

**POLICY NO. ASD-W-250-1****SELECTION AND HIRING OF EMPLOYEES****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

1. ASD-W will ensure that the recruitment and selection procedures for employees will be fair, clearly defined and observe the applicable regulations outlined in the *NB Education Act* and relevant government policies, Collective Agreements and Human Rights legislation.
2. ASD-W will ensure that employees are selected that have the necessary knowledge, skills and attributes to carry out the assigned roles and responsibilities that meet the goals and objectives of the District and schools that are served.
3. Applicants must meet all current conditions of employment as set out by the employer.
4. Consideration shall be given to all applications for employment.

Reference

- [AD-2907: Employment of Relatives](#)
- [New Brunswick Education Act](#)
- [New Brunswick Human Rights Act](#)
- [New Brunswick Employment Standards Act](#) – CE.7.2
- [New Brunswick Administration Manual](#)–Policy AD4502–Equal Employment Opportunity
- [Part II Collective Agreements](#)