

 <p style="text-align: center;">HIRING PROCESS</p>	<p style="text-align: center;">Human Resource Manual</p>
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THE HIRING PROCESS

PURPOSE

1. All appointments to public service positions are governed by the *Public Service Act* and associated regulations and the provisions of Article 23 of the Nunavut Land Claims Agreement.
2. The following sections provide supervisors and staffing practitioners with guidelines to ensure that appointments are made in a manner consistent with the *Public Service Act* and the goals of the Government of Nunavut (GN)

APPLICATION

3. 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*.

DEFINITIONS

4. **Appeal Right** GN employees and NEU beneficiaries with hiring priority under the Priority Hiring Policy have the right to appeal an appointment to a position within the Nunavut Employee's Union (NEU) bargaining unit. If notified in writing, the applicants have ten (10) full working days from the date of the letter to appeal; if notified by phone, the applicants have four (4) full working days to appeal.
5. **Continuous Service** 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 an 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 of police records to provide information on convictions and any outstanding charges under the law.
7. **Certified Criminal Record Check** means an additional search that is performed against the central repository of Canadian criminal records managed by the RCMP. It provides details of a criminal record. This requires 150 days or more to complete and ensures positive identification via fingerprinting.

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8. **Equivalencies** are the various combinations of education, experience knowledge and skills required to do the essential duties of the job.
9. **Personal Interviews** are interviews conducted in person with the candidate.
10. **Qualified** means applicants meet predetermined staffing requirements. These are set out by the Selection Committee in the screening criteria.
11. **Selection Committee** usually includes, but is not necessarily restricted to, a staffing practitioner, the supervisor of the position being filled and a technical expert. Persons from outside the Public Service may be asked to participate when assessment of applicants requires knowledge or expertise in professional, technical or cultural matters that it is not readily available among Public Service employees. It might also be in the best interest of the communities to solicit assistance outside of the Public Service. Every reasonable effort will be made to include a Nunavut Land Claims Beneficiary (NLCB) on the selection panel which usually includes three (3) members, but may have four (4) members, in certain circumstances.
12. **Staffing Practitioner** is a person designated by the department to co-ordinate the recruitment process.
13. **Suitable** applicants demonstrate during their interviews that they can apply their knowledge, skills and abilities to successfully perform in the position for which they applied.
14. **Telephone Interviews** are interviews which are conducted by telephone with the candidate.
15. **Testing** is the process used to measure competency in skills which are essential to a position. Examples of skills include, but are not limited to:
 - Typing/keyboarding
 - Preparation of documents
 - Spreadsheet preparation
 - Oral presentations
 - Lesson Plans
16. **Video Conferences** are interviews where the candidate and the Selection Committee communicate with the use of video technology.

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GUIDING PRINCIPLES

17. The Government's hiring practises will respect the need to conform to the requirements outlined in Pinasuaqtavut, and will reflect Inuit societal values as implemented through the core Inuit Qaujimajatuqangit (I.Q.) principles in the operation of the public service.
- **Pijitsirniq.** The concept of serving (a purpose or community) and providing for (family and/or community);
 - **Aajiiqatigiingniq.** The Inuit way of decision-making. The term refers to comparing views and taking counsel;
 - **Pilimmaksarniq.** The passing on of knowledge and skills through observation, doing and practice;
 - **Piliriqatigiingniq.** The concept of collaborative working relationships or working together for a common purpose;
 - **Avatittinnik Kamattiarniq.** The concept of environmental stewardship with the understanding that the human community is part of the greater earth or land community;
 - **Qanuqtuurniq.** The concept of being resourceful to solve problems and seeking solutions;
 - **Tunnganarniq.** Fostering good spirit by being open, accepting and inclusive;
 - **Ikpigusuttiarniq.** Caring for others, taking their situations and who they are into account;
 - **Inuuqatigiitsiarniq.** Respect for others and treating others equally is a characteristic the elders have always stressed in their words of advice (uqaujuusiat). Government practices should promote impartiality.

	
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AUTHORITIES AND REFERENCES

- 18. The Nunavut Public Service Act
Sections 16-22
- 19. The Nunavut Land Claims Agreement
Article 23
- 20. Nunavut Human Rights Act
- 21. Canadian Charter of Human Rights and Freedoms
- 22. Canadian Human Rights Act
- 23. Priority Hiring Policy

CONTACTS

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

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