



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

Selection of
Administrative
And Support Staff
Handbook

Revised October 2003

Administrative and Support Staff Selection Handbook

Overview of the Process

The selection process has been developed to ensure a consistent, equitable, and transparent process for all Administrative and Support Staff competitions in the OCDSB. This process addresses the requirements for internal postings and does not address amendments which may be required for external postings.

Purpose

To provide an effective, equitable, transparent, and consistent process for the selection of candidates for Administrative and Support Staff positions.

Selection Teams

It is recommended that selection teams be comprised of a minimum of three people with an absolute minimum of two people in cases where gathering three people together is problematic. Where possible, consideration will be given to gender balance and knowledge of the position when choosing members for the selection team. All selection teams reviewing school-based positions will have a principal or his/her designate as a member of the team. One member of the team will be identified as the Chair. Membership of the selection team will be consistent throughout the entire competition process.

Posting

Human Resources will be responsible for all competition postings. The postings will conform to the requirements of the collective agreements/handbooks in place for each of the employee groups. Competitions will be posted as per the collective agreement/handbook.

The posting will include information on the skills, qualifications, education, knowledge and ability required for the position and will direct applicants to apply using the Application Package. (See below and Appendix A)

Where a position requires specific qualifications, the posting will stipulate the precise nature of the qualifications and the documentation required to accompany the Application Package.

All job postings will refer to the OCDSB identified Areas of Performance for Administrative and Support Staff which will be used for the competition. These are: Organizational and Management Skills, Communication, Interpersonal Skills, and Knowledge and Practice.

Role of the Selection Committee

Once the members of the selection committee are confirmed, the committee will be responsible for the development of the questions and the desired responses to the questions and the development of the skills test/case study (if required) and the desired responses/outcomes to the skills test/case study.

Application Package

All applications to competitions for Administrative and Support Staff positions must be submitted on the Application Package OCDSB form number 494A (attached Appendix A) available through the Human Resources Department and posted electronically on BEAM.

The Application Package will consist of:

Cover Page

- The cover page must have the following information:
- Position Title and Competition File Number
- Applicant's Name
- Applicant's EIN
- Applicant's Current Work Location
- Applicant's Work Phone
- Applicant's Home Phone

Resume Template

The resume template attached to the cover page will be used by all applicants to ensure consistency and fairness in the competition process.

The resume template is divided into three components:

Education and Training

Applicant should include listing of formal education completed and any related additional training. If the position applied for requires formal certification or degrees, candidates should include copies of certification.

Originals are not required.

Work Experience

Applicant should include a reverse chronological listing (showing dates) of work history along with duties and responsibilities.

Related Skills and Abilities

Applicant should highlight the role he/she played and the skill and abilities required/demonstrated. Candidates should also indicate in a couple of sentences why they feel they are the best person for the job.

Human Resources Review of Application Packages

All application packages will be date stamped upon receipt in the Human Resources Department. The Human Resources Department will disqualify any Application Package lacking clear documentation of required qualifications as outlined on the posting. The Selection Committee will not review disqualified Application Packages. Only those candidates selected to proceed to the interview stage will be contacted by the Chairperson

Selection Committee Review of Application Packages

This review will be conducted based on the minimum skills, qualifications, education, knowledge and ability required for the position and will be supported by documented evidence as provided in the application package. If these factors are equal, then seniority should be the determining factor for shortlisting candidates. This review will reference the four OCDSB identified Areas of Performance for Administrative and Support Staff. Where no candidates are deemed suitable, the Selection Committee will refer back to HR for direction.

The Chair of the Selection Committee will be responsible for ensuring that candidates are informed of the results of the application review process.

Successful candidates will be informed of the interview/skill test/case study time and location. Unsuccessful candidates will be informed that they are not proceeding to the interview/skills test/case study stage.

Interview Questions/Case Study/Skills Test

It is recommended that interviews and case studies be conducted using behavioural-type questions. When designing the questions, the interview committee might choose to address more than one area of performance in each question. The four areas of performance must be addressed through the interview questions.

Skills Test/Case Study

Questions asked for the purpose of a skills test/case study will be separate from the interview and the candidate will be informed in advance that there will be skills testing questions or case study. Candidates will be informed in advance of the form and nature of the skills test/case study.

Interview

Interview will be approximately 30-45 minutes in length. Candidates will be given an opportunity to review the interview questions 15 minutes prior to the start of the interview in a private location.

Candidates will be given the opportunity to bring "jot notes" from the question review into the interview for reference.

The interviews will be assessed using the Interview Assessment Form OCDSB form number 494 B designed for that purpose as attached as Appendix B. All ratings on the assessment form will be supported by evidentiary statements provided by the candidate in the interview/case study.

Reference Check

The Reference Check Form (Appendix C, OCDSB Form 494 C) will be available to all interested employees on BEAM as part of the Selection Procedure for Administrative and Support Staff. The reference check document will be given to all candidates proceeding to the interview stage for completion of the first page.

The Reference Check Form developed by the Human Resources Department will be the only reference check document used and will be retained as part of the competition file. The reference check will be used to confirm information that the candidate provided at the interview. The reference check will be used as a method of confirming the desired candidate for the position at the end of the competition process. The reference check will not be used as a short-listing tool. Information may be requested from sources other than those listed on the reference check document by the candidate. The candidate will be informed in this case. The Reference Check Form will require a two professional references and will include a statement “If candidates choose not to use their current supervisor as one of the references, please be advised that the current supervisor will be contacted in addition to the two references provided on the form.”

Final Selection/Decision

Once the selection committee has made the decision on the successful candidate and confirmed the decision through the reference check, the Chair of the Selection Committee will be responsible for ensuring that all paperwork associated with the competition is sent to Human Resources in a timely manner.

The Chair of the Selection Committee will be responsible for ensuring that all candidates are notified, both successful and unsuccessful. All candidates will be offered a debriefing with the Chair of the Selection Committee using the assessment tool as basis for this debriefing. The debriefing will focus on providing information to candidates to further their professional growth and development.