



REPORT TO

STUDENT ACHIEVEMENT AND WELL BEING, CATHOLIC EDUCATION AND HUMAN RESOURCES COMMITTEE

ANNUAL STATISTICAL REPORT 2017-18 ON NEW HIRES TO THE BOARD

*“We put no obstacle in anyone’s way, so that no fault may be found with our ministry.”
Second Corinthians 6:3*

Created, Draft	First Tabling	Review
August 28, 2018	September 6, 2018	Click here to enter a date.

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INFORMATION REPORT

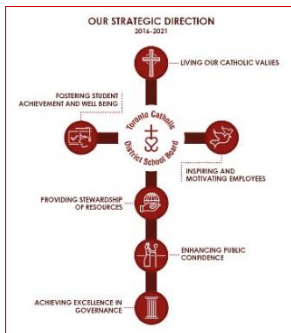
Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

Tim Robins
Acting Associate Director
of Planning and Facilities

Lloyd Noronha
Executive Superintendent
of Business Services and
Chief Financial Officer

A. EXECUTIVE SUMMARY

The TCDSB is committed to hiring and promoting the best, most qualified individuals supportive of its Multi-Year Strategic Plan, subject to its denominational rights and in accordance with the Human Rights Code. The application, interview, hiring and promotion of individuals at TCDSB is based on ability and qualifications and is conducted in a fair and transparent manner, free from discrimination, nepotism and cronyism.

This report provides a summary of statistics relating to the hiring of employees to the Toronto Catholic District School Board during the 2017-2018 academic year. It also highlights a number of steps that the Board has taken as it continues to realize the commitment to a fair and transparent hiring process.

The cumulative staff time required to prepare this report was 5 hours.

B. PURPOSE

1. The Fair Practice in Hiring and Promotion Policy (H.M. 40) under the section entitled Evaluation and Metrics (2) states the following:

An annual report will be provided to the board about employment statistics, and be added to the rolling calendar.

C. BACKGROUND

1. The Recruitment section of the Human Resources department is continuing the transformation of the department in order to meet the needs of the Board by exploring the procurement of an electronic applicant tracking system to support recruitment processes, practices and reporting. At present, many of our processes, including the collection of statistical data, are manual in nature.
2. The staffing actions reflected in this report pertain to the external recruitment and selection of new employees. Staffing actions such as the hiring of teachers at the school level for Long Term Occasional teaching assignments are not included in this report primarily because these actions involve existing employees.

3. The Recruitment Team consists of a Senior Manager, a Supervisor and three secretarial staff. The team also includes temporary secretarial staff comprised of secretarial staff and a Recruitment Assistant. The addition of two new permanent Talent Acquisition Specialists/ Recruiters was recently approved by the Board. The new staff will join the Human Resources department on September 17th, 2018. These additional staff will allow the department to create specialized teams designed to enhance all aspects of recruitment.

D. EVIDENCE/RESEARCH/ANALYSIS

1. **Transparent Recruitment Practices** - The practices utilized by the Board are open and transparent. Positions are advertised via numerous channels including Apply to Education, a job-posting site used by many boards in Ontario and Indeed.ca. Other transparent practices include the use of Candidate Copy questions and assessed competencies provided to all candidates during interviews.
2. **Application Review** – Standardized procedures, albeit manual in nature, are in place for the scrutiny of employment applications. These procedures include the use of a template that reflects the required criteria of the position in question relative to the applicant’s experience as documented in their application.
3. **Hiring Responsibilities and Conflicts of Interest** – As a standard practice, all panel members are required to sign a form indicating that they have no conflicts of interest when discharging their responsibility as a member of the interview panel.
4. **Unsuccessful Applicants** – Applicants who are unsuccessful in their attempts to secure employment with the Board are afforded the opportunity for feedback upon request.

E. METRICS AND ACCOUNTABILITY

1. The statistical data below reflects the work of recruitment staff who diligently address various annual job vacancies. The Human Resources department is continuing to focus on investing in more resources and tools to better position the department to address the needs of the Board.

ANNUAL RECRUITMENT STATISTICS
SEPTEMBER 2017 to JUNE 2018

Group	Candidates Interviewed	Successful (Yes)	Unsuccessful (No)	Debriefs Granted	Hired (Yes letter)
Occasional Teachers	583	437	146	21	340
Caretakers	171	141	30	1	109
Secretaries	59	54	5	1	48
Early Childhood Educators	92	70	22	4	42
Educational Assistants	125	97	28		95
Library Technicians	18	14	4		12
Parenting/Family Literacy Centres	2	1	1		1
Non-Union	67	16	51		16
Totals	1117	830	287	27	663

2. **Comment regarding Occasional Teacher recruitment statistics** – 78% of those candidates that were successful on the interview were actually hired as many of these candidates simultaneously interview with other boards and accept other offers of employment.
3. **Comment regarding Early Childhood Educator (ECE) recruitment stats** – Only 60% of successful ECE interview candidates are actually hired. This is a reflection of the province wide demand for ECEs, which results in them receiving multiple offers of employment.
4. **Comment regarding Education Assistant (EA) recruitment stats** – the board is able to attract and hire 98% of its successful EA interview candidates.

F. CONCLUDING STATEMENT

This report is for the consideration of the Board.