

Title: Hiring Process	Procedure #: 032 Page: 1 of 4	Section: Operating Guidelines
Effective: Oct 2011	Last Reviewed: May 2019	Next Review: May 2022

Statement	<p>Student Transportation Services Brant Haldimand Norfolk (STSBHN) endeavours to hire the most qualified candidates for positions that become available within the organization. STSBHN is an equal opportunity employer.</p> <p>Hiring for all unionized employees, if any exist, shall conform to the collective agreement / policies and procedures of the Lead Board.</p>						
Procedure	<p>Application and Initial Screening</p> <p>All new positions will receive prior approval from the Operations Committee and Board of Directors of STSBHN before postings are made public.</p> <p>Where time allows, positions shall be posted, at a minimum, on member board's websites for a time of no less than two (2) weeks. Additional advertising mediums for the position opening may be utilized if warranted to attract the most qualified candidate(s).</p> <p>All applications will require:</p> <ol style="list-style-type: none"> 1. Cover Letter 2. Resume 3. a minimum of 2 References <p>All applications will be collected and stored with the Lead Board's Human Resource department. Upon the closing of the posting, all submissions will be forwarded to the appropriate STSBHN representative(s) for review.</p> <p>The following matrix outlines the individual(s) responsible for reviewing the applications submitted based on the vacancy to be filled:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Vacant Position</th> <th>Review Responsibility</th> </tr> </thead> <tbody> <tr> <td>Manager of Transportation</td> <td>Operations Committee</td> </tr> <tr> <td>Transportation Officer</td> <td>Manager of Transportation</td> </tr> </tbody> </table> <p>From the applications received, a short list of potential interviewees will be created by the responsible individual(s). The process of short listing applicants will be fact based and established prior to the assessment of the first application. Criteria used to filter applications will be based on education,</p>	Vacant Position	Review Responsibility	Manager of Transportation	Operations Committee	Transportation Officer	Manager of Transportation
Vacant Position	Review Responsibility						
Manager of Transportation	Operations Committee						
Transportation Officer	Manager of Transportation						

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Procedure Cont...	<p>job related skill sets, and experiences required to perform the duties of the position.</p> <p>Interview</p> <p>The interview will be conducted by a minimum of two (2) people, one member being from the Lead Board's Human Resource department and the other being the supervisor(s) of the position posted. The team shall also contain both male and female representation, if at all possible. In the case of interviewing for the Manager of Transportation position, as a minimum the members of the Operations Committee, or their designates, shall be invited to sit on the panel.</p> <p>The interview team will create a comprehensive set of interview questions prior to the first interview taking place. The questions will be competency based and will focus on the key aspects of the posted position. The team will meet to discuss the questions and selection criteria to ensure that there is a common understanding of the process and the criteria.</p> <p>When candidates attend the interview, they must complete a Reference Consent Form. The references must:</p> <ul style="list-style-type: none"> • be work related references • not be of any family relation to the candidate • have observed them in a supervisory role • at least one of the references must be from the current/ most recent supervisor <p>During the interview, the team will take turns posing questions to the interviewee. All members of the team will record only the actual responses given during the interview. Each candidate shall be asked the same questions. After the interview is completed, the members of the interview team will individually rate the responses given on a scale of 0 to 5 (0 being no response given, 5 being answer provided fully covered all intended aspects of the question). The interviewers will tally the scores from the interview and record them on the bottom of the interview sheet for later discussion.</p>
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Procedure Cont...	<p>Selection of Identified Candidate</p> <p>When all interviews are completed and the interviewee's scores are tallied, the interview team will meet to discuss the results. A successful candidate will be identified by group consensus. A minimum of two references shall be contacted (one of who must be the current/ most recent supervisor).</p> <p>Offer</p> <p>If the references confirm the information obtained from the application and interview of the identified applicant, and no additional questions/ information is required that came to light as a result of the reference checks, a conditional offer will be made to the identified candidate by a member of the interview team; employment will be dependent on the results of the submitted Police Record Check which shall include a Vulnerable Sector Search. To be deemed acceptable by STSBHN, the record check must meet all criteria as described in the Lead Board's Police Record Checks for Employees procedure.</p> <p>All costs associated with the Police Record Check will be the responsibility of the prospective employee. Police Record Checks will be filed in a confidential, safe, and secure location with the Lead Board's Human Resource department.</p> <p>All new employees will be subject to a six (6) month probation period where an acceptable performance appraisal is required to be performed by the individual's direct supervisor, as per (043) Performance Appraisals.</p> <p>All individuals who interviewed will be contacted regardless of their success in the process. A debrief may be given to the candidate if requested.</p> <p>All documents relating to the hiring process will be collected and re-submitted to the Lead Board's Human Resource department for storage.</p> <p>The Lead Board's Human Resource department will coordinate the formal sign up and orientation process for the successful candidate in consultation with the Manager of Transportation Services; or the Operations Committee member of the Lead</p>
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	Board will assist with the coordination process when the position being hired is that of a the Manager of Transportation Services.
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