



**HIRING PROCEDURES**

**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**

A clearly defined hiring process in ASD- W will include the following components:

1. Identification of new and vacant positions within the School District's approved plan of establishment and approved budgetary parameters.
2. Recognition and compliance of obligations and standards outlined in Collective Agreements and public service in the filling of new and vacant positions, including any current conditions of employment set out by the employer.
3. Development and approval of job descriptions and qualifications in alignment with provincial job specifications, to fill new and vacant positions, when applicable.
4. Appropriate procedures to advertise vacancies and the process for individuals to apply.
5. Process to receive and review applications.
6. Process to screen and select applications for further consideration.
7. Identification of a Selection Committee with an outline of their roles and responsibilities which may include:
  - a. Screening of applications.
  - b. Development of interview activities including in-basket exercises, interview questions and any other screening tools.
  - c. Selection process for recommendation to hire.
8. Procedures for reference checking.
9. Process for the confirmation of an offer of employment and follow-up / debriefing for unsuccessful candidates.
10. Record keeping



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The Superintendent and/or Designate are the only authorized persons to hire, appoint and promote employees within ASD-W, respecting all Policies, Procedures, Acts and Regulations, and Collective Agreements.

All offers of employment must have the prior approval of the Superintendent / Designate.

**Reference**

- [New Brunswick Teachers' Federation Collective Agreement](#)
- [CUPE 2745 Collective Agreement](#)
- [CUPE 1253 Collective Agreement](#)
- [NBUPPE Collective Agreement](#)
- [PSAC – Public Service Alliance of Canada Union](#)
- [Management Non-Union - MNU](#)
- Department of Education and Early Childhood Development [Policy 203: Salary Upon Commencement](#)