



***OFFICE OF THE ASSOCIATE DIRECTOR
PROGRAMS and HUMAN RESOURCES***

***Chair: Goronwy Price
C.E.O./Director of Education: Anthony Stack***

To: All Teachers

From: Ed Walsh- Associate Director of Education, Programs and Human Resources

Date May 26, 2020

I am following up on a recent memo sent to all teachers outlining some changes to the recruitment process for this year.

As a reminder it is very important that individuals applying for posted positions have an updated online profile including all relevant documents as part of their MyHRP profile. The information in teachers' profiles should contain all required and relevant documentation, including up to date transcripts and Criminal Offense Declarations etc., which are required in order to assess qualifications and process job opportunities.

Your MyHRP profile is, in effect, your application on posted vacancies for which you apply, and it is your responsibility to ensure that the information is accurate, complete and current. An incomplete profile and/or missing documents may mean that you could disqualify yourself from a particular competition and/or miss the opportunity to be offered a position. As such, you are responsible for ensuring that all the necessary information is included in your profile prior to applying for a position.