



REPORT TO

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

FAIR PRACTICE IN HIRING AND PROMOTION POLICY METRICS 2018-2019

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

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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

L. Noronha
Associate Director of Facilities,
Business and Community
Development, 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 process of recruitment, selection and promotion at TCDSB is based on ability and qualifications and is conducted in a fair and transparent manner that is free from discrimination, nepotism and cronyism.

This report provides an annual statistical summary of Human Resources recruitment activity at the TCDSB during the 2018-2019 academic year. It also highlights the Board's continuing efforts to realize its commitment to a fair and transparent hiring process.

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

B. PURPOSE

1. In alignment with the principles of the Fair Practice in Hiring and Promotion Policy (H.M. 40), the Director of Education has committed to providing an annual recruitment statistical report to the Board.

C. BACKGROUND

1. 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 or permanent positions are not included in this report primarily because these actions involve existing employees.
2. The Recruitment Team consists of a Sr. Manager, a Supervisor, two Talent Acquisition Specialists and three secretarial staff. The Sr. Manager of Recruitment reports to the Sr. Coordinator of Academic Services.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The Human Resources department is continuing the transformation of the department by attempting to procure an applicant tracking system (ATS) to support recruitment processes, practices and reporting. An ATS will better position the Recruitment team and the Human Resources department to more

effectively meet the needs of the Board. At present, many of our processes, including the collection of statistical data, are manual in nature.

2. **Transparent Recruitment Practices** - The practices utilized by the Board are open and transparent. Positions are advertised via numerous channels including the Board's website via the Director's Bulletin, 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.
3. **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.
4. **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 an interview panel.
5. **Unsuccessful Applicants** – Applicants who are unsuccessful in their attempts to secure employment with the Board, are afforded, subject to the Fair Practices in Hiring and Promotion policy, the opportunity for feedback upon request.

E. METRICS AND ACCOUNTABILITY

1. The following statistical data reflects the diligent work of recruitment staff who address various annual job vacancies:

ANNUAL RECRUITMENT STATISTICS
SEPTEMBER 2018 TO JUNE 2019

Group	Candidates Interviewed	Successful (Yes)	Unsuccessful (No)	Debriefs Granted	Hired (Yes letter)
Occasional Teachers	774	589	185	3	544
Caretakers	46	31	15	0	31
Secretaries	34	32	2	0	32
Designated Early Childhood Educators	44	40	4	2	40
Educational Assistants	112	92	20	1	62
Library Technicians	27	20	7	0	20
Parenting/Family Literacy Centres	2	1	1	0	0
Non-Union	108	32	33	1	27
Totals	1147	837	267	7	756

2. **Overall Recruitment Trend** - On average, the board hired 90% of the candidates who were successful during the interview, in spite of significant competition from other boards. *This is an increase from 80% hired in the 2017-2018 school year.*
3. **Recruitment Trend - Occasional Teachers** – The Board successfully hired 92% of the candidates who were successful during the interview process. *This is an increase from 72% hired in the 2017-2018 school year*
4. **Recruitment Trend - Education Assistants (EA)** – The board was able to attract and hire 67% of its successful EA interview candidates.
5. **Recruitment Trend – Interview Success Rate** – Approximately 7 out of 10 (73%) candidates interviewed for the above occupational groups were successful.

F. CONCLUDING STATEMENT

This report is for the consideration of the Board.