Government of Northwest Territories | Gouvernement des Territoires du Nord-Ouest

Competition Flow Chart

Hiring Manager identifies staffing need as the result of a vacancy or creation of a new position

→ Hiring Manager consults with an HR Representative to determine if there are suitable candidates on Staffing Priority Listings

→ If no suitable candidates, the Hiring Manager ensures that the job description is up-to-date and accurately reflects the duties being performed and the qualifications required to perform those duties

→ The HR Representative confirms with the Hiring Manager if any other individuals will be included on the Hiring Committee

→ The HR Representative drafts the job posting and obtains Hiring Manager approval prior to advertising on the GNWT Careers site and any additional sites identified by the Hiring Manager

→ Once the job posting closes, the HR Representative verifies the Indigenous Employment Policy priority of all applicants and confirms that none of the Hiring Committee members has a conflict of interest

→ Prior to granting Hiring Committee members access to screen applicant resumes, the HR Representative confirms that the assessment materials and screening criteria as per the job description are finalized

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The Hiring Committee comes to a consensus on whether they will short-list applicants based on Indigenous Employment Policy status and assesses resumes against the established screening criteria

← Applicants who possess the required job qualifications are invited to complete an assignment and/or interview

← Hiring Committee members come to a consensus on the assignment and/or interview marking

← The top applicant is contacted for references. Reference checks are completed by the Hiring Manager unless the Hiring Manager requests the HR Representative to complete

← Upon receipt of positive reference checks, the HR Representative discusses pay based on the top applicant's directly related experience. The Hiring Manager approves or obtains approval for pay

← The HR Representative extends a verbal offer to the applicant. Upon acceptance of the verbal offer, the HR Representative provides applicants appeal regrets in accordance with the Staffing Appeal Regulations, if applicable

← Once the appeal period is over, the HR Representative prepares the written job offer for Hiring Manager approval departmental signature. Competition is closed upon receipt of the fully signed job offer