



# Recruitment Policy

## THE KOORALBYN INTERNATIONALSCHOOL

### Recruitment Policy

#### Purpose of the Policy

The purpose of this policy is to outline The Kooralbyn International Schools recruitment practices.

#### **Scope**

This policy applies to all persons involved in the recruitment and hiring of staff

#### **Responsibility**

Principal

#### **Point of Contact**

Principal

#### Policy

#### **Rationale**

The Kooralbyn International School is committed to ensuring a fair and equitable recruitment and hiring process that results in the appropriate match of skills, knowledge, experience, and job requirements.

When planning a staff recruitment, human resources should ensure the job description is up-to-date and then begin the recruitment process by considering all candidates. Human resources staff should consider and interview all qualified and internal applicants – making particular attention to those who are on redeployment, layoff, or return-to-work status.

#### **RECRUITMENT/HIRING PROCESS**

The recruiting and hiring process includes:

- Identifying and attracting qualified applicants
- The provision of a strong priority given to qualified TKIS staff in all hiring decisions and particularly for those who face the loss of a position due to a reduction-in-force, layoff (or have faced a layoff within the previous 12 months), or disability/Workers' Compensation;
- The encouragement of the career growth of current staff.

## RECRUITMENT ADVERTISEMENTS

When a recruitment advertisement is placed in a newspaper, journal, or other marketing medium, the advertisement will include information regarding compliance with federal, state, and local regulations pertaining to equal opportunity. All advertisements must state that TKIS is an Equal Opportunity Employer.

## INTERVIEWING

Human Resource staff are responsible for the interviewing of applicants for vacant positions in the school. The candidate pool should be sufficient enough to enable selection of several qualified, diverse, and interested applicants for interview. If this goal is not achieved, the human resource staff should readvertise to further the school recruitment efforts.

The candidates considered for interviews should include - but need not be limited to - qualified staff on layoff or reduction-in-force, staff returning from instances of worker's compensation or disability.

Initial interviews may be conducted via phone, secondary interviews will need to be carried out in person. Final interviews will be conducted by the Principal. Final interviews may not be required, but this will be decided by the Principal.

## OFFER OF EMPLOYMENT

Hiring approvals vary by roles, entities, and departments at TKIS. Human Resource staff should check with the relevant school, entity, or department for the specific hiring approval requirements before making any offers of employment.

A job candidate's offer of employment will normally be conditioned by satisfactory reference checks, and satisfactory pre-employment qualifications - including background checks, governmental sanction checks.

All offers of employment should be in writing and should be accepted in writing. Offer letters should contain all information necessary for the candidate to understand the salary, benefits and requirements of the position. The offer letter should include:

- Salary and any additional financial considerations
- Details of the relevant state or federal award applicable to the position
- Amount/type of relocation benefits, if applicable
- Position title, department name

- Start date
- Any contingent background checks required prior to start date
- Orientation information
- Contact person for pre-arrival period (in addition to the hiring official)
- Request for written acceptance or rejection of the offer by a given date

## TEACHING CONTRACTS

- Teachers employed at TKIS are initially offered a fixed term contract
- Teaching positions that commence at the beginning of the school year are for a maximum fixed period of 12 months (commencing two weeks prior to the commencement of Term 1)
- The position must be re-advertised one term prior to the expiry of the contract
- The closing date for applications will be the end of Week 3 of the final term of the fixed contract
- Incumbent teachers who wish to reapply for a position or apply for any other advertised positions need to have their application submitted by the relevant closing date
- TKIS will seek to notify applicants of their decision within 4-6 weeks of the closing date for applications
- All applications must initially be submitted via the school's HR System
- If an incumbent teacher is reemployed by The Kooralbyn International School, a full time contract will be implemented

## Policy Release Details

### Date of Policy

Reviewed- September 2018

### Approved by

Principal

Signature:

Date:

### Review Date

Annually