



# Interview Quick Tips

## What should I expect during the YRDSB hiring process?

The following provides an overview of the YRDSB Hiring Process to share details around the hiring/selection process, the requirements, and any expectations. Should you have any questions regarding the hiring process, please feel free to email the Recruitment Team at [careers@yrdsb.ca](mailto:careers@yrdsb.ca)

**YRDSB Practicum (Written Submission) :** Typically the first stage of the hiring process is the practicum (written submission). The practicum could consist of a question(s) related to the position you are applying for and require you to complete a short written submission and/or assessment of knowledge, skills (technical or other) and/or aptitude, etc. The practicum can be completed on a computer or pen/paper. (Please note that you are able to bring with you a dictionary and/or translation device for the practicum; however, cell phones, iPads, tablets or any other electronic devices will not be allowed). Additional details about the practicum will be provided in the invitation to participate in the hiring process.

**YRDSB Interview:** The interviews are conducted in English. The interview will consist of a series of questions and will be facilitated by approximately two (2) members of the hiring committee. Candidates are not permitted to refer to any notes during the practicum or interview process (i.e. study notes, etc.), but can make notes and/or bring a copy of their resume to refer to during the interview. These notes will be collected at the end of the hiring process, if face to face. If you have taken notes during your virtual interview, the expectation is that you would destroy them to maintain the integrity of the process.

## Some tips and considerations for the Interview Process

**Important Note:** Should you be selected to attend an interview, you will be required to schedule and confirm your interview date/time either through the online scheduling system or email/phone.

### Before the Interview:

**Carefully review the interview invite that highlights important details about the process, including:**

- If requested to submit education/certificates, you will be required to provide a verified copy;
- The link to the virtual interview along with date, time; or
- The interview location, date, time and address;

It is encouraged that you review your professional experiences/resume, the [YRDSB website](#), [Ontario Ministry of Education](#), the job posting details and any other related resources and/or websites.

### During the Interview:

The interview questions will be provided to all candidates to review during the interview. This might be by (if virtual) sharing the screen, pasting the questions in the chat, or (if in person) they would be placed in a hardcopy in front of you.

Be mindful to carefully review and read the interview questions as each question is scored individually.

Ensure that examples and evidence are provided to support/illustrate details of responses and capture your related experience.

It is important to have a clear and concise framework when responding to interview questions to ensure you are staying on topic and fully answering the interview question being presented.

The interview hiring committee will be capturing detailed notes throughout the interview. Please excuse the lack of eye contact (the hiring committee will be using either a laptop or pen/paper to record notes).

Each interview will consist of a series of questions based upon skills and requirements of the position. Overall themes could include teamwork, equity and inclusivity, collaborative professionalism, conflict resolution, problem-solving, ethical leadership, etc.

At the end of the interview, you are welcomed to ask any questions and/or leave with a closing remark.

## Following the Interview:

Ensure your online application is updated with professional supervisory references. All reference information is required to be online, please ensure you have included their email address. Printed copies of references will not be accepted.

All candidates who participate in the hiring process will be notified whether successful or unsuccessful, please note that it could take a few weeks to be notified. Due to the volume of applications, external candidates are not provided feedback.

Please note that due to the volume of applications, candidates participating in the Annual Career Opportunity (Bulk) Posting Process will not be provided with feedback.

## York Region District School Board's Equity, Diversity and Inclusion Statement:

The York Region District School Board (YRDSB) believes in giving each and every applicant an equal opportunity to succeed on their own merit and we strive to hire staff that reflect and support the diverse perspectives, experiences and needs of students and communities. We remain committed to upholding the values of equity, diversity, and inclusion in our living, learning and work environments. We know that diversity underpins excellence, and that we all share responsibility for creating an equitable, diverse and inclusive Board-community. Therefore, in pursuit of the Board's values, we seek members who will work respectfully and constructively with differences and across the organizational hierarchy in actualizing the Board's priorities, goals and principles outlined in the [Director's Action Plan](#).

We actively encourage applications from members of groups with historical and/or current barriers to sovereignty, equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples;
- African, Black and Black Caribbean peoples (in alignment with Anti-Black Racism Strategy);
- South Asian, East Asian, Southeast Asian, Middle East/West Asian, Latino/Hispanic (in alignment with YRDSB Workforce Census to address disproportionalities identified).
- members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;
- persons with visible and/or invisible (physical and/or mental) disabilities;
- persons who identify as women; and
- persons of marginalized sexual orientations, gender identities, and gender expressions.

At YRDSB, we recognize that many of these identities intersect and therefore, equity, diversity and inclusion can be complex. We value and respect the contributions that each person brings to enriching the Board and are committed to ensuring full and equal participation for all in the communities that we serve.

## Accessibility and Accommodation Statement:

We also recognize the duty to accommodate and foster a culture of inclusion. Consistent with the principles of dignity, individualization and inclusion, we will make any appropriate accommodation based on any of the protected grounds in the **Human Rights Code** to support candidate participation in the hiring process. When contacted, candidates will be provided with an overview of the various elements of the hiring process, such as skills assessments, written practicum, presentation, interview, etc. If an accommodation is required, please inform the Recruitment and Retention Team in advance of any part of the process. All information received relating to a candidate's required accommodation will be addressed confidentially by the Recruitment and Retention Team.

**Important Note for YRDSB Employees:** If you have a current accommodation in place through Disability Management, please inform your Disability Management Case Manager to ensure that your accommodation needs can be met in the new role that you are pursuing. If invited to participate in the hiring process, and you are unable to perform the essential/bona fide requirements (e.g. physical, cognitive requirements), please notify the Recruitment Team by emailing [careers@yrdsb.ca](mailto:careers@yrdsb.ca) to review next steps (in the email please reference the job title you are applying to).