

# Cross Ministry Eligibility Lists

## Frequently Asked Questions for Applicants

### **What is a cross ministry posting?**

This is a job posting that will establish an eligibility list for use by other ministries across the BC Public Service to hire for similar positions.

### **What is a cross ministry eligibility list?**

This is a list of pre-qualified candidates that can be used by multiple ministries to hire for the same job which includes the same classification level, similar accountabilities, and job requirements.

### **How can I tell if a posting is a cross ministry one?**

In the 'About this Position' section of the job posting, it will be noted that a cross ministry eligibility list is being established.

Typically, this wording states: "This posting will be used to establish a cross ministry eligibility list to fill future permanent vacancies for similar positions in multiple ministries and locations. Some positions may have flexible work options available."

### **Who will use the eligibility list?**

The ministry listed on the posting will be required to use the eligibility list for similar positions. Other ministries who are interested in using the eligibility list can choose to use it to fill similar positions. If a ministry would like to use a cross ministry eligibility list, please send a hiring request into MyHR.

### **How long will the eligibility list be valid for?**

The hiring ministry will decide the length of the eligibility list when it is established at the end of the competition. For candidates placed on the eligibility list, they will receive an eligibility list letter that confirms the length. An eligibility list may be extended up to a maximum of 18 months from the date it was established.

### **How is the list used?**

Positions will be offered in the rank order of the eligibility list. Candidates can choose to accept or decline an opportunity that is offered.

When an offer is made to a successful candidate, the Hiring Manager (typically the supervisor), will reach out to provide information on the position and ministry. The supervisor may provide a job profile,

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an overview of the organization and answer any questions they may have. The candidate can choose to accept or decline the opportunity.

### **What happens if I accept an offer?**

If you accept a permanent offer, you will be removed from the eligibility list.

### **Can I decline an offer and remain on the Eligibility List?**

Yes, candidates can decline; there are three scenarios when declining from the cross ministry eligibility list.

Scenario 1: The posting ministry offers you an opportunity in your preferred geographical location, which was one of the locations advertised in the posting. If you decline 2 offers in your preferred geographical location, then you will be removed from the eligibility list. This is to ensure that you have flexibility in accepting a position, but also to allow others an opportunity to be considered.

Scenario 2: The posting ministry offers an opportunity in a location that was not advertised in the posting; you can decline this offer without impacting your status on the eligibility list.

Scenario 3: A ministry not listed on the posting makes an offer, you can decline this without impacting your status on the eligibility list.

### **Can I pick a specific location?**

Yes, specific preferred geographic locations will be available for you to indicate your interest.

### **What does “flexible work options” mean?**

Flexible work options means that you may be able to voluntarily work from home a specific number of days each week through a [telework agreement](#).

### **What is your work from home policy?**

Each ministry, branch, and position may have different requirements or policy supporting working from home. Dependent on the position, some may be fully remote, hybrid or have full time office-based requirements.

### **My location is not listed, however, the posting states other locations may be considered?**

Due to the breadth of our province, we are unable to specify every location on our postings. If the posting indicates other locations may be considered and the location you are interested in is not specified on the posting, please reach out to the hiring manager listed to confirm if they would consider your specific location.

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