

**THE PROTESTANT SEPARATE SCHOOL BOARD  
OF THE TOWN OF PENETANGUISHENE**

**POLICY MANUAL**

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<b>POLICY TITLE:</b>	<b>SECTION/CODE:</b>
<b>HIRING</b>	<b>Personnel A – 1</b>

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<b>APPROVAL DATE:</b>	<b>SUPERSEDES:</b>	<b>NUMBER OF PAGES:</b>	<b>REVIEW DATE:</b>
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**POLICY STATEMENT**

The recruitment and selection philosophy which guides all staffing decisions in The Protestant Separate School Board of the Town of Penetanguishene reflects the provisions of current collective agreements, current employment and current human rights legislation. Thus, it shall be the policy of the Board that recruitment of full-time staff shall be conducted in the manner outlined in the Administrative Regulations. Full time applies to employees working not less than 30 hours per week.

**ADMINISTRATIVE REGULATIONS**

**Hiring of Supervisory Officer:**

The Board shall designate a hiring committee composed of three (3) trustees who will determine if/when other persons should be a part of this committee.

**Hiring of Board Office Staff:**

The hiring committee shall be composed of three (3) trustees and the supervisory officer who will determine if/when other persons should be a part of this committee.

**Hiring of Principal:**

The hiring committee shall be composed of three (3) trustees and the supervisory officer who will determine if/when other persons should be a part of this committee.

**Hiring of School Staff:**

The hiring committee shall be composed of the supervisory officer and the principal who will determine if/when other persons should be a part of this committee.

In all cases the committee shall develop the following for Board approval:

- a job description
- job criteria
- interview questions and process
- advertising plan
- reference check form

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The hiring committee shall review applications and develop a short list for interviewing.

In the interview process:

- all applicants shall be asked the same questions
- responses to questions shall be ranked according to pre-established criteria
- all members of the hiring committee shall attend all interviews
- applicants shall be ranked as follows:
  - 1<sup>st</sup>
  - 2<sup>nd</sup>
  - 3<sup>rd</sup>
  - others

If, for some reason, the first candidate does not accept the position, the Board may move to the second, then third. The Board may repost the position if no suitable candidate was interviewed. Applicants shall be informed of the opportunity for a debriefing following the interview process.