



Staff Recruitment

Background

The purpose of these guidelines is to provide key information related to the recruitment process.

Guidelines

1. A core part of KTCEA’s mandate is to provide a culturally appropriate educational environment to its students. Preference will be given to those individuals who have a good understanding of First Nations culture and experience working with First Nations students. The ability to speak fluent Cree is required in some roles, and an asset in others.
2. KTCEA Policy states that “qualifications being equal, preference shall be given to candidates who are either KTC Nation Members or persons of Indigenous ancestry and secondly, to other applicants within the system for KTCEA positions.”
3. Candidates for all positions will be required to undergo background checks, including criminal record checks, child welfare checks and other checks as considered appropriate by KTCEA to the role for which they are being considered.
4. An employee who is found to have misrepresented their qualifications or employment experience, or has provided false information in the recruitment process, may be terminated for cause
5. Staffing activities at KTCEA are the responsibility of the Superintendent.
6. All phases of the recruitment and selection process will be managed by individuals designated by the Superintendent, in most cases a Human Resources Representative and the Hiring Supervisor.
7. For some roles, other individuals may be requested to participate in the interview process.
8. Candidates recommended by the hiring supervisor and human resources are subject to the approval of the Superintendent.
9. Information obtained in the recruitment process is confidential and only authorized KTCEA employees will have access to this information.

These guidelines apply to all KTCEA employees involved in the recruitment process. If clarification is required, employees are requested to speak to their supervisor.

#	Procedure	Roles & Responsibilities
1.	a) Approval to fill vacant position.	Associate Superintendent Superintendent
	b) Confirmation of job details including compensation, reporting structure, Position Description.	Human Resources

c) Search strategies including advertising strategies (multiple sources including job boards, newspapers, word of mouth, KTCEA website etc.).	Human Resources
d) Interview Guide preparation.	Hiring Supervisor
e) Screening/review of submitted resumes.	Human Resources
f) Interviews (Phone Interviews and Initial and Second Interviews if required).	Human Resources/ Hiring Supervisor/ Associate Superintendent
g) Selection decision.	Hiring Supervisor/ Associate Superintendent/ Superintendent/ Deputy Superintendent
h) Reference checking.	Human Resources
i) Certification/Licenses/Ticket/Registrations verification.	Human Resources
j) Leadership approval of proposed offer.	Hiring Supervisor/ Associate Superintendent/ Human Resources/ Superintendent/ Deputy Superintendent
k) Job offer, subject to satisfactory background checks as appropriate to the role (anomalies to be reviewed by the KTCEA Superintendent).	Human Resources
l) Offer acceptance.	Job Candidate
m) Commencement and onboarding.	Human Resources/ Supervisor

References:

KTCEA Policy 12 Human Resources

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Corporate Services. The next scheduled update of this Administrative Procedure is April annually.