

THE NEW BRUNSWICK TEACHERS' ASSOCIATION

POLICY STATEMENT

INDEX NUMBER: 592

SUBJECT: PRINCIPLES OF FAIR AND EQUITABLE
HIRING PRACTICES

DATE OF ADOPTION: January, 1992

REAFFIRM/DELETE: Reaffirm As Amended: February, 2014

AUTHORITY: Board of Directors

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NBTA believes in the following principles with respect to fair hiring practices for teachers:

- 1) Hiring must be conducted on the basis of merit.
- 2) Transparency and consistency must be hallmarks of the selection process.
- 3) All positions should be advertised, in a medium (or media) readily accessible by all teachers.
- 4) To ensure fairness to all applicants, a job description should be developed and provided for each advertised position.
- 5) Screening criteria and/or a rubric should be developed and consistently used as part of the evaluation of candidates.

Consistent selection criteria and evaluation standards should be used in the evaluation of candidates for similar positions.

- 6) To assure consistency and fairness to the applicants, core questions should be developed and asked of each candidate.

7) All candidates selected for consideration should be made aware of the full job description, and evaluation criteria.

8) All individuals involved in the selection process must be made aware of Human Rights Legislation regarding discriminatory practices.

Particular attention must be paid to obtaining knowledge of the questions that may legally be asked of applicants, as well as those that are prohibited.

9) Persons involved in the hiring process must possess the prerequisite knowledge and skills to assess candidates.

PRESIDENT

EXECUTIVE DIRECTOR
