



**COMPETITION FILE**

**Category:** Human Resources

**Effective:** January 2022

**Policy Statement**

The hiring of professional, qualified and dedicated employees is critical towards supporting the delivery of quality educational programs for students. This Policy outlines the standards and expectations for the hiring of qualified employees in accordance with the applicable Collective Agreements, Policies and Procedures.

**Procedures**

1. An electronic competition file is created for each advertised Job Posting / Advertisement / Expression of Interest.
2. All documentation used in the assessment of candidates must be retained in an electronic competition file.
3. The following documents must be included prior to the closing of the file:
  - a. Letters and documentation from applicants.
  - b. Confidentiality Form.
  - c. Copy of the Job Posting.
  - d. List of Applicants.
  - e. Screening Criteria.
  - f. Names of personnel who completed the short listing.
  - g. Short listing worksheet.
  - h. Names of persons on the Interview Committee.
  - i. Names of Applicants that were interviewed.
  - j. Interview Schedule.
  - k. Interview Questions including expected responses, rating criteria, if applicable.
  - l. Notes taken during the interview.
  - m. Copy of tests, in-basket exercises and the answer key, if applicable.
  - n. Two Current Reference Checks, if applicable.
  - o. Criminal Record check for new employees to the District (valid within one-year timeframe).
  - p. Consensus Form.
  - q. Staffing Authorization Form
  - r. Letter of Hire.
4. Retention: Competition files are retained electronically and will be subject to retention based on provincial standards.
5. Any records of the successful candidate must be copied to the Personnel File (i.e. transcripts, criminal record check).
6. Competition files are to be considered confidential and are only to be viewed by authorized personnel.