	
HIRING PROCESS ELIGIBILITY LISTS	Human Resource Manual Section 516

ELIGIBILITY LISTS

PURPOSE


1. Eligibility lists are a cost-effective and efficient method of staffing multiple positions with the same job description. Once an eligibility list is established, the list may be used to fill subsequent vacancies that would otherwise be filled through a new competition.
2. The following sections provide supervisors and staffing practitioners with guidelines to ensure that Eligibility Lists 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. An **Eligibility list** is an inventory of applicants who have applied on a staffing competition and have been found qualified to fill future vacancies with the same job description. An eligibility list consists of either:
 - prequalified applicants who have been tested and interviewed and who qualify for layoff status (Priority 0) or are land claim beneficiaries (Priority 1); or
 - prequalified applicants who have been tested and interviewed and have lived in Nunavut for at least a year (Priority 2); or
 - at a department's request, other prequalified applicants who have been tested and interviewed. This option could be exercised where the position being staffed is specialized enough that only southern applicants would apply, such as lawyers or finance positions requiring professional accounting designation (Priority 3)
5. **Screening criteria** sets out the prerequisite experience and education that candidates require to be considered for an interview.

 <p>HIRING PROCESS</p>	
<p>ELIGIBILITY LISTS</p>	<p>Human Resource Manual Section 516</p>

6. A **Human Resources Representative** is a Department of Human Resources employee that is designated to coordinate the recruitment process.
7. The **Selection Committee** includes, but is not necessarily restricted to, a Human Resources Representative and the supervisor of the position being filled. Where appropriate, a member with technical expertise or a community representative 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.


GUIDELINES

8. **Eligibility lists** are established by the Department of Human Resources to fill same job title/description vacancies within the public service.
9. All GN competitions are advertised as having the potential to create eligibility lists for same job title/description positions.
10. An eligibility list is established after the appeal period on the initial competition is over, and there is an appointment of an applicant to the Public Service. The remaining prequalified applicants in the competition folder are then added to an eligibility list for same job title/description positions.
11. Providing the appointment is one that is subject to a right of appeal, appeal rights are provided to unsuccessful candidates after the first job offer is made.
12. An applicant may request to be removed from an eligibility list at any time.
13. **Eligibility lists** will normally be established for a term of up to six months. Factors to consider when deciding whether to use an eligibility list include:
 - the likelihood that the remaining applicants are qualified and interested; and
 - the possibility that qualified and interested applicants did not apply on the original competition and are not included in the eligibility list.
14. Deputies may request an extension of the eligibility list for another six months up to a twelve month maximum. This extended time-limit recognizes the need to allow new applicants and recent graduates an opportunity to apply for positions, helping to ensure that the best candidate is hired and the merit principle is respected.

 <p>HIRING PROCESS</p>	
<p>ELIGIBILITY LISTS</p>	<p>Human Resource Manual Section 516</p>

PROCEDURES

15. The client department initiates a competition. The Human Resources Representative explains the eligibility list option.
16. The Human Resources Representative opens a competition file in the Recruitment and Staffing Division's competition database which will generate a competition number and include:
 - the job evaluation results;
 - the job description and organization chart; and
 - the approved job advertisement
17. The selection committee follows the applicable sections of the staffing process (i.e., screening, interviews, reference checks, etc.) to determine the best candidate.
18. The Human Resources Representative provides the successful applicant with a job offer.
19. Ranking on the eligibility list will be based on staffing priority (1. Beneficiary and 2. Nunavut resident), followed by individual ranking based on candidates' scores from the interview process.
20. Offers will be made in order based on ranking; community of residence will not be a consideration.
21. Before an official offer of employment is made, candidates must then go through reference check and CRC process (if applicable) should they be selected from an eligibility list for employment with the public service.
22. If a candidate on the eligibility list declines a job offer, they will be removed from the list.
23. No further appeal rights exist once an eligibility list has been created.
24. The remaining prequalified applicants stay on the eligibility list until they have received an offer of employment, or the eligibility list expires.

	
HIRING PROCESS ELIGIBILITY LISTS	Human Resource Manual Section 516

Cancellation of Eligibility List

25. A Deputy Minister may request that an eligibility list be cancelled based on the following criteria:

- Article 23 considerations (when there are no beneficiaries on the eligibility list)
- Departmental re-organization
- Budgetary considerations

AUTHORITIES AND REFERENCES

26. The Nunavut Public Service Act, Sections 16-22

27. The Nunavut Land Claims Agreement, Article 23

28. Priority Hiring Policy

CONTACTS

29. For clarification or further information, please contact:

**Director Recruitment and Staffing
Department of Human Resources
Iqaluit, Nunavut
975-6222**