



Human Resources Branch

Staffing Checklist for Managers External Advertised: Step-by-Step Process

1	Send a written request to your HRA	↔	Send a written request to your Human Resources Advisor (HRA), stating position number.
2	Review your HR Plan	↔	Ensure the position conforms to your HR plan. Any staffing action not already part of the plan requires a justification.
3	Review work description	↔	Review and, if necessary, update the work description. Contact Classification Services for assistance in updating the work description.
4	Prepare the Statement of Merit Criteria (SOMC)	↔	Provide the Statement of Merit Criteria to your HRA. Refer to the SOMC inventory or create your own.
5	Consider priorities	↔	Consider both Departmental and Public Service priorities.
6	Review inventories/pools	↔	Ask your HRA about various inventories or pools you could use to staff this position.
7	Consider using the Public Service Resourcing System (PSRS)	↔	Consider using the PSRS Toolkit which includes a questionnaire builder that helps streamline the screening and referral process.
8	Approve job opportunity advertisement	↔	After you have approved the SOMC, your HRA and the PSC will finalize the job opportunity advertisement. You must review and approve the advertisement.
9	Screen candidates	↔	The PSC, your HRA and you all have a role to play in the triage and screening process.
10	Choose assessment tools and prepare rating guide	↔	Discuss with your HRA the assessment tools and rating guide you will need for this staffing process.
11	Assess candidate(s)	↔	Assess the candidate(s) using information gathered during the screening and selection processes.
12	Write a justification if the salary offer is above minimum	↔	Per TBS policy, you can negotiate a starting salary above the applicable salary scale minimum – but you must justify that decision.
13	Verify citizenship	↔	You are responsible for verifying the candidate’s proof of Canadian citizenship.
14	Letter of offer	↔	When all necessary documents have been received, your HRA will prepare a letter of offer and submit it to the sub-delegated manager for signature.



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Staffing Checklist for Managers External Advertised Step-by-Step Process

1  Send a written request to your HRA


Send a written request to your HRA, stating the position number.

2  Review your HR Plan


If you need to create a position, send an email to classificationsservices@ic.gc.ca

3  Review work description


Remember that, effective 31 December 2008, external postings for all indeterminate or determinate positions of more than six months are national postings.

4  Prepare the Statement of Merit Criteria (SOMC)

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5  Consider priorities


6  Review inventories/pools


7  Consider using the Public Service Resourcing System (PSRS)


8  Approve job opportunity advertisement

9  Screen candidates

10  Choose assessment tools and prepare rating guide

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Staffing Checklist for Managers External Advertised Step-by-Step Process

1  Send a written request to your HRA


Your HR Plan should describe your branch/sector/unit's short- and medium-term HR needs and identify the skills needed to meet its future needs.

2  Review your HR Plan

If this staffing action is not included in your HR Plan, you will need to provide a short justification.

3  Review work description


Refer to **Annex A** of the Department's **Employment Equity Action Plan 2007-2010** for details about the needs Industry Canada has established regarding a representative workforce.


4  Prepare the Statement of Merit Criteria (SOMC)


Review staffing options with your HRA.

5  Consider priorities


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6  Review inventories/pools


7  Consider using the Public Service Resourcing System (PSRS)

8  Approve job opportunity advertisement

9  Screen candidates

10  Choose assessment tools and prepare rating guide

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
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If the position is not encumbered, review the work description to ensure it is current.

If you are unsure whether it is the most recent version or need assistance updating the description, send an email to classificationsservices@ic.gc.ca.

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Staffing Checklist for Managers External Advertised Step-by-Step Process

1 Send a written request to your HRA

It is your responsibility to provide the SOMC to your HR Advisor for review.

2 Review your HR Plan

Get it translated, once it has been approved by the sub-delegated manager.

3 Review work description

If a SOMC does not already exist for the position, you can refer to the **SOMC Inventory** or you can **write your own**. If the position is encumbered, use the current SOMC.

4 Prepare the Statement of Merit Criteria (SOMC)

The SOMC should include **qualification standards**, which are the minimum standards needed to perform the work in a given group.

5 Consider priorities

6 Review inventories/pools

The ADM's approval is not required for indeterminate, non-imperative positions open to the public. However, the **Public Service Official Languages Exclusion Approval Order** must still be applied and administrative measures must be in place to ensure the bilingual requirements of the position are maintained.

