

**EDUCATIONAL ASSISTANT STAFFING PROCESS CHRONOLOGY  
FOR SCHOOL YEAR 2022-23**

<https://chignecto-3.ednet.ns.ca/recruitmentx/recruitment/main.asp>

*\*Subject to change and may vary according to the staffing process\**

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| <b>May 24</b>       | <b>Schools are advised via Student Services Consultants of EA staff allocations for 2022-2023 school year</b>   |
| <b>May 24-26</b>    | <b>Schools consult with EAs on site re: staffing allocations</b>  |
| <b>May 31</b>       | <p><b>Surplus Round Posted</b></p> <p>Types of Positions Posted:</p> <ul style="list-style-type: none"> <li>Regular status positions only (newly added hours)</li> </ul> <p>Eligible Applicants:</p> <ul style="list-style-type: none"> <li>Surplus status employees <b>only</b> (EAs with 0 EA assigned hours at this stage of the staffing process)</li> </ul> <p>Application Period:</p> <ul style="list-style-type: none"> <li>2 working days</li> </ul>  |
| <b>June 2</b>       | <p><b>Surplus Round Closes</b></p> <p>Electronic notification sent to schools advising of successful applicant for any Round 1 postings</p>   |
| <b>June 3</b>       | <b>Displacement Process Memo regarding displacement options sent via email</b>  |
| <b>June 8</b>       | <b>Displacement Calls Made to EAs</b>   |
| <b>June 10</b>      | <p><b>Transfer Round Posted</b></p> <p>Types of Positions Posted:</p> <ul style="list-style-type: none"> <li>All remaining regular status positions (those remaining unfilled from Surplus Round and any resignations or retirements)</li> <li>All term positions known as at this date.</li> </ul> <p>Eligible Applicants:</p> <ul style="list-style-type: none"> <li>Regular status employees. Any internal applicant who secured a full-time position in the surplus round is <b>not</b> eligible</li> </ul> <p>Application Period:</p> <ul style="list-style-type: none"> <li>2 working days</li> </ul>           |
| <b>June 14</b>      | <p><b>Transfer Round Closes</b></p> <p>Electronic notification sent to schools advising of successful internal applicant for any Round 1 postings or to complete interviews</p>   |
| <b>June 15</b>      | <p><b>Subsequent Transfer/External Rounds Posted (Round 1)</b></p> <p>Types of Positions Posted:</p> <ul style="list-style-type: none"> <li>All remaining regular and term status positions</li> </ul> <p>Eligible Applicants:</p> <ul style="list-style-type: none"> <li>Regular status employees and external applicants (note: External Applicants will only be considered when no internal apps apply). Any internal applicant who secured a full-time position in a previous round is <b>not</b> eligible</li> </ul> <p>Application Period:</p> <ul style="list-style-type: none"> <li>2 working days</li> </ul> |
| <b>June 17</b>      | <p><b>Transfer/External Round 1 Closes</b></p> <p>Electronic notification sent to schools advising of successful internal applicant for any Round 1 postings or to complete interviews</p>  |
| <b>June 20 – 21</b> | <b>Interviews for external applicants</b>   |
| <b>June 23</b>      | <p><b>Subsequent Transfer/External Rounds Posted (Round 2)</b></p> <p>Types of Positions Posted:</p> <ul style="list-style-type: none"> <li>All remaining regular and term status positions</li> </ul> <p>Eligible Applicants:</p> <ul style="list-style-type: none"> <li>Regular status employees and external applicants (note: External Applicants will only be considered when no internal apps apply). Any internal applicant who secured a full-time position in a previous round is <b>not</b> eligible</li> </ul> <p>Application Period:</p> <ul style="list-style-type: none"> <li>2 working days</li> </ul> |

