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Employment Equity

North York Academy is committed to employment equity and encourages applications from people with disabilities, members of visible minority groups and women. North York Academy strives to build an inclusive society and providing an accessible environment in which all individuals have access to the club's services and programs in a way that respects the dignity and independence of people with disabilities.

Candidates must be legally entitled to work in Canada.

Screening Process

1. North York Academy is to develop a clear Job Description and Posting.

- Specify **duties** associated with the position, including:
 - key responsibilities,
 - performance criteria,
 - accountability,
 - lines of reporting,
 - level and type of contact with children.
- Specify **qualifications** required for the position including both interpersonal skills (the ability to interact with others) and values, attitudes, and beliefs (e.g. understanding of appropriate behaviour, knowing how to interact with children in a healthy way, etc.), as well as professional knowledge (certification, experience, etc.).
- Job descriptions should contain statements about treating people with **dignity, respect, sensitivity and fairness.**

- Candidates need to be informed that in case their application is successful, they **will need to be trained on safeguarding and child protection**, including how to report concerns.

2. North York Academy is to establish a formal application and recruitment process

- Develop Job Application
- Interview the candidate
- Check References
- Conduct Background Screening

Interviewing

1. In compliance with the Ontario Human Rights Code, North York Academy is committed to conducting interviews that are evaluated on a consistent and objective scale.
2. Interview guides, assessments, scoring and hiring panelists are to be approved by the Recruiter. In addition, the Recruiter may choose to participate in the interview process at their discretion.
3. Secondary selection methods such as presentations, assignments, practical/written tests, psychometric testing may also be used with the approval of the Recruiter.
4. Interview notes are to be restricted to the assessment of the candidates' qualifications. Completed interview guides must be returned to the Recruiter within five (5) days of scoring and will be retained by North York Academy for two (2) years after the date the successful candidate commences their position.

Candidate Selection and Job Offer

Candidate selection is based on an assessment of the candidate's ability to perform the duties and responsibilities of the job as outlined in the applicable job description. In determining suitability for a position, North York Academy will consider factors such as:

- the candidate's education,
- experience,
- knowledge,
- abilities.

The Recruiter, in consultation with the Academy Director, will approve the selected candidate as well as any offer details, including appropriate compensation and start date.

Once the offer details are confirmed, the competition will then proceed to **the final stages** in accordance with the following guidelines:

1. **Reference checks** will be conducted in accordance with the Employment Reference Checking section of this policy. Reference checks must be conducted before any verbal offer is made. In limited cases, and only with the approval of the Academy Director, offers can be made conditional on a satisfactory reference check.
2. **Verbal offers** will be made by the Recruiter and will highlight the main terms of employment including compensation and start date.
3. After the verbal offer is accepted, a **written offer** will be sent through email for e-signature by the successful candidate. Any verbal offers are subject to the final written offer, which will contain all terms and conditions of employment.
4. **Police Background or Criminal Record Checks** must be conducted before the start of employment and any verbal or written offers should be conditional until they are completed.
5. Upon hiring, all new employees should receive **orientation**.

Upon e-signature by the successful candidate, all other candidates will be notified that they were not the successful candidate in the competition.

Employment Reference Checking

Reference checks are an important and integral component of the hiring process. North York Academy ensures that the procedure for the collection and disclosure of reference information is practiced confidentially and consistently.

All new hires and rehires to North York Academy are required to have two (2) employment references completed before a verbal or written offer is made. The employment reference checks must meet the following criteria:

- be former direct supervisors,
- cover as much of the new hire or re-hire's last five (5) years of work history as possible,
- and one reference must be from the candidate's most recent employer.

In cases where the individual is **a recent graduate and/or has less than one (1) year of work experience**, other references or documentation may be accepted (i.e. non-supervisor references, recent performance appraisals, and teacher references). These decisions will be made on a case-by-case basis and with the approval of the Recruiter.

Internal candidates may be subject to an internal reference check as part of the hiring process, unless otherwise prohibited by the Collective Agreement. Where an internal reference check is required, the reference checks must be completed with any manager the employee has reported to in the last one (1) year period.

Consent must be obtained from the candidate (internal or external) prior to any references being conducted. No other references will be contacted under any circumstances.

Reference checks may be completed by the Hiring Manager and/or the Recruiter. In either case, the Recruiter will review and approve any reference checks.

Orientation and Supervision

All new employees **should receive orientation**. This should include but not be limited to training in organizational policies and procedures and procedures relating to safety, a clear explanation of the Code of Conduct and appropriate versus inappropriate interactions between adults and children, and the internal and external reporting processes.

North York Academy provides services to minor athletes and it is the academy's responsibility to ensure proper **supervision** of the new hires. Supervision is key to reducing the likelihood that children will be victimized and is one of the most critical ways to ensure your organization is safe.

Establishing a probationary or **trial period** might be a good way to assess whether a new employee is the right fit.

The goals of effective supervision are to:

- Support and motivate while developing an employee's skill set
- Communicate the culture, values, and objectives of the organization
- Provide guidance, feedback, and coaching
- Foster accountability
- Communicate key information
- Detect misconduct
- Prevent child maltreatment