7 Consider using the Public Service Resourcing System (PSRS)

8 Approve job opportunity advertisement

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The **Public Service Employment Act** and the **Public Service Employment Regulations** require that employees with a priority entitlement, such as surplus or relocation of spouse, be given priority consideration for appointment within the Public Service, without recourse.

A departmental or public service 'priority' is an individual who has a right of appointment and who must be given fair consideration for opportunities that will allow that employee to continue a career within the public service.

Your HRA will provide you with the résumés of priorities which you will need to assess against the essential qualifications stipulated in the SOMC. Priorities do not need to meet the other merit criteria. They must, however, meet the conditions of employment.


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
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A good way to find a qualified candidate is to verify existing employee inventories and pools.

Ask your HR Advisor how you might do this.

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Staffing Checklist for Managers External Advertised Step-by-Step Process

1  Send a written request to your HRA


Review and consider using the **PSRS Toolkit**. It includes a questionnaire builder which will help streamline the screening and referral process.


2  Review your HR Plan


Discuss recruitment strategies with your HRA.


3  Review work description

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4  Prepare the Statement of Merit Criteria (SOMC)


5  Consider priorities


6  Review inventories/pools


7  Consider using the Public Service Resourcing System (PSRS)


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Based on the SOMC that you have created, the HR unit and the PSC will create a job opportunity advertisement. (**See example**).

You must review and approve the advertisement.

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Public Service Staffing Advertisements & Notifications

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Wednesday, August 27, 2008

Job Opportunity Advertisement

[Mail this link to a government employee](#)

Position Information

Selection Process Number: 2008-DUS-HRB-IA-46967

Position Title(s): Employment Equity and Diversity Advisor

Classification(s): PE - 03

Salary: \$62,348.00 - \$69,303.00 per year

Federal Organization(s) - Sub-Organization(s): Department of Industry - Human Resources Branch

Location(s): Ontario – Ottawa

Type of Advertisement: Indeterminate, Deployment

Anticipated number of position(s) that may be staffed with this advertised process: 2

Intent / Result of this process: A pool of qualified candidates may be established and may be used to staff similar positions at Industry Canada with various linguistic requirements.

Area of Selection / Closing Date

Open to: Persons employed in the Public Services occupying a position in the National Capital Region.

The Public Service of Canada is committed to building a diverse workforce reflective of Canadian society. As a result, it promotes employment equity and encourages women, Aboriginal persons, persons with a disability and members of visible minority groups to apply.

Closing Date: Wednesday, August 20, 2008

Applications submitted using the "apply-online" button below can be submitted until 23:59 (Pacific time) on the closing date of this Job Opportunity Advertisement

Merit Criteria

Personal information is collected only for the purpose of appointment as required. With respect to transparency, the application of merit criteria, including asset qualifications and organizational needs, such as achieving a representative workforce, may be shared during the appointment process.

View the complete [Statement of Merit Criteria & Conditions of Employment](#).

Essential Qualifications

Applicants must clearly demonstrate on their application that they meet all the following essential criteria and are within the area of selection. Failure to do so may result in the rejection of your application.

Graduation with a degree from a recognized university with acceptable specialization in human resources management, labour or industrial relations, psychology, public or business administration, organizational development, education sciences, social sciences, sociology, or in any other field relevant to the work to be performed. Indeterminate period incumbents of positions in the PE group on October 1, 1999, who do not possess the education level prescribed above, are deemed to meet the minimum education standard based on their education, training and/or experience.

- Recent experience (last 2 years) in providing advice on human rights issues, including the duty to accommodate.
- Experience in analyzing demographics and statistical data and providing advice and support to human resources practitioners and managers.
- Experience in providing advice on the development of human resources plans or employment equity plans.
- Experience in preparing correspondence, briefing notes and reports to central agencies.
- Experience in leading projects, working groups, or departmental committees.

Official Language Proficiency: Bilingual Imperative - **Level:** BBB / BBB

Applicants must demonstrate on their application that they meet the following criteria.

Asset Qualifications

Experience in delivering presentations/information sessions.
Experience in human resources planning or staffing.

