

PERSONNEL

Equitable Recruitment

Introduction

The DDSB demonstrates its commitment to embracing and valuing equity and diversity by ensuring that equitable access and practices are reflected in our policies and programs to create an inclusive environment where all stakeholders have a sense of belonging.

This procedure outlines the expectations for practice required to adhere to the principles for equitable recruitment as well as the expected practices for the five steps in the recruitment process: recruiting and sourcing candidates, posting positions, shortlisting candidates for the selection process, selection process, on-boarding. In addition, this procedure outlines the guidelines for securing accountability.

1.0 Principles for Equitable Recruitment that apply to all processes for hiring and promotion

The DDSB employee cohorts will increasingly reflect the communities that are served by the DDSB

- All applicants will experience a recruitment process that is accessible, fair, consistent and transparent, regardless of the position that is sought
- Tools, training and processes are in place to mitigate bias in the recruitment process
- Job competitions are conducted within the parameters of the Collective Bargaining Agreements where applicable
- The Equitable Recruitment Framework guidelines will be reflected in all aspects of the organization, for every job competition
- Human Resources Services will be a resource to the organization to train, support, model and monitor for coherence and alignment with the framework expectations
- Processes and actions undertaken by all employees who are in a position to hire staff will comply with Ontario Human Rights Legislation

2.0 Recruiting and Sourcing Candidates

- a) For competitions open to the public, outreach recruitment will be conducted in order to attract a diverse pool of qualified candidates reflective of the community.
- b) Outreach recruitment involves partnering with community groups, advertising beyond the Board's website, being specific and targeted towards diverse candidate groups.
- c) Include diversity representation of Board staff in recruitment initiatives.
- d) Provide ongoing professional development for Human Resource Services on recruitment, hiring and equity.
- e) Provide training for Board representatives on recruitment, equity and best practices.
- f) All aspects of recruiting and sourcing candidates comply with Ontario Human Rights Legislation

3.0 Posting positions

- a) Ensure job postings have consistent and complete information including information about the nature of the job, qualifications and assets. This ensures consistency of format for all postings for the Board.
- b) Postings include the equity and accommodation statement: "The DDSB is committed to equity and inclusion in the recruitment of qualified staff who reflect the diversity of our region. We encourage submissions from candidates who represent the various dimensions of diversity.
- c) Job postings may be made available in various forms of media (e.g. print, digital, etc.).
- d) All aspects of the posting process comply with Ontario Human Rights Legislation.

4.0 Shortlisting candidates for selection process

- a) Criteria is established and used to screen application packages for shortlisting candidates
- b) Selection criteria (which includes screening tools) shall be developed in collaboration with at least two (2) persons who are connected to the selection process
- c) Candidates who meet the selection criteria shall be shortlisted to proceed to the next phase of the selection process.
- d) Where multiple candidates have met the selection criteria, any further discretionary shortlisting, must be determined in collaboration with at least two (2) persons.
- e) At a minimum, 50% of the qualified applicants should be offered an interview. Where there are more than eight (8) qualified applicants a minimum of four (4) applicants should be offered an opportunity to enter the selection process.
- f) All aspects of the shortlisting process comply with Ontario Human Rights Legislation

5.0 Selection process

- a) Selection teams shall be comprised at a minimum of two (2) people
- b) At least one member of a selection committee shall have bias-free interviewing training within the past two years
- c) Each selection team will have a chairperson responsible for co-ordination, facilitation, documentation and adherence to the expectation outlined in this framework.
- d) Consultation with, or participation by a subject specialist, who will contribute their expertise to the selection process, interview tools, look-fors/criteria for success.
- e) Develop and revise screening tools including practicum assignments, interview questions, interview assessment forms and reference check questions to ensure they reflect the requirements outlined in the posting and the selection criteria for each job.
- f) Ensure that each candidate is offered accommodation based on any of the Human Rights protected grounds when the interview is arranged.
- g) All candidates in a competition will experience the same process: time allocated, interview questions and format for the selection process, reference check process.
- h) Ensure interview questions assess the candidates' ability to work with a diverse student population and a diverse group of co-workers.
- i) Explain the selection process to each candidate: introduce the team, communicate timelines, reference check process and communication of outcomes.
- j) Fully document the selection process including rationale for shortlisting and selection decisions
- k) Each interview process is documented and records are maintained by the selection committee chair for two (2) years.
- l) Upon completion of the selection process, communicate personal outcomes to each candidate (successful or not) before the successful candidate is publicly announced.
- m) All aspects of the selection process comply with Ontario Human Rights Legislation

6.0 On-Boarding staff into new roles or positions

- a) Internal candidates who are unsuccessful in a selection process will be offered feedback on all or any aspect of their process with a view for growth and improvement.
- b) Include diversity training as part of the on-boarding process and as a requirement for promotion.
- c) Provide opportunities for connecting with the Leadership Department and mentoring programs to newly hired employees.
- d) Provide newly-hired employees with information about professional development opportunities
- e) Collect demographic data during the registration of a new employee.
- f) Direct new employees to Getting on Board with the DDSB, for New Employees
- g) All aspects of the on-boarding and feedback process comply with Ontario Human Rights Legislation.

7.0 Securing Accountability

- a) All recruitment processes shall take place in consultation with, a representative from the Recruitment team of the Human Resource Services Department Recruitment/ HRS
- b) Recruitment/HRS shall continue to collaborate with the Equity Department to monitor, review, and amend the Framework and this procedure as appropriate
- c) Recruitment/ HRS shall conduct regular reviews of job competition processes to ensure adherence with expected practices for equitable recruitment
- d) Recruitment processes found to be non-compliant with the Equitable Recruitment Framework may be interrupted or redirected by the Recruitment Manager in consultation with the Superintendent of Human Resource Services

Appendix:

None

Effective Date

2017-06-26

Amended/Reviewed