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| June 27         | <b>Transfer/External Round 2 Closes</b><br>Electronic notification sent to schools advising of successful internal applicant for any Round 2 postings or to complete interviews   |
| June 28 - 29    | <b>Interviews for external applicants</b>   |
| July 4          | <b>Subsequent Transfer/External Rounds Posted (Round 3)</b><br>Types of Positions Posted: <ul style="list-style-type: none"> <li>All remaining regular status positions</li> </ul> Eligible Applicants: <ul style="list-style-type: none"> <li>Regular status employees and external applicants (note: External Applicants will only be considered when no internal apps apply). Any internal applicant who secured a full-time position in a previous round is <b>not</b> eligible</li> </ul> Application Period: <ul style="list-style-type: none"> <li>Throughout the July hiatus</li> <li></li> </ul> |
| July 6          | <b>Transfer/External Round 3 Closes</b><br>Electronic notification sent to schools advising of successful internal applicant for any Round 3 postings or to complete interviews   |
| July 7-8        | <b>Interviews for external applicants</b>   |
| July 11 – Aug 8 | <b>Subsequent Transfer/External Rounds Posted (Round 4)</b><br>Types of Positions Posted: <ul style="list-style-type: none"> <li>All remaining regular status positions</li> </ul> Eligible Applicants: <ul style="list-style-type: none"> <li>Regular status employees and external applicants (note: External Applicants will only be considered when no internal apps apply). Any internal applicant who secured a full-time position in a previous round is <b>not</b> eligible</li> </ul> Application Period: <ul style="list-style-type: none"> <li>4 weeks over summer hiatus</li> </ul>           |
| Aug 8           | <b>Transfer/External Round 4 Closes</b><br>Electronic notification sent to schools advising of successful internal applicant for any Round 4 postings or to complete interviews   |
| August 9 – 11   | <b>Interviews for external applicants</b>   |
| August 15       | <b>Subsequent Transfer/External Rounds Posted (Round 5)</b><br>Types of Positions Posted: <ul style="list-style-type: none"> <li>All remaining regular status positions</li> </ul> Eligible Applicants: <ul style="list-style-type: none"> <li>Regular status employees and external applicants (note: External Applicants will only be considered when no internal apps apply). Any internal applicant who secured a full-time position in a previous round is <b>not</b> eligible</li> </ul> Application Period: <ul style="list-style-type: none"> <li>2 working days</li> </ul>                       |
| August 17       | <b>Transfer/External Round 5 Closes</b><br>Electronic notification sent to schools advising of successful internal applicant for any Round 5 postings or to complete interviews   |
| August 18-19    | <b>Interviews for external applicants</b>   |
| August 23       | <b>Subsequent Transfer/External Rounds Posted (Round 6)</b><br>Types of Positions Posted: <ul style="list-style-type: none"> <li>All remaining regular status positions</li> </ul> Eligible Applicants: <ul style="list-style-type: none"> <li>Regular status employees and external applicants (note: External Applicants will only be considered when no internal apps apply). Any internal applicant who secured a full-time position in a previous round is <b>not</b> eligible</li> </ul> Application Period: <ul style="list-style-type: none"> <li>2 working days</li> </ul>                       |
| August 25       | <b>Transfer/External Round 6 Closes</b><br>Electronic notification sent to schools advising of successful internal applicant for any Round 5 postings or to complete interviews   |
| August 26 – 29  | <b>Interviews for external applicants</b>   |

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| <p><b>Aug 31</b></p>  | <p><b>Subsequent Transfer/External Rounds Posted (Round 7)</b></p> <p>Types of Positions Posted:</p> <ul style="list-style-type: none"> <li>• All remaining regular status positions</li> </ul> <p>Eligible Applicants:</p> <ul style="list-style-type: none"> <li>• Regular status employees and external applicants (note: External Applicants will only be considered when no internal apps apply). Any internal applicant who secured a full-time position in a previous round is <b>not</b> eligible</li> </ul> <p>Application Period:</p> <ul style="list-style-type: none"> <li>• 2 working days</li> </ul> |
| <p><b>Sept 1</b></p>  | <p><b>Transfer/External Round 7 Closes</b></p> <p>Electronic notification sent to schools advising of successful internal applicant for any Round 5 postings or to complete interviews</p>   |
| <p><b>Term Round</b><br/> <b>All postings after August 31</b></p> | <p><b>EA Postings</b></p> <p>Types of Positions Posted:</p> <ul style="list-style-type: none"> <li>• All remaining positions posted as term status</li> </ul> <p>Eligible Applicants:</p> <ul style="list-style-type: none"> <li>• Regular status employees in receipt of a displacement/surplus notice or who have accepted a reduction in their regular hours</li> <li>• External applicants (note: External Applicants will only be considered when no internal apps apply)</li> </ul>  |