

THE HIRING PROCESS

PURPOSE

 All appointments to public service positions are governed by the *Public Service Act* (PSA) and associated regulations and the provisions of Article 23 of the (*Nunavut Agreement*).

This directive provides supervisors and staffing practitioners with guidelines to ensure that appointments are made in a manner consistent with the PSA and the goals of the Government of Nunavut (GN). It should be read in conjunction with Human Resource Manual Directives 502 to 518.

INUIT SOCIETAL VALUES (ISV) GUIDING PRINCIPLES

- 2. This directive is guided by the following ISV guiding principles:
 - **Tunnganarniq:** Fostering good spirits by being open, welcoming and inclusive: This directive promotes a transparent hiring process.
 - Aajiiqatigiinniq: decision making through discussion and consensus: This
 directive allows the Selection Committee to make appointment decisions
 collaboratively; and
 - Piliriqtigiinniq/lkajuqtigiinniq: working together for a common cause: This
 directive enables the GN to streamline the hiring process and timely fill
 positions, as well as support GN's commitment to increase and enhance Inuit
 employment.

APPLICATION

3. This directive applies to all GN departments and public bodies whose hiring is conducted pursuant to the PSA.

DEFINITIONS

- 4. Appeal Right means
 - a) When a Nunavut Inuk is hired under a non-senior manager job competition, appeal rights are only available to Nunavut Inuit and GN laidoff employees.
 - b) A Nunavut Inuk who was an unsuccessful applicant in a non-senior manager competition. For senior manager and above competitions, a

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Nunavut Inuk may **only** appeal based on non-compliance with the Priority Hiring Policy.

- c) A non-Nunavut Inuk GN employee who was an unsuccessful applicant in a competition for a non-senior manager position.
- This directive does not apply to positions belonging to the Nunavut Teachers
 Association bargaining unit, as they are not eligible for appeal under the
 Public Service Act and Regulations.
- Appeal rights for laid-off employees included in the Nunavut Employees
 Union (NEU) are governed by the provisions of the Collective Agreement.
- If a candidate appeals an appointment or the composition of an Eligibility List for more than one of the above reasons, they shall do so in one application.
- If notified in person or by phone (verbally), the appeal must be received within four (4) working days of the date notice was given.
- If notified by email, the appeal must be received within eight (8) working days of the date notice was given.
- If notified by regular mail, the appeal must be received within fourteen (14) working days of the date notice was given.

Please refer to **HRM702: Staffing Appeals** for further details.

- 5. **Continuous Service** means uninterrupted employment with the GN. For a casual employee means service with the GN, including employment periods with different departments, not broken by more than twenty (20) working days. This means that if a casual employee has a break of exactly twenty (20) working days, they do not have a break in service.
- 6. **Criminal Record Check** means a search completed by the Royal Canadian Mounted Police (RCMP) or a RCMP authorized police service in Canada to identify whether an individual has been convicted of any crime(s).
- 7. Vulnerable Sector Check means screening for the presence of sexual offense convictions that are subject to a record suspension/pardon. This screening is done to ensure the safety of those individuals in the care of the GN who are at risk of being harmed due to an exceptional level of dependence on others, for example, children, individuals with physical or developmental disabilities, senior citizens or prisoners.
- 8. **Equivalencies** are the various combinations of essential education, experience knowledge and skills required to do the essential duties of the position.
- 9. **Eligibility List** is an inventory of applicants who have applied to a staffing competition and have been found qualified to fill future vacancies with the same job description. Please refer to **HRM516: Eligibility Lists**.

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- 10. **Personal Interviews** are interviews conducted in person with the candidate.
- 11. **Qualified** means applicants meet predetermined position requirements. These are set out by the Selection Committee in the screening criteria.
- 12. **Selection Committee** means a hiring panel that must include a staffing practitioner and the supervisor of the position being filled. Where appropriate, a member with professional/technical and/or community/cultural expertise may be added to the Selection Committee, either as a full participant or in an advisory capacity with no vote in the final hiring decision. Every reasonable effort will be made to include a Nunavut Inuk on the Selection Committee.
- 13. **Staffing Practitioner** is a person designated by the Department of Human Resources to coordinate the staffing process.
- 14. **Suitable Applicants** are candidates who demonstrate during their interviews that they can apply their knowledge, skills and abilities to successfully perform in the position for which they applied.
- 15. **Remote Interviews** are interviews that are conducted by telephone or videoconference with the candidate.
- 16. **Testing** is the process used to measure competency in skills which are essential to a position, e.g. use of computer software, preparation of documents/spreadsheets, oral presentations.

PROVISIONS

17. Please refer to the GN Staffing Manual and Human Resources Manual (HRM) Directives **502** to **518** for further details on the Hiring Process.

AUTHORITIES AND REFERENCES

- 18. Public Service Act
- 19. Staffing Review and Appeals Regulations
- 20. Nunavut Agreement, Article 23
- 21. Nunavut Human Rights Act
- 22. Canadian Charter of Human Rights and Freedoms
- 23. Canadian Human Rights Act
- 24. Collective Agreement with the NEU
- 25. GN Staffing Manual
- 26. Priority Hiring Policy

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27. HRM Directives 502-518

CONTACTS

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