

## What Does it mean When a Posting Says ...



*Caveat: The terms below are not meant to change, replace or otherwise alter definitions and terms in legislation, policy, collective agreements or other official documents. They are plain language explanations of terms used in BC government job postings.*

### ***An eligibility list may be established***

An eligibility list is a list of applicants who have completed a competition, are ranked according to their standing in the competition and are qualified to fill future vacancies. The hiring manager decides whether to establish an eligibility list. The word 'may' is used because the hiring manager decides if a list is needed. If the hiring manager expects more vacancies soon, if there is high turnover in the position and if there are qualified applicants who could fill these vacancies, the list may be established. Once the list is established, it is used to make job offers when new vacancies occur. Eligibility lists are typically 6 months to 1 year in length but do not exceed one year. If you are on an eligibility list, you will be notified.

### ***Applicant inventory***

Some job positions are posted frequently by government. To more efficiently manage these vacancies, an applicant inventory is sometimes advertised. The inventory is posted with required education and experience requirements. Applications are then reviewed to determine if they meet the requirements. Testing on computer skills or an interview may also take place. Applicants who meet the requirements or 'pass' are considered pre-qualified to apply or be considered for future vacancies for the position. Further tests, an interview or past work performance check may be completed as vacancies arise.

### ***Auxiliary***

This is a short term job filled by someone not currently working for government. For example, seasonal positions, positions created to fill leaves, summer student employment, winter works programs, emergencies or other temporary programs. The work typically has a start and end date and is not expected to continue beyond those dates.

### ***Competencies***

Competencies describe the behaviours and attributes that you demonstrate when doing your job. In the BC Public Service there are three types of competencies:

1. Behavioural competencies that apply to all supervisors, managers and staff
2. Competencies for strategic leadership positions
3. Aboriginal relations behavioural competencies for those working directly and indirectly with Aboriginal people

### ***Co-op***

Co-op students are students registered in a recognized cooperative education program at a BC post-secondary institution who are working towards a diploma or degree. Only students registered in a recognized co-op program can be considered for a co-op position.

### ***Job profiles and job descriptions***

A job profile is a high-level description of the function, accountabilities, and requirements of a position. Existing job profiles are located in [the Job Store](#). A job description is a previous, often lengthier version of a job profile and may still be used by ministries.

### ***Merit***

Merit means that appointments are made on the basis of an assessment of competence and ability to perform the duties of the job. The Public Service Act sets out a number of factors, called the factors of merit which must be considered when hiring. These factors include the applicant's education, skills and abilities, knowledge, experience, past work performance and years of continuous service in the public service.

### ***Offer and confirmation letters***

A written job offer (email or letter) is sent to a successful applicant outlining the terms of employment. The person must accept or refuse the offer electronically through the Recruitment System, or by signing a hard copy and returning it to the manager. A confirmation letter is sent to the successful person once all steps in the hiring process are finalized.

### ***Past work performance***

Past work performance is assessed by conducting reference checks, requesting previous work samples, or collecting other evidence of an applicant's previous, relevant work experience.

### ***Preferences / preferred qualifications***

Preferred qualifications are additional qualifications that may be used to shortlist applicants. They are related directly to the job but are not essential to performing the job well on day one. If preferred qualifications are used, they must be included in the job profile and applied consistently to all applicants.

### ***Permanent / regular***

The job is work which is of a continuous full-time or continuous part-time nature.

### ***Probation***

New employees, or those starting a new job with different responsibilities, will serve a probation period. Probation allows employees to adjust and demonstrate their suitability for the position. New employees serve 913 hours - about six months of full-time work. Probation for regular part-time employees does not exceed one year. Probation will depend on specific circumstances if the employee is transferring laterally from another part of government.

### ***Regret letters***

An email notification sent to job applicants who have not been successful in a competition. Regret letters are sent to all job applicants when a competition is complete.

### ***Regular Part-time As and when***

This is regular work on an on-call basis. Some of these employees work a regular part-time amount every pay period and can be called in to work additional hours as needed. Examples include Permanent Part-Time Plus Correctional Officers and Deputy Sheriffs. Others work an irregular part-time amount based on the fiscal or calendar year, where they are guaranteed a certain regular part-time level of employment over the year. These employees' hours for each pay period can vary from nil to full-time, depending on operational requirements.

### ***Skills and abilities***

This is how you demonstrate your expertise in applying your aptitude, knowledge, and/or talent to assigned job requirements. They are observable aspects of work behaviour on the job. The terms abilities and skills may be used interchangeably.

### ***Temporary market adjustment***

A temporary market adjustment (TMA) or recruitment and retention adjustment (RRA) allows the public service to be more competitive in the current labour market. TMAs or RRAs may be applied to specific classifications by providing a temporary salary adjustment. They are not intended to be permanent and are temporary measures to address specific labour market shortages.

### ***Years of Continuous Service***

Continuous service is the amount of time an employee has been continuously employed in the BC Public Service. The requirements for considering and assessing years of continuous service are different depending on whether the vacancy being filled is covered by a collective agreement or is an excluded position. The years of continuous service calculation must be completed, if applicable, for BCGEU and PEA positions.

### ***This temporary appointment may result in a permanent appointment***

A temporary appointment (TA) is an employee taking a new or different position from the employee's regular role for a defined period of time. For example, TAs may fill positions to

- Replace employees on leave
- Fill term assignments
- Fill seasonal or relief work
- Fill new work assignments or new job responsibilities because of changing business needs.

TAs may also provide opportunities for staff to gain new skills and experience. This phrase is only used when there is a high probability (but uncertainty) that the vacancy will become permanent and the TA is more than 7 months in length.

### ***Under-implementation***

Under-implementation means that a person is hired at a classification level lower than the regular rate for the role. The employee will receive the regular rate after gaining the experience, knowledge and skills needed to reach the full working level of a job. This is done for growth positions (the employee has a training plan to grow into the full duties) and for positions that are hard to fill or have few applicants.

### ***Under review for exclusion***

The job and job duties are being reviewed by the employer and the union to determine if the job should be covered by the *Terms and Conditions of Employment for Excluded Employees / Appointees*. Excluded employees are not bargaining unit members.

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The Hiring Centre*