



HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

OPERATIONS AND PROCEDURES

CATEGORY: HUMAN RESOURCES
 TITLE: RECRUITMENT AND PLACEMENT
 CODE: 4033 Posting and Advertising

| Reference Matrix | |
|---|--|
| Education Act (1995) | Section 85, 86, 87 |
| Other Relevant Acts | |
| Holy Family Related Procedures | |
| Holy Family Related Manuals | Holy Family RCSSD No. 140 Board of Education Policy Manual |
| Resources (Ministry, SSBA, SCSBA, etc.) | |
| Date Processed | June 1, 2016 |

Background:

The Board of Education will apply reasonable measures to recruit employees to fulfill the Vision, Mission, and Guiding Principles.

Procedures:

1. The Director of Education, or designate, shall advertise vacant positions for professional and non-professional staff.
2. At the discretion of the Director of Education or designate, candidates whose applications are on file, candidates from post-secondary listings, or candidates previously interviewed may be interviewed for positions available and the position filled without external advertisement.
3. Positions may be advertised:
 - 3.1. On the Holy Family RCSSD No. 140 web site;
 - 3.2. Internally via email to be posted appropriately within schools;
 - 3.3. Other web based recruiting sites;

- 3.4. Local newspapers;
- 3.5. In the major Saskatchewan newspapers.
- 3.6. Advertising for all unionized positions will be done in accordance with the applicable Collective Agreement.
4. When administrative, supervisory or teaching vacancies occur within the system, the Board shall:
 - 4.1. Post all vacancies within the Division;
 - 4.2. Acknowledge the receipt of all applications for transfer;
 - 4.3. Attempt to inform the applicants as to the disposition of their transfer/assignment request.