

Financial Officer 18 Applicant Inventory

Frequently Asked Questions

Why has an applicant inventory been created to fill Financial Officer 18 vacancies?

- The creation of applicant inventories allows for a more consistent application of screening criteria for similar positions. This results in hiring managers' ability to identify top candidates in significantly less time than is required to post each vacancy independently. The use of applicant inventories for other classifications and job streams in the BC Public Service have resulted in a 43% reduction in the average time to hire. That translates into a better experience for both applicants and hiring managers.
- The inventory model provides Hiring Managers with access to pre-screened, partially assessed candidates within 5 days of posting to the inventory, which can otherwise take more than 15 days. With 46% of new hires into the Financial Officer stream happening at the Financial Officer 18 level, an applicant inventory was created to support the attraction and development of talent within the Finance career stream.

Why will the inventory be mandatory for hiring managers?

- With postings occurring outside the inventory, it is more difficult to gain a corporate benefit of greater efficiencies in hiring and the intended Return on Investment for government. It also results in inconsistencies in minimum screening criteria, creating a confusing and inconsistent applicant experience (especially for those already in the inventory).

What will happen to the current Financial Officer 18 applicant Inventory for Victoria and Metro Vancouver?

- The current Financial Officer 18 Inventory (opened on November 21, 2016) will continue to serve hiring managers seeking to fill vacancies in Victoria and Metro Vancouver.
- Applicants currently in the inventory will continue to have access to Financial Officer 18 job postings in Victoria and Metro Vancouver.
- A new inventory posting will open on January 23 to March 26 2017 to attract applicants for all locations where Financial Officer 18 positions are located.
- New applicants that meet the minimum requirements and complete all application requirements will be added to the current inventory.
- In addition to a mandatory orientation session, applicants that are added to the inventory will be invited to workshops to develop their interviewing skills and position them to be successful in the final stages of the hiring process. This strategy will improve applicant quality and readiness.
- Applicants currently in the Financial Officer 18 inventory **are not** required to reapply. They will retain their status in the inventory.
- **Effective March 6th, 2017** hiring managers seeking to post vacancies in locations outside of Victoria and Metro Vancouver will be able to do so through the Financial Officer 18 Inventory; this approach will be mandatory for filling all permanent and temporary assignments over 7 month that require competitive processes.

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- The inventory will be refreshed on a regular basis through an *extended posting approach*; this approach will allow for ongoing entry for applicants that may have missed the initial inventory posting and the regular replenishment of new talent into the inventory.

Is it mandatory to use the inventory for TAs, auxiliaries and laterals?

- No, the inventory is available as an option to hiring managers looking to access pre-screened, partially assessed candidates for TAs under 7 months, lateral transfer, or auxiliary vacancies under 7 months. These types of assignments do not require a competitive process and can be facilitated outside of the inventory.
- Mandatory use of the inventory is only for permanent and TAs over 7 month competitive processes.

What if Hiring Managers have an active Eligibility List from a previously held competition?

- Hiring Managers that have established eligibility lists through previous FO 18 competitions should always use these lists to fill new vacancies as per the [existing eligibility list guidelines](#).
- Hiring managers will also be able to establish new eligibility lists from postings that are made in the inventory.

How will the inventory work for hiring managers?

- Hiring managers will submit a hiring request through MyHR. They will be contacted by a Project Hiring Advisor dedicated to managing the inventory who will work with them to determine what kind of candidate they are looking for (qualifications, preferences, etc.) The Project Hiring Advisor will also provide stats on the talent pool within the inventory (Level of education, types of experience, and results from assessments). Hiring managers will then have two options for how to proceed: (1) Proceed with a competitive process with pre-screened and partially assessed applicants from the Inventory; or (2) Consider internal candidates who are eligible for a lateral transfer.
- Merit-based competitive process:
 - In order to be a part of the inventory, applicants must meet the minimum screening criteria and complete preliminary testing.
 - New job postings will be advertised to candidates in the inventory twice a week, on pre-determined dates for approximately 3 days. Candidates who are interested in the vacancy(s) will have an opportunity to demonstrate how they meet any additional requirements specific to the position.
 - All candidates that apply to the inventory posting and meet the manager's additional requirements and preferences, will be available to the manager via the Recruitment System, using the same process to view applicants that managers currently use.
 - Hiring managers will proceed with any additional assessments, interviews and past work performance checks subject to the principles of merit.
 - Vacancies filled will be posted on a notification board for unsuccessful employee candidates to request feedback. An unsuccessful employee candidate who is not satisfied with their

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feedback will have the right to request a review of the appointment decision through the normal staffing review process.

