

Cross Ministry Eligibility Lists

Frequently Asked Questions for Hiring Managers

Can I specify and limit which ministries can use the cross-ministry eligibility list that I am establishing?

No, cross ministry eligibility lists are accessible to all ministries once they are established, but you can specify in the posting which ministries expressed their interest in using the list.

When do I ask candidates what their preferred work location(s) is?

A question will be included on the screening questionnaire for applicants to select their preferred work location(s) unless the job is posted as Remote and Anywhere across BC (since preferred location would no longer apply). Note: This question is not meant to be used for screening and will not be a knock-out question. It is for information gathering only.

How do I know which cross ministry eligibility lists are available/active to hire from? Will they be posted somewhere?

Active cross ministry eligibility lists are posted on [MyHR: Current cross ministry eligibility lists](#)

How do I hire from a cross ministry eligibility list?

Once you have reviewed the job profile found on [MyHR](#) and determined that the position is suitable for your vacancy, please submit a [Hiring Request](#) and select 'I need to hire from

an established Eligibility list.’ In the additional comments field, please indicate: “I wish to hire from a cross ministry eligibility list: REQXXXXX.” A recruiter will connect with you and provide you with information on the cross ministry eligibility list process, the next steps to hire, and the next eligible candidate’s contact information.

Note: Once a request to use a cross-ministry eligibility list has been made, hiring managers are obligated to use that list to fill their vacancy.

Can I specify the qualifications I am looking for when I submit my cross ministry e-list hiring request? For example, I would like the candidate to have more years of experience than what was listed in the original posting.

No, candidates have qualified for the eligibility list based on the original job profile requirements and are assumed qualified for similar roles. If you need a candidate to have additional or specific experience not listed on the job profile, you may want to consider posting a new competition.

Can I review candidate resumes and/or assessment results prior to extending an offer?

Candidates placed on an eligibility list have been fully assessed and qualified for the position. Once you are ready to extend an offer to the next candidate on the list, you will be provided with their resume, but you may not review the assessment results before extending an offer. For questions about the cross ministry eligibility list process, please submit an [AskMyHR](#) (IDIR restricted) service request using the categories: A Hiring Manager > Hiring Process > Hiring Options and Programs, and we will connect you with a dedicated recruiter.

Can I conduct a suitability interview with the candidate prior to giving a verbal offer?

A hiring manager may have a conversation with an applicant on an eligibility list to discuss the position available, focus of the work, work environment, staff, and reporting relationships to determine if the candidate is interested in the vacancy. However, they cannot conduct a suitability interview. The meeting is an opportunity for the applicant to learn more about the job and determine if they will accept the offer.

When contacting an applicant on an eligibility list please provide details about the type of work the role will be doing, team the position is on, as well as any requirements for the position (working in the office a specific number of days, travel requirements, working in the field, if they are required to drive or need a certificate etc.). These details will help the candidate determine if the position being offered is a good fit for them.

Can I make an offer to an e-list candidate in a location that was not included in the original posting?

Yes, you may. Candidates on cross ministry eligibility lists may turn down an offer for a geographical location that was not indicated as their 'preferred' location without it affecting their placement on the e-list.

Can I hire eligibility list candidates for temporary opportunities?

No. Cross ministry eligibility lists can only be used for permanent hires. When a candidate accepts a permanent position, they are removed from the list.

How do I extend the length of a cross ministry eligibility list?

Please submit a request to [AskMyHR](#) or connect with your Recruiter.

What happens when a candidate declines an offer?

Candidates can decline offers; there are three scenarios when declining from the cross ministry eligibility list.

Scenario 1: The posting ministry offers an opportunity in the candidates preferred geographical location, which was one of the locations advertised in the posting. If a candidate declines two offers in their preferred geographical location, then they will be removed from the eligibility list. This ensures that candidates have flexibility in accepting a position and to allow others to be considered.

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

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

How are candidates notified if they are being removed from an eligibility list?

PSA (Public Service Agency) will send the candidate an email on behalf of the hiring manager, notifying them that they have been removed from the list due to two declines in their preferred geographical location.

