

# 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 submit electronic copies of all hiring related documents to the BC Public Service Agency before a regular permanent appointment or temporary assignment over 7 months will be finalized.

REQUISITION NUMBER:	
POSITION NUMBER:	
POSITION TITLE:	
POSITION CLASSIFICATION:	
POSITION LOCATION:	
MINISTRY:	

HIRING MANAGER:	
PHONE NUMBER:	
POSITION REPORTS TO:	
SUCCESSFUL CANDIDATE:	
START DATE:	
APPOINTMENT TYPE:	

**Use the space below to confirm that all competition documentation has been saved and forwarded to the BC Public Service Agency.**

The sections below reflect the recommended file structure found in the SharePoint Documentation File.

<b>POSTING</b> <input type="checkbox"/> Job Profile/Description* <input type="checkbox"/> Job Posting * <input type="checkbox"/> Information Package <input type="checkbox"/> Resumes* <input type="checkbox"/> Summary of Applicants*	<p><b>* Posting documents</b> for all competitions posted on the BCPSA website are already stored in the Recruitment Management System and therefore not required to be submitted.</p> <p>For all other competitions (e.g.: Internal Expression of interest), Hiring managers are required to retain and forward electronic copies of these documents</p>
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<b>SCREENING</b> <input type="checkbox"/> Questionnaire Report* <input type="checkbox"/> Final Screening	<p><b>* For competitions posted on the BCPSA website, the Questionnaire Report is already stored in the Recruitment System and therefore not required to be submitted.</b></p> <p>The Final Screening - include the names of all applicants as well as the education and experience criteria used to determine which applicants were qualified to be further assessed</p>
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<b>ASSESSMENT</b> <b>ONLINE ASSESSMENT</b> <input type="checkbox"/> N/A for this competition <input type="checkbox"/> u .. <input type="checkbox"/> Applicant Responses <b>WRITTEN ASSESSMENT</b> <input type="checkbox"/> N/A for this competition <input type="checkbox"/> Questions & Scoring Guide <input type="checkbox"/> Applicant Responses <b>ORAL INTERVIEW</b> <input type="checkbox"/> N/A for this competition <input type="checkbox"/> Questions & Scoring Guide <input type="checkbox"/> Panel Notes	<p>The ASSESSMENT folder of the Competition Kit must include documentation for all assessments administered in the competition.</p>
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<b>COMPETITION RESULTS</b> <input type="checkbox"/> Final Rating Guide <input type="checkbox"/> Past Work Performance <input type="checkbox"/> Regret Notifications * <input type="checkbox"/> Offer Letter(s) * <input type="checkbox"/> Confirmation Letter(s) *	<p>*Any letters/notifications sent by the Agency Staff will already be stored in the Recruitment System therefore they are not required to be submitted.</p> <p style="color: red;"><b>Confirmation Letters cannot be issued until all documentation has been received</b></p>
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<b>SUPPORTING DOCUMENTATION</b> <input type="checkbox"/> All emails, notes and other documentation related to the final result of this competition are saved in the SUPPORTING DOCUMENTATION folder	
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**If your competition was assisted by the BC Public Service Agency:** Electronically sign this completed form and forward it along with electronic copies of the supporting documentation to your SharePoint Documentation File in order to have your hiring action finalized.

**If your competition was administered without assistance from the BC Public Service Agency:**

- Submit a complete and signed copy of this checklist along with your offer/confirmation letter to [AskMyHR](#) for processing (select "Jobs and Hiring > "Offer Letter" category)
- The BC Public Service Agency will contact you to arrange for receipt of an electronic copy of your file, if required for review or audit purposes.

This is to verify that I have provided the BC Public Service Agency with copies each of the documents listed above and to confirm that all applicants have been assessed through a fair, transparent and merit based competitive process.

I confirm. By selecting 'I confirm', I verify I have submitted all relevant documentation as required by the Hiring and Deployment Policy, and that the original documents will remain on file as per the current government records retention schedule for competition files (2 years).

# Hiring Documentation

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## Importance of Hiring Documentation

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

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

## Record of Decision for Hire

A complete competition file includes all the information required to 'tell the story' of the hiring action. Including:

The opportunity being competed

- The opportunity being completed
- Who applied
- Who was screened in or out and on what basis,
- The assessment approach used, including ratings for the candidates and the basis for the decision
- The record of offer, acceptance, notice and confirmation.

***Only finalized materials are considered part of the required file.*** There may be additional [transitory records](#) created during the course of the recruitment process but these are not required to be kept as part of the documentation of the hiring decision (e.g.: notes between a Hiring Manager and a Hiring Advisor related to the drafting of materials to be used in the competition process).

## 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. Hiring and deployment policy requires that hiring managers also provide the BC Public Service Agency with a complete, scanned electronic file for each staffing action before a regular permanent appointment or temporary assignment over 7 months will be finalized. Consistent with the government's green agenda, these will be documents are to be transferred electronically.

For competitions administered through the BC Public Service Agency, the Agency will work with the hiring manager to receive electronic copies of all documentation as the competition progresses through to completion.

If a competition is not being administered by the BC Public Service Agency the hiring manager is responsible to document the entire hiring process and include a completed and signed copy of this checklist with the offer/confirmation letter when submitting to [AskMyHR](#) for processing. The BC Public Service Agency will contact you to arrange for receipt of an electronic copy of your file.

## Need More Information?

For documentation templates and more information on process refer to [Hiring Documentation](#) found on MyHR.