



Adopted: 2002-06-04

Revised: 2013-01-08, 2024-06-25

Policy GBA

RECRUITMENT, SELECTION, & HIRING

The New Frontiers School Board (NFSB) uses fair and transparent recruitment, selection, and hiring practices. We are committed to educational excellence and to hiring qualified personnel who satisfy NFSB's values of Community, Adaptability, Responsibility and Equity/Inclusion, independent of age, religion, sexual orientation, gender, civil status, or any other personal characteristic.

New Frontiers will ensure that recruitment, selection and hiring of personnel is conducted in a confidential, professional, and responsible manner. Members of a selection committee must disclose any possible conflict of interest with regard to a candidate, and be excused from the process, if necessary.

Once the candidate is hired, a notice of appointment will be issued by the designated authority.

Policy GBA applies to all categories of employment for full-time, part-time, and temporary positions as defined in provincial, local regulations and collective agreements, and will be applied in accordance with related provincial laws and regulations, internal policies, procedures, organizational guides, especially OG GBA, by-laws, and collective agreements. It will also be implemented in accordance with the delegation of functions and powers and within approved budgets.

TERMS & DEFINITIONS

| | |
|---------------------------------|--|
| Recruitment | Gathering a group of qualified applicants |
| Selection | Determining the most qualified applicant for a position |
| Short listing | Reviewing applicants for the purpose of choosing the best candidates |
| Hiring | Related to the offer/acceptance of employment |
| Senior executive | <ul style="list-style-type: none">• Director General• Assistant Director General• Secretary General |
| Senior staff of service | <ul style="list-style-type: none">• Director of a department• Coordinator of a department |
| Senior staff of schools/centres | <ul style="list-style-type: none">• Principal• Vice-Principal• Centre Director• Assistant Centre Director |
| Superintendent | <ul style="list-style-type: none">• Manager of a Service (IT, Material Resources, Administrative)• Administrative Services Supervisor (in a school or centre) |

End.