Organizational Needs

Improve representation of Persons from a visible minority group

Conditions of Employment

Reliability and Security: Reliability Status

General Inquiries

Name: XXX
Title: A/Human Resources Advisor
Telephone: 613 999-9999
Fax: 613 999-9999
E-mail: xxx@ic.gc.ca

Your online application will be sent to

Name: XXX
Title: Human Resources Coordinator
Address: 235 Queen Street, Room 231F
Ottawa, Ontario K1A 0H5
Telephone: 613 999-9999
Fax: 613 999-9999
E-mail: xxx@ic.gc.ca

Other Information (Notes)

The Public Service of Canada is committed to developing inclusive, barrier-free selection and appointment processes and work environments. If contacted in relation to this process, please advise the organization's representative of your need for accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner.

Reference checks will be sought.

An interview will be administered.

A written examination may be administered.

Candidates may be required to meet the asset qualifications or the organizational needs, depending on the requirements of the specific position being staffed.

Candidates must meet the essential qualifications to be appointed to a position.

The Public Service of Canada recognizes that the diversity of its employees' population contributes to its strength and integrity. We are committed to achieving employment equity and developing a highly capable workforce that is representative of Canadian Society. We therefore encourage women (especially in non-traditional occupations), Aboriginal peoples, persons with disabilities, and members of visible minority groups to apply and declare themselves as part of one or more of the above mentioned Employment Equity Designated Groups.

Acknowledgment of receipt of applications will not be sent; we will contact candidates when the screening process is completed.

Please identify clearly your substantive group and level and your employment status on your resume and/or application form.

Please ensure that your Personal Record Identifier (PRI) is included in your application.

Indeterminate employees at the same group and level or equivalent will be considered for deployment. If no deployment is made, applicants from other groups and levels will be considered in the advertised appointment process.

This advertisement was entered at : 05:44 a.m. PT on 2008-08-07

[Statement of Merit Criteria & Conditions of Employment](#)

Date Published: 2007-11-02


[Important Notices](#)



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The PSC, your HRA and you all have a role to play in the triage and screening process.

2  Review your HR Plan


The PSC will conduct an initial triage based on education requirements and will identify the number of applications that do not meet the Canadian citizenship criteria.

3  Review work description

Your HRA will prepare a **Screening and Selection Board Report** and will submit the report and the résumés to you for screening.


4  Prepare the Statement of Merit Criteria (SOMC)


Review the résumés to determine which candidate(s) will be assessed further.

5  Consider priorities

Your HRA will contact only those applicants selected for further consideration.


6  Review inventories/pools


7  Consider using the Public Service Resourcing System (PSRS)


8  Approve job opportunity advertisement

9  Screen candidates

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10  Choose assessment tools and prepare rating guide

11  Assess candidate(s)

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SELECTION PROCESS N° N° DU PROCESSUS DE SÉLECTION	CLOSING DATE LIMITE	GR. & LVL / GR. ET NIV.	ACTION TYPE / GENRE D'ACTION										SECTOR / SECTEUR	

NAME NOM	EMPL.ID NO.EMPL.	PRI CIDP	EMAIL COURRIEL	EE GROUP GROUPE EE		SLE ÉLS	SCREENED OUT / REJETÉ										REMARKS REMARQUES					
							ESSENTIAL QUAL. ESSENTIELLES								ADDITIONAL QUAL SUPPL.							
							1	2	3	4	5	6	7	8	ASSET / ATOUT							
					1	2	3	4	5	O R G	O P E R											

LEGEND / LÉGENDE :

SIGNED STATEMENT OF BOARD MEMBERS / DÉCLARATION SIGNÉE PAR LES MEMBRES DU JURY

I THE UNDERSIGNED, promise that I will faithfully and honestly fulfill the duties which devolve upon me in connection with this board and that I will not reveal to any person or persons, except those authorized by the Public Service Commission, the deliberations of the board, or the nature of its report. Having been made aware of the list of candidates, I declare that to the best of my knowledge I am not related to any of these candidates, and the nature of my association, if any, with these candidates is such that I can render decisions in an impartial manner.

I further declare that if I am required, as a board member, to assess any person who presents him or herself orally or in writing in the official language other than my first official language, I consider myself able to understand and speak the applicable official language sufficiently to fulfill the role of board member.

JE, SOUSSIGNÉ(E), promets de remplir fidèlement et honnêtement la charge qui m'incombe relativement à ce jury et de ne révéler à qui que ce soit, sauf aux personnes autorisées par la Commission de la fonction publique, le résultat des délibérations du jury ou la nature de son rapport. J'ai pris connaissance de la liste des candidats et, autant que je sache, je ne suis apparenté(e) à aucun d'entre eux; de plus, les rapports que j'aurais pu avoir avec eux ne sont pas de nature à influencer ma décision.

