

CANDIDATE SCREENING

PURPOSE

 The Government of Nunavut (GN) promotes fair and equitable treatment in the screening of applicants while allowing for the selection of the most suitable candidate.

INUIT SOCIETAL VALUES (ISV) GUIDING PRINCIPLES

2. This directive is guided by the following ISV guiding principle:

Tunnganarniq: Fostering good spirits by being open, welcoming and inclusive – this directive promotes transparency of the GN staffing process by clearly stating how applications are screened for job competitions.

APPLICATION

3. This directive applies to all GN departments and public bodies whose hiring is conducted pursuant to the *Public Service Act*.

DEFINITIONS

- 4. **Nunavut Inuit** means Inuit listed on the Nunavut Tunngavik Incorporation (NTI) Inuit Enrolment List as per Nunavut Agreement.
- 5. Screening Criteria is a list of essential job description requirements (education, experience, skills, knowledge and abilities) used to compare applicants' resumes to the job description of the job competition to determine if a job applicant is qualified for the role and a potential fit for the position for which they applied. It is used to shortlist candidates for the next stage (assessment test and/or interview) of the job competition. The Screening Criteria is established before the job competition is advertised.
- 6. **Selection Committee** means a hiring panel which 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.

PROVISIONS

7. All GN term and indeterminate employees who apply must have successfully completed their probationary period or have the permission of their deputy head to apply to the competition.

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- 8. In compliance with service standards, the Staffing Practitioner will work with the Selection Committee to develop a Screening Criteria and screen the applications in the competition file after the closing date. If there are any significant delays in the screening process, all applicants should be informed.
- 9. The purpose of the screening process is to determine which applicants meet the essential requirements identified in the Screening Criteria to be invited to the next stage of the competition e.g. assessment test and/or an interview.
- 10. The Staffing Practitioner will review the competition file and pre-screen the applications by the following categories:
 - GN employees on medical accommodation or lay-off status (Priority 0 Status), as determined by Employee Relations division, Department of Human Resources;
 - ii. Nunavut Inuit under the Nunavut Agreement;
 - iii. All other applicants.
- 11. The Selection Committee will screen GN employees on medical accommodation or lay-off status (Priority 0 Status) who meet the Screening Criteria. Nunavut Inuit on medical accommodation or lay-off status have priority over all other candidates on lay-off status.
- 12. If there are no Priority 0 applicants, then Nunavut Inuit applicants who meet the Screening Criteria will be invited for the next stage of the competition (assessment test and/or interview) before all remaining applicants. Should a successful Nunavut Inuit candidate be identified and accept a job offer, the competition is complete.
- 13. Where no successful Nunavut Inuk candidate is identified and accepts a job offer, the Selection Committee will apply the Screening Criteria to all other applicants.
- 14. Applicants who do not meet the Screening Criteria will not proceed to the next stage of the competition (assessment test and/or interview).
- 15. All candidate and competition information gathered during the competition process, including applicant names and contact information are confidential. Refer all questions and inquiries about the competition process to the Staffing Practitioner responsible for the competition.

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AUTHORITIES AND REFERENCES

- 16. Public Service Act
- 17. Article 23, Nunavut Agreement
- 18. Nunavut Human Rights Act
- 19. Canadian Charter of Human Rights and Freedoms
- 20. Canadian Human Rights Act
- 21. GN Staffing Manual
- 22. Priority Hiring Policy
- 23. Human Resource Manual Directives on Hiring Process

CONTACTS

24. For clarification or further information, please contact:

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or

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