



## Staff Hiring Administrative Procedure 2.A.87

2.0 Human Resources  
2.A Foundations

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**Board Governance Policy Cross Reference:** 1, 2, 3, 10, 11, 14

**Legal Reference:** N/A

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**Date Adopted:** December 2016

**Date Amended:** April 2017, June 2018, September 2023

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Evergreen School Division is responsible for providing effective instruction for all students and to maintain, improve, or enhance the quality of education in the Division. The Division achieves this by designing staff positions as they are needed, within the allocated budget set by the Board. In all hirings, the best available candidate will be selected for the position.

### Union Positions

All union positions will be created, posted, advertised, and hired in accordance with the Collective Bargaining Agreement. Internal applicants applying for a union job posting will follow the same process as external candidates.

### Non-Union Positions

Principals and managers will consult with the Superintendent or their designate to determine which positions are available within the restraints of the Board-approved budget allocation.

When a position is approved, principals and managers will use the Request for Posting forms to provide the Human Resources Administrator with the details, qualifications, and skills of the job so they can create the job posting.

Jobs may be posted both internally and externally. There is no minimum timeline for advertising a job posting and they may stay up indefinitely until a successful candidate is found.

### Hiring Process

The Superintendent or their designate will review applications and determine the next steps. Applicants without the necessary qualifications may be considered. School division hiring guides may be used in the hiring process.

The Superintendent or their delegate is responsible for the final decision on selecting a successful candidate and may complete reference checks prior to offering a position.

In the case of professional staff, there is no obligation to hire or transfer internal applicants.

### Job Offer

When the Superintendent or their designate has selected a candidate, they will make a conditional offer of employment to the candidate. A hiring form will be sent to the Human Resources Administrator who will then contact the candidate to review and sign the required documentation. A letter of employment will follow.

## Right to Review

The Division reserves the right to review the employment status of anyone they feel has misrepresented themselves or has not fulfilled their commitments made during the hiring process.

## Confidentiality

Personal information shared in the hiring process is confidential and subject to provisions of the Freedom of Information Protection of Privacy Act. Information will not be shared outside the Hiring Committee unless requested by the Evergreen School Board. All materials and documentation used during the application, interview, and hiring process will be held at the Division office. This includes, but is not limited to, resumes and interview materials.