



## GNWT Hiring Q&A

**Q: What is the role of the Hiring Manager in a job competition?**

A: The Hiring Manager is generally the direct supervisor of the position being filled. They are the department's representative and are responsible for approving, or obtaining the approval, for all decisions in the competition process.

**Q: What is the role of the Human Resources Representative in a job competition?**

A: The Human Resources Representative coordinates the recruitment process and provides advice and guidance to hiring managers to help ensure that all policies and procedures are adhered to throughout the recruitment process.

**Q: Who is on the Hiring Committee?**

A: The Hiring Committee includes, but is not necessarily restricted to, the Hiring Manager and the Human Resources Representative. Where appropriate, a member with technical expertise or community representative may be added to the Hiring Committee, either as a full participant or in an advisory capacity with no vote in the final hiring decision.

**Q: How are the qualifications in a job description determined?**

A: As the program or technical expert, the Supervisor of the position is best equipped to determine the ideal education and experience required to perform the job, as well as any certifications legally required to perform the job duties.

**Q: What kind of verification process is used for proposed job descriptions?**

A: The Supervisor takes the lead in developing the new or revised job description. This work is done in consultation with a Human Resources Representative who works in an advisory role to flag issues such as the exaggeration of educational requirements and systemic employment barriers. The final version of all GNWT job descriptions must be approved by the departmental Deputy Head.

**Q: What are job qualification equivalences?**

A: Job qualification equivalences are the various combinations of education and experience required to do the duties of the job.



**Q: How are job qualification equivalences determined?**

A: The Hiring Committee identifies one or more combinations of education and experience they consider equivalent to the education and experience established in the job description for the position, for inclusion in the screening criteria. To assist in the identification of equivalencies, the GNWT practice is to consider one year of directly related experience equivalent to one year of education and vice versa. However, this is only a guideline. Experience and education combinations must often be considered on a case by case basis. As it is not possible to identify all equivalencies, other combinations of education and experience will be considered on a case by case basis.

**Q: What is the Screening Criteria?**

A: Screening Criteria are established to determine which candidates qualify for further consideration. They consist of a combination of prerequisite education and experience, along with any bona fide occupational requirements.

**Q: Can the Screening Criteria be changed during a competition?**

A: Screening Criteria must be finalized and approved by the Hiring Committee prior to reviewing applicant resumes. The Screening Criteria cannot be changed once the Hiring Committee has access to applicant resumes.

**Q: What is the process for determining which applicants meet the qualifications of the position being advertised?**

A: The Hiring Committee assesses applications received to determine if the established education and experience or equivalencies and bona fide occupational requirements in the Screening Criteria are satisfied. The Selection Committee may establish a short list of candidates. Affirmative Action priority is always used to determine those applicants to be short listed.

**Q: What is the process for determining who the top candidate is?**

A: The Hiring Committee reaches a consensus on the score of the interview questions and/or assignment. The pass mark for an assignment, test or interview shall be 60%. A total score of 60% means that the candidate has the ability to do the job at an acceptable level.

The Hiring Committee identifies the top candidate based on merit and in accordance with the Affirmative Action Policy.



**Q: Who is eligible to appeal the results of a competition?**

- A: As per the Public Services Act, candidates who are eligible for appeal rights include:
- a GNWT employee at the time they applied for the position.
  - eligible for staffing priority under the Affirmative Action Policy as:
    - an Indigenous Aboriginal person;
    - an Indigenous non-Aboriginal person;
    - a resident disabled person;
    - an NWT resident woman applying for a position classified as a management or non-traditional occupation.
  - eligible for staffing priority under the Staff Retention Policy.

**Q: What is the role of the Staffing Review Officer?**

A: The Staffing Review Officer is an independent review officer appointed by the Minister responsible for the Public Service Act. The Staffing Review Officer determines whether procedural fairness occurred in the application of legislation, regulations, policies, directives, and procedural guidelines in the competition process and whether the appeal should be granted or denied.

**Q: When is an appeal granted?**

A: An appeal is granted when the Staffing Review Officer concludes that the Hiring Committee erred in the application of legislation, regulations, policies, directives, and procedural guidelines and that the error adversely affected the appellant's opportunity for appointment, transfer or promotion. The Staffing Review Officer can direct the Hiring Committee to either:

1. Restart the competition at the point where the error occurred; or
2. Redo the entire competition

The Staffing Review Officer cannot award a job to an applicant.

**Q: When is an appeal denied?**

A: An appeal is denied when the Staffing Review Officer concludes that the competition was conducted in accordance with legislation, regulations, policies, directives, and procedural guidelines.



**Q: Is there a separate competition process for Senior Management competitions?**

A: The GNWT hiring process is the same for Senior Management competitions. Note, appeal rights are not applicable during recruitment for Executive Management positions or Assistant Deputy Minister positions.

**Q: What is the Affirmative Action Policy?**

A: The Affirmative Action Policy is the Cabinet directive that supports the GNWT's commitment to a competent Public Service that is representative of the population it serves.

**Affirmative Action for Senior Management or Non-Traditional Occupations:**

Priority 1: a) Indigenous Aboriginal Persons – Females  
b) Indigenous Aboriginal Persons – Male

Priority 2: Resident Women

Priority 3: Indigenous Non Aboriginal Persons or Resident Disabled Persons

Non-Priority: All other applicants

**All Other Competitions:**

Priority 1: Indigenous Aboriginal Persons

Priority 2: Indigenous Non Aboriginal Persons or Resident Disabled Persons

Non Priority: All other applicants