

## RECRUITMENT AND HIRING OF STAFF

### Background

The District seeks to employ highly qualified, highly competent staff who support the mandate of the District in an ethical, compassionate and respectful manner. To this end, the recruitment, selection and hiring of staff will occur through a multi-step process.

### Procedures

#### 1. Recruitment

- 1.1 All staff vacancies will be advertised in appropriate publications, internally and externally. Advertisements will include statements of essential and desirable qualifications. A minimum of two weeks shall ordinarily be allowed for advertising vacancies, except in exceptional circumstances for unanticipated vacancies, which may require shortening advertisement times to no less than one week.

#### 2. Screening

- 2.1 The intent of the screening process is to identify all candidates with the necessary and sufficient qualifications.

#### 3. Selection

- 3.1 The intent of the selection process is to ensure that the selected candidate will complement and integrate into the culture of the District as well as provide excellent service in their role.
- 3.2 Either a one or a two-stage selection process may be used as necessary.
  - 3.2.1 A single stage process will include a short-listing of candidates interviewed in person by a committee composed of senior managers, one or two representatives from the New Westminster Principals and Vice-Principals Association (optional), and an outside expert (optional).
  - 3.2.2 A two stage process would include the one stage process, with initial interviews conducted through in- person, telephone or other electronic mechanisms, and also a second shorter list of preferred candidates interviewed through in-person interviews by senior managers, and others (optional) in the District.
- 3.3 Observations or other procedures may also be a part of this process.

*Reference: Sections 22, 65, 85 School Act  
School Regulation 265/89  
Collective Agreements*

*SD No. 40 (New Westminster)*

*Adopted: May 30, 2017*

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Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)