Application	**SD62 only accepts applications for employment through Make a Future. All applications for Support Staff On-call must include the following:** ☐ Resume and Cover Letter ☐ Certificates as required based on the position (First Aid, Food Safe, Red Seal, etc.) *Please note that if all required documentation is not provided, the screening process may be delayed, or the application may not be considered.*
Screening	**SD62 shortlists based upon meeting the criteria above as well as:** • The current operational needs of the district • Qualifications as per the job description *Due to the high volume of applications received, SD62 is only able to contact those candidates that have been selected for an interview.*
Interviews	**Shortlisted candidates will be contacted to arrange a date and time for an interview:** • Interviews will be conducted either in-person or online via Microsoft Teams • Interview questions are pre-determined, and responses are scored based upon a set rubric to ensure fairness in the process *Candidates that are successful in the interview will be contacted and move to the next step in the process. Candidates that are not successful in the interview will also be contacted but will not continue with the process.*
Checks	**Upon successful completion of an interview, candidates will be sent a link to an on-line platform to provide the references and consent to complete a Criminal Record Check:** Reference Checks: • Candidates are to provide contact information for two (2) professional references. References must include the candidate's current and most recent supervisor(s) • Reference will need to be available and willing to provide a reference. Candidates are asked to confirm with their references and ensure their contact information is up to date so there are no delays in the recruitment process • References will be completed by Human Resources either by email or telephone • All references are asked a set of pre-determined questions to ensure consistency and equity in the process Criminal Record Check: • Applicants must consent to a Criminal Record Check (CRC) through the Criminal Records Review Program (CRRP) which will be paid for by SD62 • The direct link to complete a CRC is provided on the on-line platform *Candidates that are successful in their reference and criminal record checks will move to the next step in the process. Candidates that are not successful with their reference or criminal record checks will also be contacted but will not continue with the process.*

Onboarding	**Upon successful completion of references and criminal record checks, candidates will be sent a link to a Welcome Package which includes all the necessary information to get candidates set up as new SD62 employees:**

☐ Mandatory Training:
- o New Hire Occupational Health & Safety (OHS) Orientation
- o Workplace Hazardous Materials Information System (WHMIS)
- o Violence Prevention Protocol (VPP)
- o Communicable Disease Prevention Plan
- o Bullying and Harassment
- o Security and Privacy Awareness
- o Public Interest Disclosure Act

☐ Required Documentation:
- o Demographic Information
- o Social Insurance Number Verification
- o Work/Study Permit (if applicable)
- o Emergency Contact Information
- o Direct Deposit Authorization
- o Pension Plan Declaration for Municipal Pension Plan (MPP)
- o TD1 (BC)
- o TD1 (Federal)
- o Election to Stop Contributing to CPP (if 65-70)
- o Health and Safety Orientation Form
- o Canadian Union of Public Employee (CUPE) Union Membership

☐ Employee Handbooks: (which should be downloaded by the employee for reference)
- o SD62 Employee Handbook
- o Support Staff (CUPE) Handbook

SD62 requests that packages be completed within 5 days of receipt. Please allow for 48 hours from the submission of your Welcome Package for review and processing.

Start Date	**You will receive a Staffing Notification a minimum of 24 hours prior to the start date you choose.** *Once you receive your Staffing Notification, you will be able to start employment with SD62. If documentation is missing or package is incomplete it may delay your selected start date.*
Setup	**Once set up as a SD62 employee, the following final steps occur:** • Digital Solutions will provide information on district username and password • Payroll will provide information on benefits and pay statement access • Human Resources will grant internal access for posting in Make a Future ***Welcome to SD62!***

School District No. 62 (Sooke) is an equal opportunity employer. We are committed to diversity, equity and inclusion in a workplace that is free of discrimination and harassment. Our educational environments are welcoming and safe. Our staff and students value and appreciate our differences.