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STARTING A COMPETITION

PURPOSE


1. This section provides the procedures for starting a competition to fill a position within the Government of Nunavut (GN).

APPLICATION

2. The following guidelines apply to all departments. They also apply to the boards and agencies of the GN whose hiring is conducted pursuant to the *Public Service Act*.

PROVISIONS


3. The GN staffing process is designed to comply with the Public Service Act, Article 23 of the Nunavut Land Claims Agreement, Human Rights Legislation, Access to Information and Protection of Privacy Act, the Nunavut Employees' Union Collective Agreement, the Nunavut Teachers Association' Collective Agreement, and the Senior Management and Excluded Employees' Handbooks.
4. The Department of Human Resources will provide direction and leadership in the staffing process. However, it should be noted that this process is collaborative and cooperative with the selection committee and hiring departments.
5. When a supervisor identifies the need to fill a position, the following are required:
 - a Job Evaluation & Staffing Action Request form signed by the delegated signing authority;
 - an updated and approved job description; and
 - an organization chart.
6. When preparing the Job Evaluation & Staffing Action Request form, the hiring department should follow these procedures;
 - Have the Deputy Minister or an individual with delegated hiring authority sign and date a Job Evaluation & Staffing Action Request form, an updated job description and an organizational chart;
 - Complete a Job Evaluation & Staffing Action Request form whether this is an existing or new position;

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- For a new position, confirm with Job Evaluation that the position has been evaluated and has been assigned a position number;
- Determine the position type: i.e. indeterminate, term, seasonal or part-time. If it is not full-time, the position type will need to be identified in the job ad/poster.
- A term position that is for less than four months may be filled through the casual employment process to save time and advertising costs. Refer to the section on Casual Employment in the NEU Collective Agreement for more information.
- Under Article 23 of the Nunavut Land Claims Agreement, it is required that departments identify and remove any unnecessarily inflated educational or experiential barriers contained in job descriptions. Human Resources will review job descriptions and ensure compliance.

AUTHORITIES AND REFERENCES

7. *The Nunavut Public Service Act*
Sections 16-22
8. *The Nunavut Land Claims Agreement*
Article 23
9. *Nunavut Human Rights Act*
10. *Canadian Charter of Human Rights and Freedoms*
11. *Canadian Human Rights Act*
12. *Priority Hiring Policy*

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CONTACTS

13. For clarification or further information, please contact:

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975-6222**

or

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- **Rankin Inlet - 645-2954**
- **Cambridge Bay - 983-4060**