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THE SELECTION COMMITTEE

PURPOSE


1. This section will guide Human Resource Practitioners through the establishment of selection committees for all competitions.

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 departmental selection committee members are identified on the staff requisition. Departmental representation should be restricted in number to two or three members at the maximum. To maintain compliance with Article 23 of the Nunavut Land Claims Agreement, it is recommended that departments appoint a Nunavut land claims beneficiary to the selection committee for each competition. This may not always be practical or possible but every attempt should be made to comply with this requirement.
4. The Staffing Practitioner should ensure the selection committee members are familiar with the various staffing policies and procedures. The issue of confidentiality is critical to the integrity of the staffing process. The committee members must understand the importance of keeping the staffing process completely confidential.
5. The selection committee is responsible for applying the Priority Hiring Policy, lay-off, decentralization and any other GN staffing policies in effect, including:
 - determining the qualifications and equivalencies required for the position. (screening criteria).
 - reviewing the content of advertisements and getting approval from the hiring department;
 - preparing a short-list of qualified candidates to be invited for interviews. Staffing practitioners will pre-screen the competition file in preparation for the actual screening. Only Nunavut Land Claim Beneficiaries are considered under the Priority Hiring Policy;

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- once Priority Hiring Policy has been applied, consideration will be given to GN employees and applicants who have fulfilled a one (1) year Nunavut residency requirement prior to consideration of other candidates.
 - preparing a list of questions including identification of essential skills, knowledge or ability questions, and work assignments that address the skill sets required for the position;
 - interviewing candidates; and
 - assessing information obtained in the reference and/or criminal record checks to confirm interview ratings, candidate rankings and to determine the proposed appointee.
6. To maintain consistency, full participation is required from all members of the selection committee for the entire staffing process. If a committee member changes, the new member must review, sign and date the selection criteria and review all applications and agree with the short list for interviews. All members of the selection committee have input into the final hiring decision.

Community Involvement

7. Community members who will represent the interests of either the community or the Region/Area as a whole, (i.e. a Regional Council, a Hamlet Council member or District Educational Authority representatives) can be included in the selection process.
8. Participation of persons from outside the Public Service may be allowed when assessment of applicants requires knowledge or expertise in professional, technical or cultural matters which is not readily available among Public Service employees or when it is in the best interest of the communities to do so.
9. The size of the selection committee should be small enough to be manageable. Involving too many special interest groups can make the work of the selection committee too cumbersome. Three members is the norm, and in special circumstances four members are acceptable.

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AUTHORITIES AND REFERENCES

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

CONTACTS

- 16. For clarification, or further information, please contact:

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Department of Human Resources
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or

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- **Igloolik** - 934-2024
- **Rankin Inlet** - 645-2954
- **Cambridge Bay** - 983-4060