

Manual of Administration

TOPIC: Human Resources	SUBJECT: Internal Competition Process / Appointment Process	Code: HR078
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NOTE: *Copies of the Manager's Internal Assessment and the Internal Competition Form are available from the Human Resources Officer for candidates to review.*

PURPOSE: To clarify the process followed when an internal competition is completed in relation to the following:

1. Short list selection (comprised of an Internal Assessment and Resume)
3. Interview
4. Calculation of percentage assigned to each component of the competition
5. Acceptance and confirmation of the position

DEFINITIONS:

Preferred Education Related - must have graduated with a Developmental Service Worker Diploma Program or Social Services Worker Program or have a Degree/Diploma in Social Work or Psychology. Masters in a related program would also qualify as preferred education. No marks will be given for non-completed degrees or diplomas. Proof of educations i.e. a degree, diploma and/or stamped transcript **must** be attached.

*Bay Court – Minimum – Degree in Social Work, Psychology, Diploma in Social Work.
Preferred education – graduated with Degree in Social Work, Psychology.*

Related Education - must have graduated from Nursing, Recreational Leisure Services, Kinesiology, Child and Youth Worker, Early Childhood Education, Human Services Worker/Personal Support Worker Program. No marks will be given for non-completed degrees or diplomas. Proof of educations i.e. a degree, diploma and/or stamped transcript must be attached.

Facilitated Connections - introducing the individual to someone new who will then initiate conversation with or acknowledge the individual in the future.

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Natural Support - an individual who is not paid to support the individual and spends time with a person we support with or without the support worker present. An instructor or an employee of a recreational facility is not a natural support if they are doing it as part of their job. A person who is not paid, not an employee of the facility and who, for example, regularly has coffee, a conversation, or helps out can be considered a natural support.

PROCESS:

I. INTERNAL COMPETITION:

Interview Team Composition:

Bargaining Unit Employees

The team will consist of a minimum of two (2) management or non-bargaining unit employees.

Management Employees

The team shall consist of a minimum of two senior management employees, one of which shall be the employee's supervisor and the other shall be the Executive Director. Wherever possible, the prospective employee's supervisor shall be considered the chair of the team.

1. The interview team shall remain consistent at all times. In the event an interviewer cannot make a scheduled interview, the interview will be cancelled and then re-scheduled.
2. Interview questions shall be developed for each new competition, based on the requirements of the position. Interviews from previous competitions may not stand unless authorized by the Executive Director

Interview Short List Selection:

1. Managers Individual Internal Assessments will be requested for each applicant for the competition. The Internal Assessments are to be completed by the Manager. The Director of Support Services/General Manager will review the assessments prior to short listing of applicants.

Where there is a discrepancy on scoring of the assessment by the Managers, the Director/General Manager will decide.

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2. The Manager's Internal Assessment will be re-added by the Human Resources Officer for accuracy and transferred onto the Internal Competition Form, section 2, point column. *It is recommended that staff applying for internal positions review a copy of the form to understand what the assessment is based on.*
3. The Education, Experience and Resume Assessment Sections (Section 1, 3 and 4 on the Internal Competition Form) will be completed by the Human Resources Officer, in the point column.

To maximize potential points; staff should review a copy of the Internal Competition form.

4. The Score Column of Section 1 through 4 will be added together to determine applicants selected for interview. The package is then reviewed by the Director of Support Services. The Executive Director then determines the candidates that will be invited to an interview. Five or more candidates will normally be short listed to three, but the Executive Director, at her discretion may offer interviews to those candidates who may benefit from experiencing the process.
5. All candidates who have submitted a resume will receive written acknowledgement of their submission.
6. The Human Resources Officer will be advised of those selected for interviews and the times available. The Human Resources Officer will schedule interviews and advise the Team of the schedule.
7. Interview questions shall be developed as per Policy HR080.
8. Notes will not be permitted in the interview by the applicants.
9. The Interview Team shall come to an agreement on the scoring of Section 5.
10. All interview results will be added twice to ensure accuracy.
11. The Executive Director shall be advised of the results of the competition. The Executive Director shall review the file and approve the successful candidate.
12. In the event of a tie, Article 19.02 shall govern.

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13. The successful candidate shall be offered the position. Upon their verbal acceptance of the position, the unsuccessful candidates shall be notified in writing. The Human Resources Officer will complete a Terms of Employment for the successful candidate who will then sign to show their acceptance of the position. See Administration for standard correspondence.

14. All applicants are encouraged to review competition results as a way to improve on their scores.

II. APPOINTMENTS:

1. All appointments must be approved by the Executive Director prior to the position being offered to the employee, utilizing the Internal Competitions and/or Appointments forms.