



Northeastern Catholic District School Board



REFERENCES

DEFINITIONS

Conflict of Interest

A potential, apparent, or actual conflict where an employee's financial or other personal interest, whether direct or indirect, conflicts or appears to conflict with the employee's responsibility to the Board, or with the participation in any recommendation or decision pertaining to hiring within the Board.

Nepotism

The act of showing favoritism or providing preferential treatment to a family member during the recruitment and selection process.

meet the qualifications of a position who have relocated from other school boards within Ontario.

6.0

- iii) Have responsibilities for all routine correspondence with applicants.
- iv) Assist with the composition of a selection committee, and prepare appropriate interview packages.
- v) Ensure that all candidates who are interviewed

14.3 The final appraisal will provide a recommendation to continue employment or termination.

15.0 RETENTION OF INFORMATION

15.1 Documentation will be maintained by the Human Resources Department.

15.2 Documentation from the recruitment process which includes but is not limited to recruitment of staff, job postings, applications, resumes, and applicant evaluation notes will be kept in Human Resources recruitment files in accordance with the NCDSB Records Retention Schedule (one year from the date of posting), after the successful candidate has accepted an offer of employment.

16.0 RELATED FORMS AND LETTERS

FORM: Application for Certified Occasional Teaching

FORM: Composition of Interview Teams

FORM: Pastoral Reference Form

FORM: Faith Reference Portfolio