



POLICY NO. ASD-W-250-7

SCREENING AND INTERVIEW PROCESS

Category: Human Resources

Effective: January 2022

Policy Statement

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. A Selection Committee comprised of a Director **and/or** position supervisor and other appropriate staff will assess applications based on the job posting requirements. Screening criteria may include the following:
 - a. Educational Background
 - b. Certification
 - c. Specialization / related training
 - d. Relevant Work Experience
 - e. Skills and Abilities specific to the position
 - f. Specific knowledge / skills outlined in the position posting
2. Senior Administration and appropriate supervisor, with support from Human Resources staff, will develop suitable questions and/or exercises for use by the Interview Committee.
3. Virtual meetings through the Microsoft Teams platform are acceptable for conducting interviews.

Interview Committee:

1. Unless otherwise identified, the Chairperson and members of the Interview Committee must declare if they have a conflict of interest and remove themselves from the process.
2. The Chairperson will review the process and all interview materials with the Committee prior to the beginning of the interviews.
3. The Chairperson will greet each candidate, and introduce other members of the Interview Committee, explain the process and expectations and allow the candidates to ask questions regarding the process before the formal interview begins.
4. The Committee will interview each candidate using the same format and set of pre-established questions and scoring rubric, if applicable. Clarification on responses to questions will be permitted.



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5. Candidates will be provided with an opportunity to ask questions at the end of the interview.
6. Candidates will be informed of when they can expect to be contacted with the results of the competition.
7. Based on their own observations and documentation, each committee member should rank each individual candidate on their suitability to assume the position described in the competition.
8. The Chairperson should then initiate a discussion to reach consensus on which candidate is most suitable to recommend for hiring to the Superintendent. In the event consensus is unable to be reached, the file will be forwarded to the Superintendent.
9. A confidentiality/consensus form must be signed off by all members of the Committee.