

 <p style="text-align: center;"><b>HIRING PROCESS</b></p>	<p style="text-align: center;"><b>Human Resource Manual</b></p>
<p style="text-align: center;"><b>Preparing The Screening Criteria</b></p>	<p style="text-align: center;"><b>Section 507</b></p>

## PREPARING THE SCREENING CRITERIA

### PURPOSE

1. This section documents the process of preparing screening criteria prior to advertising the competition.

### 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 first step in this process is to carefully review the job description. Developing a clear understanding of the job is extremely important because the staffing process is based on this information. By researching the position in advance, the rest of the process will be much smoother.
4. When analyzing the position, look at all the elements of the job description. If there are any areas that are not clear in the job description, seek clarification from the supervisor of the position.

### Screening Criteria

5. The next step in the staffing process is to prepare the draft screening criteria. The screening criteria outlines the various combinations of education, experience, skills, knowledge and abilities needed to do the job. The committee should ensure that the criteria accurately reflects the position.
6. Screening criteria should be based on generic experience not specific to the GN. For example, instead of specifying experience with Free Balance, (or related government financial information systems) the criteria should state that experience with a computerized accounting system is required.
7. The following steps should be followed to prepare the screening criteria:
  - List the basic combination of education and experience required to do the job. The skills, knowledge and abilities section of the job description includes “What training/education and experience would most usually

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produce these skills?” Review these levels carefully before drafting the screening criteria.

All members of the selection committee must approve and sign-off the final screening criteria.

Make sure the requirements in the job description are not exaggerated and do not create artificially inflated barriers as this can easily eliminate good candidates.

- State the type and duration of experience needed. Directly related experience is important, however, more senior positions may require progressively responsible related experience. The screening criteria should indicate the kind of experience the selection committee may consider as equivalent to those listed in the job poster.
- List equivalent combinations of education and experience that may be acceptable. Explain to the committee members that they are not expected to think of all the acceptable combinations of equivalencies.

Some discretion is necessary in establishing equivalencies. For example, if five years general accounting experience is desired, a candidate with five years of accounts payable/receivable experience may not be given five years of directly related experience. General accounting experience is quite broad, whereas, the accounts payable/receivable experience is quite narrow. If it takes only six months to a year to become familiar with certain responsibilities, then that learning curve should be noted and credited accordingly.

Pay careful attention to transferable skills. These are skills that may not be directly related, but the experience is similar. It is important to ensure that the educational and experiential requirements are not creating artificially inflated barriers to beneficiary employment.

A general guide to follow in recognizing equivalencies is:

“One year of directly related experience is equal to one year of education.” (and vice-versa)

Some positions have legal or statutory requirement and equivalencies cannot be considered: ie: nurses, teachers, trades-people, lawyers, engineers etc.

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- All members of the selection committee must sign and date the screening criteria. This is one of the key areas reviewed by Appeal Committees when a competition result is appealed.

### **AUTHORITIES AND REFERENCES**

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

### **CONTACTS**

14. For clarification or more information, please contact:

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Department of Human Resources  
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or

**Directors Community Operations  
Department of Human Resources**

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