



HIRING MANAGER	1 PRE-POSTING / POSTING (Weeks 1-5)	2 SCREENING (Weeks 3-9)	3 ASSESSMENT/ INTERVIEW (Weeks 7-16)	4 OFFER/REGRETS (Weeks 10-17)	5 REVIEW to CONFIRMATION (Weeks 11-20)	6 CONFIRMATION / ON-BOARDING (Weeks 12-22)
	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain approval to fill and post positions along with any relevant restrictions (ministry, geographic, etc.) <input type="checkbox"/> Ensure the job has a current approved Job Profile, Classification and Position Number. <input type="checkbox"/> Submit the Hiring Request Form through MyHR (post a job) <input type="checkbox"/> Begin competition planning: Recruitment planning and timelines <input type="checkbox"/> Approve posting drafts prior to posting live <input type="checkbox"/> Book time for screening and interviewing <input type="checkbox"/> Begin to plan the assessments <input type="checkbox"/> Pick panel members, reserve time in their calendars and if applicable physical space for the interviews 	<ul style="list-style-type: none"> <input type="checkbox"/> Conduct short listing/ screening of applicants <input type="checkbox"/> Document screening decisions to support feedback conversations <input type="checkbox"/> Determine whether an assessment in addition to the interview is required. Some factors to consider: <ul style="list-style-type: none"> • Number of applicants screened in • Quality of candidate pool • Complexity of position 	<ul style="list-style-type: none"> <input type="checkbox"/> Conduct assessments including the written assignment and/or interview <input type="checkbox"/> Complete assessment marking and documentation <input type="checkbox"/> Take consistent notes through the assessment phase to support feedback conversations <ul style="list-style-type: none"> • Notes should focus on applicants' own performance in the staffing process and how they can develop their skills for future. 	<ul style="list-style-type: none"> <input type="checkbox"/> Provide Recruitment Services with final scoring information via the "Competition Results Storyline" document <input type="checkbox"/> Request Years of Continuous Service calculations <input type="checkbox"/> Complete and document Past Work Performance (reference) checks <input type="checkbox"/> Provide verbal offer, discuss tentative start date and obtain verbal acceptance prior to requesting letters <input type="checkbox"/> Request offer and final regret letters <p>*If the offer is being made for a union position, Years of Continuous Service calculations are required prior to extending the verbal offer</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Approve system generated offer letter(s) <input type="checkbox"/> Complete Security Screening such as Criminal Record Check (CRC), Enhanced Security Screening (ESS) etc. as applicable. <input type="checkbox"/> Provide Recruitment Services with security clearance confirmation <input type="checkbox"/> Provide applicant(s) with feedback <input type="checkbox"/> Provide Recruitment Services with a summary of feedback requests (from employee applicants) and the date feedback was provided <input type="checkbox"/> Confirm whether there have been any Deputy Minister staffing review requests submitted by employee applicants (if applicable) <input type="checkbox"/> If external hire, obtain SIN and Date of Birth from successful candidate(s) <input type="checkbox"/> Determine start date 	<ul style="list-style-type: none"> <input type="checkbox"/> Request system generated confirmation letter <input type="checkbox"/> Ensure employee has IDIR, a workstation and if hiring a brand-new employee, that they have completed the required new employee documentation <input type="checkbox"/> Review 'Set Up a New Employee' on MyHR for step-by-step guidelines <input type="checkbox"/> Store competition documentation in a secure but accessible location (for two years)

BC PUBLIC SERVICE AGENCY	1 PRE-POSTING / POSTING (Weeks 1-5)	2 SCREENING (Weeks 3-9)	3 ASSESSMENT/ INTERVIEW (Weeks 7-16)	4 OFFER/REGRETS (Weeks 10-17)	5 REVIEW to CONFIRMATION (Weeks 11-20)	6 CONFIRMATION / ON-BOARDING (Weeks 12-22)
	<p>HOW WE CAN HELP:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Recruitment planning & guidance on best practices in the end-to-end recruitment process <input type="checkbox"/> Provide recommendations on selection criteria (job requirements) in conjunction with screening planning <input type="checkbox"/> Provide recommendations on application requirements <input type="checkbox"/> Provide advice on recruitment timelines <input type="checkbox"/> Develop applicable screening tools (i.e. questionnaire) <input type="checkbox"/> Provide advice and guidance for hard to recruit postings, including facilitating marketing services for hard to recruit positions <input type="checkbox"/> Draft and post the job <input type="checkbox"/> Provide advice on related legislation, policy, union agreements, hiring and deployment, terms and conditions and best practices 	<p>HOW WE CAN HELP:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide Closing Report with Summary of Applicants and Questionnaire responses to document final screening decisions <input type="checkbox"/> Provide screening advice and guidance <input type="checkbox"/> When requested, send system generated screening notification letters on the hiring managers' behalf 	<p>HOW WE CAN HELP:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide advice and guidance with assessment options and related marking guides <input type="checkbox"/> When requested, send out system generated assessment notification letters on the hiring managers' behalf <input type="checkbox"/> Provide advice and guidance regarding the interview process <input type="checkbox"/> Provide advice and guidance on accommodation during the assessment and interview stages 	<p>HOW WE CAN HELP:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete the Years of Continuous Service calculation <input type="checkbox"/> Provide advice and guidance regarding Past Work Performance (reference) checks <input type="checkbox"/> Provide offer/regret advice and guidance <input type="checkbox"/> Salary calculations <input type="checkbox"/> Prepare and send all system generated final notifications: offer(s), regrets and eligibility list letters on the hiring managers' behalf (It is recommended that notifications are sent through the system) 	<p>HOW WE CAN HELP:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide advice and guidance on the review period process. Monitor and extend review period as applicable. <input type="checkbox"/> Provide advice and guidance in providing effective feedback <input type="checkbox"/> Obtain necessary information from hiring manager including start date, SIN and date of birth (if applicable) and security clearance 	<p>HOW WE CAN HELP:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Issue system generated confirmation letter <input type="checkbox"/> Provide Offer, Confirmation letters and other necessary information (SIN, DOB, Security Screening etc.) to Payroll for processing <input type="checkbox"/> Provide competition documentation checklist and reminders of maintaining competition files <input type="checkbox"/> If required, collect and submit documentation on behalf of hiring managers in the event of a Merit Commissioner's Audit

Hiring Process – Roles and Responsibilities