

# Human Resources Policy 01 – Hiring and Deployment

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This policy statement covers hiring and deploying employees appointed under the [Public Service Act](#) within the BC Public Service. The policy statement supports the core policy objective of ensuring that “government is supported by a professional public service that has the knowledge, skills and abilities to achieve current and future objectives.”

Hiring and deployment activities need to be designed to find, attract, and employ the right people to create a workforce that is able to meet government’s business goals now and in the future. Hiring of candidates will be based on merit and must meet the requirements of legislation and public policy. All appointments will be non-partisan (see the [Standards of Conduct](#)).

## Recruitment Philosophy

Hiring for the BC Public Service should be proactive, and be founded on the [Corporate Plan](#), ministry workforce plans and strategies. To be competitive in today’s labour market and attract and retain good employees, the BC Public Service must be, and must be seen to be, an attractive employer. Hiring managers and supervisors are responsible for supporting and strengthening the reputation and “brand” of the BC Public Service by how they manage every aspect of the hiring process.

Strong applicants are a valuable resource. It is important that strong applicants who are not immediately hired remain interested in continuing to seek work within the BC Public Service. Managers should actively look for other opportunities and/or contacts within government for these applicants. In times or places where it’s difficult to find strong applicants, organizations may want to create employment opportunities for them so they can be hired as they become available, rather than waiting for specific future vacancies to occur.

## Recruitment and Marketing

Recruitment advertising should be chosen based on an analysis of the best sources of top candidates. Except as provided in collective agreements, job opportunities can be advertised using a variety of different methods. Managers may need to contact professional associations, post advertisements on job boards, or use other proactive ways of looking for qualified applicants.

All recruitment advertising and marketing efforts must reflect the BC Public Service's single employment corporate brand—"Where ideas work." All advertising materials, displays, and promotions need to provide a consistent 'look and feel' and message about the BC Public Service as an employer, and need to meet all established government standards and protocols.

## **Selection**

When assessing merit, under the [Public Service Act](#), for applicants, factors such as education, skills and abilities, knowledge, experience, past work performance, and years of continuous service in the BC Public Service must be considered in relation to the job duties. Criteria for selection is not limited and may also include competencies, suitability and other criteria that are essential to meet business needs. For bargaining unit positions, years of continuous service in the BC Public Service must also be assessed. Hiring processes for bargaining unit positions must comply with the applicable provisions of the collective agreements and must comply with the [Terms and Conditions of Employment for Excluded Employees/Appointees](#).

There are a broad range of methods available for assessing applicants against the selection criteria. There is no single required method of assessing applicants. Hiring managers may choose the most appropriate method of assessment as long as it provides an informed, transparent, and rational decision.

Past work performance is one of the best predictors of future performance and must be assessed for all qualified applicants. The past work performance assessment may be conducted at any time in the selection process. Methods of assessing work performance may vary depending on the situation, but will include an employment reference (one of which must be from a supervisor or equivalent) and may also include looking at performance reviews, and reviewing work samples. Hiring managers must ensure that mandatory checks are conducted, such as criminal record checks, and need to verify that candidates have any required licenses or certifications.

Selection may be conducted in phases for a job classification or job stream. For example, applicants can be assessed for a specific job classification corporately to establish a pre-screened applicant pool. Hiring managers can then complete a further assessment from the pre-screened applicant pool to determine suitability for a specific position for that job classification or job stream.

## **Feedback and Notification**

Applicants should be provided with information on the status of their application, and this information should be made available in a timely manner. Hiring managers may discuss the results of hiring processes with applicants at any time, even before a hiring offer is made. For bargaining unit positions, once a hiring offer has been accepted, the name of the successful applicant must be provided to unsuccessful employee applicants.

Hiring managers are responsible for ensuring that applicants looking for feedback on their application are given informative and detailed feedback wherever possible. Receiving feedback is important to applicants and helps maintain the BC Public Service's reputation as a top employer.

## **Orientation and Probation**

As the final step in the hiring process, managers are responsible for orienting employees to their new job and workplace. Orientation is an opportunity to engage new employees and provide the foundation of their work experience in the BC Public Service.

Mandatory orientation requirements include having new employees take the Oath of Employment, familiarizing them with the organization's occupational safety and health program and workplace-specific safe work practices, ensuring that they understand the [Standards of Conduct](#), and providing them with information about their contract of employment. New employees are also invited to attend a corporate employee orientation event "Welcome to the BC Public Service."

Managers must provide new employees on probation with regular feedback on their performance so they know how they are progressing and have an opportunity to correct any problems.

## **Deployment**

Deployment is the movement of staff from one work assignment to another to meet operational needs. Deployment may take the form of work assignments within the current job, lateral transfers, relocation, or temporary assignments. Deployment of staff enables realignment of human resources to new work assignments or job responsibilities to meet changing business needs or to provide opportunities to gain skills and experience.

Temporary appointments will proceed in accordance with human resource direction established by the BC Public Service Agency. Consistent support for temporary

assignments will ensure transparent access to developmental opportunities across the public service.

## **Documentation Requirements and Reviews**

Job offers must be made in writing and must cover:

- Probation period (six months for initial hires),
- Standards of Conduct,
- Oath of Employment,
- Salary, and
- Any special conditions of employment.

Hiring managers must document their hiring activities and submit all hiring related documents to the BC Public Service Agency before a new appointment will be finalized.

Contents of a hiring competition file must include:

- Description of job duties or job profile; and
- Information on applicant sourcing methods used in the internal and external employment markets, such as job advertisements, applicant banks, or active recruitment;
  - Individual applications;
  - Assessment process;
  - Years of continuous service (if applicable);
  - Reasons for decisions and supporting rationale; and
  - Date and method of notifying applicants of the results of the hiring process.

If requested, employers will provide hiring information to the Merit Commissioner.

If requested by an internal candidate, deputy ministers will conduct an objective review of a hiring decision, as set out in the [Public Service Act](#). Internal applicants have five days from when they are informed of the hiring decision to request feedback, and a further five days from receipt of feedback to request a formal review. The request may be verbal, in writing, or submitted electronically.