

## **Administrative Procedure 400**

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### **RECRUITMENT AND HIRING OF STAFF**

#### **Background**

The District seeks to employ highly qualified, highly competent staff who support the mandate of the District in an ethical, compassionate and respectful manner. To this end, the recruitment, selection and hiring of staff will occur through a multi-step process.

#### **Procedures**

##### **1. Recruitment**

- 1.1 All staff vacancies will be advertised in appropriate publications, internally and externally. Advertisements will include statements of essential and desirable qualifications. A minimum of two weeks shall ordinarily be allowed for advertising vacancies, except in exceptional circumstances for unanticipated vacancies, which may require shortening advertisement times to no less than one week.

##### **2. Screening**

- 2.1