
5.1 JOB DESCRIPTION

A job description must be available for any vacant position that is to be filled. The job description must reflect all key functions and responsibilities of the position. The job description in the provincial classification plans will be used as the basis for job requirements and job responsibilities. Human Resources is responsible for preparing job descriptions to be submitted for review and approval.

5.3.4 For external advertisements, educational types of websites, social medias (ex. Facebook, LinkedIn) will be prioritized.

5.3.5 Exceptionally, advertisements may be placed in newspapers. The Council of Commissioners will be informed accordingly.

5.3.6 All advertisements will include the following statements or the equivalent:

“Central Québec School Board is an equal opportunity employer.”

“We thank all applicants for their interest in our organization. Only those selected for interviews will be contacted”.

5.4 ACKNOWLEDGEMENT

Applications sent to the HR e-mail address will receive an electronic standardized acknowledgement.

5.5 SHORT-

- 5.6.2 The selection committee may elect a chair whose responsibilities will be to ensure procedural fairness and to oversee the integrity of the process.
- 5.6.3 The selection committee may decide to use internal or external resources in

5.8 TESTING

Testing is mandatory for final candidates in the following categories of employment: senior executive, senior staff of service and schools/centre and management personnel. Testing requirements will be determined and approved by the Selection Committee. Test results will be communicated to members of the Selection Committee.

5.8.1 Testing requirements for teach

The Council of Commissioners will approve or refuse recommendations made by the Selection Committee for the positions of Director General, Assistant Director General and Secretary General.

5.13 OFFERS OF EMPLOYMENT

Offers of employment will be made in writing and may be preceded by a verbal offer made by the immediate supervisor or delegated to Human Resources.

5.14 NOTICES OF APPOINTMENT

Notices of appointment will be prepared by Human Resources and submitted for signature by the designated authority as follows:

5.14.1 Notices of appointment for senior executives will be issued in writing by the Chair of the Council of Commissioners.

5.14.2 Notices of appointment for senior staff of service and senior staff of schools and centre will be issued in writing by the Director General.

5.14.3 Notices of appointment for all other appointments at the Board Office will be issued in writing by the Director of Human Resources.

5.14.4 School and centre principals are responsible for notices of appointment related to new staff members in their establishment.

5.15 CONFIDENTIALITY

All information provided before, during and after the recruitment, selection and hiring process is strictly confidential. All documents used by the selection committee must be returned to the Director of Human Resources in a confidential manner. The