

### HIRING PROCEDURES FOR SUPPORT STAFF

Positions in the support staff of the Division will be filled in the following manner:

- a) All vacancies will be made known to present employees and the general public by advertisements in the local newspapers. (In some circumstances, when there is sufficient time, present employees may be informed by letter or memo as well).
- b) Applications will be short-listed (if necessary) and interviews will be conducted as required.
- c) The criteria for hiring may include but will not be restricted solely to the considerations.
  - (a) qualifications
  - (b) suitability
  - (c) proximity to the job location,
  - (d) related experience within or outside the Division
  - (e) seniority
- d) When a present employee is chosen to fill an advertised position, the Board does not necessarily have to re-advertise the vacancy created by such a move.

Approved November 27, 1984  
Revised October 18, 1994