

Purpose/Background

Rocky View Schools (RVS) is a diverse, equitable and inclusive organization where all employees are valued and respected. We recognize the importance of attracting and recruiting employees with different life experiences and perspectives in creating a robust, healthy, and respectful work environment. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all departments, programs, and worksites.

Definitions

- Diversity:** the range of characteristics that make individuals unique. These characteristics include, but are not limited to, dimensions such as race, colour, ancestry, place of origin, religious beliefs, gender, gender identity, physical disability, mental disability, marital status, family status, source of income, and sexual orientation.
- Equity:** taking the range of human attributes and qualities into account and providing each individual with what they need to be successful.
- Inclusion:** the ongoing practice of embracing equity, diversity, and taking action to create a supportive and welcoming environment.

Procedures

1. Candidate Selection

- 1.1 Job descriptions will use unbiased, non-gendered language with qualifications limited to what is essential for the position.
- 1.2 Job postings will use language that is non-gendered, inclusive, and unbiased, state the necessary qualifications, and include a statement outlining RVS' commitment to diversity, equity, and inclusion.
- 1.3 Efforts will be made to reach out to a diverse pool of candidates by posting on online job boards and attending career fairs and events hosted by organizations representing diverse communities.
- 1.4 Candidates will be shortlisted based solely on qualifications, skills, and experience.

2. Interviews

- 2.1 All interviews will follow a standardized process designed to create a common candidate experience. This includes information for all candidates, interview scheduling and information distribution timelines, and methods and questions for interviewing.
- 2.2 Interviewers are trained to recognize and avoid unconscious bias during the interview process.
- 2.3 Interviewers will be instructed in how to conduct inclusive interviews that encourage all candidates to present their best possible selves.
- 2.4 Accommodations will be provided, as needed, for candidates with disabilities.

3. Selection of Successful Candidates

- 3.1 Selection will be based on the candidate's skill, abilities, qualifications, interview and references.
- 3.2 The selection process will be free from bias and discrimination.
- 3.3 HR will monitor the RVS selection process to ensure we are hiring a diverse workforce.

4. Onboarding

- 4.1 HR will provide an inclusive onboarding experience for all new hires, ensuring they feel welcomed and valued as members of RVS.
- 4.2 Employees will be provided with diversity, equity, and inclusion training.
- 4.3 RVS will provide employees with the required accommodation, support, and resources to succeed in their new role.

5. Monitoring

- 5.1 HR will monitor the effectiveness of the diversity, equity, and inclusion recruitment process.
- 5.2 HR will monitor metrics such as the diversity of the applicant pool, interviewees, and hires. This data will be used to make improvements to the recruitment process.

References:

- Alberta Human Rights Act
- Employment Standards Code
- Canadian Charter of Rights and Freedoms
- Canadian Human Rights Act
- Individual's Rights Protection Act