

Challenge Process (Posting)

- If the Union does not agree with any of the contents of a posting, the concerns should be raised immediately.

Posting of Assignments

- Article 4.3.1 – all postings will be posted for a minimum of 7 campus working days.
- Article 4.3.1.1 may allow the 7 days to be reduced if sufficient rationale can be provided. **This should seldom occur.**
- Article 4.3.2 may allow some flexibility for applications after the 7 days.

Screening Process

- Participants will usually include the HR consultant, Union Observer, the supervisor and or OOS Manager.
- For internal applicants with less than 30 occasions (not days), determine if they are in a full-time, part-time, or casual position. Casual employees (those folks who have worked less than 30 occasions, not encumbering a part-time or full-time position) are to be considered with the external applicants.
- Verify what will be accepted as the “equivalent experience” before proceeding to review the applications.
- Each participant will review all applications to verify the applicants have the required education and experience or the equivalent combination of education and experience.
- Screening is only done on the required education, required experience and in some situations required certification/membership.
- The Employer and the Union have agreed that if an applicant does not have the required education but does have directly related experience, every 2 years of directly related experience shall equate to 1 year of required education.
- HR consultants will seek clarification from candidates regarding the required KSA (qualifications/skills/abilities/experience) if needed.
- When can interviews be waived?
- If there is only one internal qualified candidate.
- If the screening process results in 10 qualified candidates, should all be interviewed? YES. If not, voice your objection and let your campus chair know immediately.
- It is critical to keep detailed notes of the entire process; this begins with rationale for screening decisions.
- If consensus is not achieved you must raise your objection at that time.

POSITION INFORMATION

Competition No.

Observer
Name:

SCREENING

- Have I included a copy of the posting in this file?
- At the beginning ask what "equivalent experience" will be used for screening
- Were there any perceived biases?
- Do I need to raise any objections?
- If so did I document them?
- Have I taken good notes?
- Any objections (union) (employer's response)?
- Were your concerns objections addressed by the employer?

INTERVIEW

- Were you given an opportunity to review interview guide prior to the interviews?
- Are all the questions general ones (Ones that could be answered by external candidates)?
- Are the questions directly related to the QSAs on the posting?
- Did they mark the education and experience and count in final scoring?
- Were there any perceived biases?
- Do I need to raise any objections?
- If so did I document them?
- Have I taken good notes?
 - Regarding the review of interview guide
 - During interviews
- Any objections (union) (employer's response)
- Objection to testing and reference checking

SGEU Professional Services – Screening Template

Date: _____

<i>Competition #</i>		<i>JIQ #</i>	
<i>Position title</i>		<i>Campus</i>	

<i>Union rep</i>	
<i>HR consultant</i>	
<i>Supervisor</i>	
<i>OOS manager</i>	

Education required:

Experience required:

Copy of posting attached? Yes No

<i>Candidate name:</i>		<i>seniority days:</i>	
<i>Education:</i>		<i>Employee Status:</i>	
<i>Experience:</i>			
<i>Screened in?</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<i>Additional comments:</i>			

<i>Candidate name:</i>		<i>seniority days:</i>	
<i>Education:</i>		<i>Employee Status</i>	
<i>Experience:</i>			
<i>Screened in? Yes <input type="checkbox"/> No <input type="checkbox"/></i>			
<i>Additional comments:</i>			

<i>Candidate name:</i>		<i>seniority days:</i>	
<i>Education:</i>		<i>Employee Status</i>	
<i>Experience:</i>			
<i>Screened in? Yes <input type="checkbox"/> No <input type="checkbox"/></i>			
<i>Additional comments:</i>			