Je déclare en outre que si je suis tenu(e), en tant que membre d'un jury de sélection, d'évaluer une personne qui s'adresse à moi, de vive voix ou par écrit, dans la langue officielle qui n'est pas ma première langue officielle, je me considère capable de comprendre et de parler suffisamment la langue officielle concernée pour remplir le rôle de membre du jury.

BOARD MEMBERS MEMBRES DU JURY	SEX SEXE	FOL PLO	EE GROUP GROUPE EE			TITLE TITRE	GR. & LVL. GR. ET NIVEAU	SCREENING PRÉSÉLECTION	SELECTION SÉLECTION	SIGNATURE
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
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4  Prepare the Statement of Merit Criteria (SOMC)


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7  Consider using the Public Service Resourcing System (PSRS)

8  Approve job opportunity advertisement

9  Screen candidates

10  Choose assessment tools and prepare rating guide

11  Assess candidate(s)

12  Write a justification if the salary offer is above minimum

13  Verify citizenship

14  Letter of offer

Your HRA will help you prepare the assessment tools and rating guide which will be used to evaluate the candidates. Once finalized, they will need to be approved by the sub-delegated manager and translated.

These tools can be used to assess qualifications, including knowledge, abilities, skills (e.g., office skills, written communications) and personal suitability.

Some of these tools can be accessed through the Public Service Commission's **Personnel Psychology Centre**.

Please note that the tools might need to be adapted if a candidate requires special accommodations.

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Staffing Checklist for Managers External Advertised Step-by-Step Process

1 Send a written request to your HRA

Assess candidate(s) (written tests, interview, references, simulation, etc.)

2 Review your HR Plan

Remember that candidate(s) can be assessed in the official language of their choice. The selection board members should be sufficiently proficient to assess the candidates in the official language of their choice.

3 Review work description

4 Prepare the Statement of Merit Criteria (SOMC)

The **Screening and Selection Board Report** must be completed and signed by all board members as proof that they have rendered an impartial decision about the candidate(s). The board report must also be approved by the sub-delegated manager.

5 Consider priorities

6 Review inventories/pools

Language Proficiency: Your HRA will verify the language proficiency levels of the candidate(s) and arrange testing if necessary.

7 Consider using the Public Service Resourcing System (PSRS)

ADM approval for indeterminate non-imperative positions open to the public is not required. However, the **Public Service Official Languages Exclusion Approval Order** must still be applied and administrative measures must be in place to ensure the bilingual requirements of the position are maintained.

8 Approve job opportunity advertisement

9 Screen candidates

Reference Checks: Management may conduct reference checks. Consent is required to contact referees from outside the Public Service.

10 Choose assessment tools and prepare rating guide

11 Assess candidate(s)

Security: Your HRA will verify whether the candidate meets the security requirements. This requirement must be met on appointment.

12 Write a justification if the salary offer is above minimum

The file should indicate what criteria were used to determine the right fit. The candidate you wish to appoint must be approved by the sub-delegated manager.

13 Verify citizenship

14 Letter of offer

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
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As per the **Treasury Board Secretariat's policy**, you can negotiate a starting salary above the applicable pay scale minimum in specific situations.

The decision to offer a salary above the minimum is usually based on the candidate's experience and ability to begin working in the position with less preparation than another candidate.

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It is your responsibility to verify that the candidate is a Canadian citizen.

Ask to see proof of citizenship (e.g., Canadian passport or Canadian citizenship document). Include a copy of the document in the staffing file or simply indicate that the proof has been verified.


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If the position is staffed on a non-imperative basis and the candidate does not meet the language requirements, the candidate must complete a **statement of agreement to become bilingual** (i.e. make a commitment to language training within a two-year period.)

Once you have assembled all the necessary documents for the staffing file, your HR advisor will prepare a letter of offer and send it to you (or to your sub-delegated manager) for signature.

Because this is an appointment from outside the Public Service (per section 54 of the PSEA), you must arrange for the candidate to swear and sign the **oath or solemn affirmation** prior to or on the effective date of the appointment.

When the successful candidate has formally accepted the offer, the staffing process is finished.

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