

# COMPETITION DOCUMENT CHECKLIST

The following checklist is the *minimum requirement* for complete documentation of a competition file. [Hiring and Deployment policy](#) requires that Hiring Managers document the entire hiring process and retain a complete original file for each staffing action for a minimum of two years. **Please refer to the [Hiring Documentation](#) section on MyHR for more information.**

REQUISITION NUMBER:	<input type="text"/>	HIRING MANAGER:	<input type="text"/>
POSITION NUMBER:	<input type="text"/>	PHONE NUMBER:	<input type="text"/>
POSITION TITLE:	<input type="text"/>	POSITION REPORTS TO:	<input type="text"/>
POSITION CLASSIFICATION:	<input type="text"/>	SUCCESSFUL CANDIDATE:	<input type="text"/>
POSITION LOCATION:	<input type="text"/>	START DATE:	<input type="text"/>
MINISTRY:	<input type="text"/>	APPOINTMENT TYPE:	<input type="text"/>

If this is a new position, was the position security screening designation form completed? For more information, [visit MyHR](#).

## Use the spaces below to identify competition documentation relevant to your recruitment process.

The sections below reflect the recommended file structure.



### POSTING

- |                                                    |                                                |
|----------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Job Profile / Description | <input type="checkbox"/> Resumes               |
| <input type="checkbox"/> Job Posting               | <input type="checkbox"/> Summary of Applicants |



### SCREENING

- Questionnaire Report
- Final Screening

Final Screening - Include the names of all applicants, the education and experience requirements and your rationale to determine which applicants qualified for further assessment.



### ASSESSMENT

- ONLINE ASSESSMENT
- Test Administered  N/A for this competition
  - Applicant Responses
- WRITTEN ASSESSMENT
- Questions & Scoring Guide  N/A for this competition
  - Applicant Responses
- ORAL INTERVIEW
- Questions & Scoring Guide  N/A for this competition
  - Panel Notes

The ASSESSMENT folder must include documentation for all assessments administered in the competition.



### COMPETITION RESULTS

- |                                                                                    |                                                 |
|------------------------------------------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Final Rating Guide / Competition Results Storyline        | <input type="checkbox"/> Offer Letter(s)        |
| <input type="checkbox"/> Past Work Performance                                     | <input type="checkbox"/> Confirmation Letter(s) |
| <input type="checkbox"/> Regret Notifications (including Eligibility List Letters) |                                                 |

NOTE: If you received assistance processing letters from the Public Service Agency, the Recruitment Management System will maintain a copy of these documents for you.



### SUPPORTING DOCUMENTATION

- All emails, applicant withdrawal notifications, notes and other documentation related to the final results of this competition
- Information Package (if required as part of the application process for your competition)
- A completed copy of your Competition Document Checklist should be placed in your competition file

I confirm. By selecting "I confirm", I verify I have retained a complete competition file with the documents listed above and that the original documents will remain on file as per the current government records retention schedule for competition files (minimum two years). I further confirm that all applicants have been assessed through a fair, transparent and merit based competitive process.

# Hiring Documentation

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## Importance of Hiring Documentation

Documentation justifies employment actions, such as recruitment and selection. Effective documentation enables you to:

- o Detail and record your steps, decisions and results of your staffing action.
- o Provide evidence that your staffing action was based on the principle of merit and that the steps taken were consistent, reasonable and justifiable.
- o Provide the necessary information to respond to inquiries from unsuccessful applicants during feedback, for an internal inquiry or staffing review.
- o Creates an opportunity for you to review what worked and identify areas for improvement for future actions.
- o Document the entire process in one secure place and ensure utmost confidentiality of all aspects of the staffing action.

## Record of Decision for Hire

An appropriate record of the basis of the decision must be maintained by the hiring manager. It includes all the information required to "tell the story":

- o The posting and job profile
- o A record of who applied, applicant resumes and any documents submitted by applicants
- o Screening documents and the basis of screening decisions
- o The assessment approach used, including tools, scoring and rating guides, applicant responses, applicant ratings, completed past work performance checks and any relevant documentation that is the basis for decisions made
- o The record of offer, acceptance, notification of unsuccessful applicants and confirmation of the appointment(s)

The hiring manager is responsible for documenting the entire hiring process and retaining the documentation in their competition file.

## Record Storage and Retention

Hiring Managers are responsible to retain original copies of the competition file for a period of no less than two years. If your organizational unit has permission to file documents digitally, original hiring documentation may be filed and retained in a digital format, provided that the document is an effective record - i.e. entirely readable for audit and/or review purposes. Contact your designated [ministry records officer](#) for further information regarding the permission process and related quality control requirements to file electronically.

Transitory records generated during the course of the staffing process are not required for documentation. For examples, drafts and working copies of materials used to prepare the ongoing record of the competition process. Only finalized materials are considered part of the required file.

## Staffing Reviews and Audits

A complete competition file will be submitted by the hiring manager to the BC Public Service Agency if the competition is subject to a request for a deputy minister inquiry into a staffing action, staffing review, or is selected by the Office of the Merit Commissioner for audit. The BC Public Service Agency will contact you to arrange for receipt of an electronic copy of the file.

### **If you received assistance from the Agency, the Recruitment Management System will maintain a copy of the following documentation:**

- |                            |                                                      |
|----------------------------|------------------------------------------------------|
| o Posting                  | o Summary of applicants report                       |
| o Job profile              | o Offer and confirmation letters                     |
| o Resumes and applications | o Regret notifications (including eligibility lists) |
| o Questionnaire results    |                                                      |

### **Hiring managers are accountable for ensuring the hiring decisions are recorded. This includes all of the following documentation appropriately documented and saved in the competition file:**

- |                                                      |                                                                                                  |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| o Short-listing decisions                            | o Past work performance checks                                                                   |
| o Assessments (online and written tests, interviews) | o Years of continuous service                                                                    |
| o Answer keys and scoring guides                     | o Any additional information or documentation used to rationalize or back up the hiring decision |
| o Relevant panel notes                               |                                                                                                  |
| o Final competition results (final rating guides)    |                                                                                                  |

## Need More Information?

For documentation templates refer to the [Forms & Tools for Hiring Manager](#) page on MyHR and for more information on documentation process refer to the [Hiring Documentation](#) page.