respective school principal or department manager/director for consideration.

Interview Preparation

- (7) When the principal, department manager/director, or their designate invites candidates to participate in an interview, they must also communicate to each candidate that reasonable accommodations may be available for those who may be

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disabled by a barrier in respect of the assessment or selection process, and ask the candidate if they have any requests for accommodation.

- (8) If the candidate makes a request for accommodation, the principal, department manager/director, or designate should confirm the reason for the request and the accommodation being requested, and then take steps to confirm whether the accommodation can be provided. Human Resources may be consulted for advice and support.

Selection Process

- (9) The principal or department manager/director establishes the interview team (minimum of two people) that may include team leaders, department heads, administration office staff, consultants, or other department staff as required.
- (10) Any member of the interview committee who may be in a conflict of interest due to a familial or close personal relationship must withdraw from the interview committee.
- (11) The selection process is based on merit as well as standards of fairness, transparency and efficiency. Candidates are assessed on the knowledge, abilities and personal suitability which are pertinent to the job. Personal information (names, date of birth, etc.) is not to be considered in the interest of removing any bias against candidates.
- (12) The selection process for all positions shall include an interview and a background check which includes references, a criminal check and child abuse registry check. Some competitions may require testing and/or additional documentation, such as transcripts and certifications.
- (13) At the conclusion of the teacher selection process, the principal will submit a recommendation to hire to the assistant superintendent human resources.
- (14) At the conclusion of the selection process for non-instructional staff the department manager/director will submit a recommendation to hire to Human Resources. In the case of unionized position, the recommendation must reflect the guidance set out in the respective collective agreement.

Offer of Employment

- (15) After consultation with the assistant superintendent human resources for professional staff, the principal or manager/direct will contact the candidate to make an offer of employment.

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- (16) After consultation with Human Resources for non-instructional staff, the principal or manager/director will contact the candidate to make an offer of employment.
- (17) At the time of offer, the principal or department manager/director should let the candidate know that RETSD is committed to accommodating employees disabled by one or more barriers in the workplace, identify whether any accommodation is required, and work with Human Resources to take steps to arrange for the accommodation if required.
- (18) A letter of offer is then finalized and sent to the candidate by Human Resources, along with instructions regarding documentation required by Human Resources and payroll. All required documents and arrangements regarding the contract of the new hire will be processed by Human Resources.

Concluding the Process

- (19) All other candidates who were interviewed will be informed by the principal or department manager/director or designate that the position has been filled.
- (20) All information, applications and recommendations related to the competition are to be returned to Human Resources and are retained for two years.

Effective Date:	May 4, 2004	Review Date: September 11, 2018
Amended Date:	May 18, 2021	
Board Motion(s):	292/04; 140/21	
Legal/Cross Reference:	The Accessibility for Manitobans Act C.C.S.M. c. A1.7 Accessible Employment Standard	