- The Agency will monitor the 5 day review period on behalf of the hiring manager. Once the 5 day review period has expired and additional requirements are fulfilled (i.e. criminal records checks), a confirmation letter will be sent to the successful candidate.
- Assisted lateral transfer process:
 - In support of the strategy to support more internal mobility within the BC Public Service, applicants that are currently at the FO 18 Level (base position) and seeking a lateral will have the ability to express their interest and will be added to the lateral hiring stream within the Inventory.
 - If a hiring manager prefers an expedient approach to filling their position without a full competition, lateral opportunities can be advertised to eligible FO 18 within the inventory
 - Those who express interest will have an opportunity to demonstrate how they meet the preferences specific to the position.
 - Hiring managers will proceed with selecting a candidate to be laterally transferred to their position. A dedicated Project Hiring Advisor will be available to discuss options to assist in selection (e.g. written or verbal assessments, suitability interview).
 - Hiring manager can proceed with extending an offer for a lateral transfer. The BC Public Service Agency can also be asked to complete the offer letter on the manager's behalf. Review periods do not apply for hires made for lateral transfers, although feedback to those considered but not selected is strongly encouraged.

What should supervisors expect if they have an employee who is seeking a lateral transfer?

- A lateral transfer is a staffing action that moves an employee to a new position that has the same salary range without a competitive process. As a hiring manager, this can be a timely, easy solution for filling a vacancy. As a supervisor, this is another channel through which your employees can explore other opportunities in the BC Public Service.
- If you have a FO 18 employee who is being considered for a lateral transfer, you can expect to be contacted by the hiring manager for (a) a reference check on your employee and (b) to negotiate a start date. Please be advised that lateral transfers require the approval of both ministries.

How will the inventory work for applicants?

- Applicants currently in the Financial Officer 18 inventory **are not** required to reapply. They will retain their status in the inventory.
- A posting to attract new applicants for future Financial Officer 18 opportunities will reopen January 23 to March 26, 2017. This extended posting period will allow for ongoing entry for applicants that may have missed the initial inventory posting.
- Applicants will be screened based on minimum screening criteria. Those who meet the screening criteria, will be invited to complete online testing to determine their proficiency with excel. There is no minimum score for this testing, however completing this testing is required for applicants to be added to the

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inventory. In addition, applicants with higher levels of proficiency in Excel may have access to more opportunities within the inventory.

- Applicants will be notified of their test results and will use these result to determine which postings they are eligible to apply for.
- All inventory candidates will be required to attend an orientation session before they will be considered for vacancies.
- Candidates will also have the option of attending a number of workshops to improve their interviewing skills and gain tips on how to be successful in the final stages of the hiring process.
- Candidates who are added to the inventory may have two options available to them to be considered for FO 18 vacancies across the province: (1) Competitive process; or (2) Lateral transfers:
 - Competitive process:
 - Vacancies will be posted to the inventory on a scheduled basis. Those who apply will have an opportunity to demonstrate how they meet the preferences specific to the advertised position.
 - Candidates who submit their application to a vacancy will be identified to the hiring manager. Candidates will proceed to additional assessment and past work performance checks. Vacancies filled will be posted on a notification board for unsuccessful employee candidates to request feedback.
 - Lateral transfer (for current FO 18s only):
 - Positions will be advertised to eligible candidates in the lateral hiring stream within the Inventory.
 - Those who express interest must demonstrate how they meet the preferences specific to the position.
 - Qualified employees may proceed to an assessment (written, verbal) or a suitability interview.
 - An offer for a lateral transfer will be extended to the successful employee.
- **PLEASE NOTE:** Internal employees who are currently at the FO 18 level must apply to the inventory in order to be considered for a new FO 18 opportunity. Once in the inventory they will have to option to apply or express interest on new roles through the competitive stream and/or lateral transfer stream.

How will employee applicants who were unsuccessful in meeting the inventory criteria/testing be able to request feedback?

- Applicants who are current employees will be provided feedback as to how they did not meet the screening criteria or pass the online testing
- The inventory will be re-posted on a regular basis (average every 3 months based recruitment cycles), offering those previously unsuccessful the opportunity to build on those requirements and be considered for the inventory in the future
- Current Financial Officer 18s who do not pass the initial screening can continue to be considered for appropriate lateral transfers

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How will employee applicants who were unsuccessful in meeting the inventory criteria/testing request a staffing review?

- The posting will be used to create an inventory of candidates to fill future vacancies. Employees who are not successful in proceeding to the inventory will be provided an opportunity to request feedback. As appointments are made to specific positions from the inventory, competition results will be posted to the Notification Board for the duration of the review period. Unsuccessful employee applicants will have an opportunity to request feedback, and if not satisfied, request an internal inquiry.