

This document should be used to provide guidance to managers about the role of the SGEU panel rep in the assessment process.

SGEU Rights

- Article 6.1.9.6 “The Union shall have the right to representation at the deliberations of any panel for the purposes of filling a vacant permanent position, establishing an eligibility list for positions within the scope of this agreement... The Union shall endeavor to appoint a trained representative..., the Union will provide a trained representative of its choice.”
 - “... right to representation at the deliberations of any panel” means a formally assigned panel rep can attend the screening meeting and the interviews, and can listen to, or seek clarification about the decisions made by the employer/ministry rep at these meetings.
 - “... for positions within the scope of this agreement” means that this right is not contingent upon candidates being Union members; that is, the panel rep has the right to attend, even if the candidates are external.
 - “The Union shall... appoint” means that managers cannot select their own panel rep.
- SGEU has the right to assign panel reps for permanent full-time, permanent part-time, permanent labour service and terms of nine months or more, but not for terms of less than nine months.

Assignment of Panel Rep

- The employer endeavours to notify SGEU of a competition a minimum of 48 hours prior to the first meeting (screening). This is done automatically through Taleo, as soon as competition is posted.
- SGEU Panel Rep Coordinator receives a report of all applicable competitions, which includes job title, ministry, location, job code and grade, diversity criteria, ad, competencies, posting and closing dates, hiring manager name and email, prescreening questions and scheduled dates, times, locations and room number of screening and interviews.
- **It is critical to enter accurate dates, times, actual locations/addresses and room number for screening and interviews.** On that basis, SGEU assigns a panel rep and sends an email to the hiring manager indicating who the panel rep is. SGEU provides competition information and a return envelope to the panel rep. For permanent part-time, term or labour service competitions, Panel Rep Coordinator emails the Chief Steward (with cc to hiring manager) to attend or assign a panel rep, and the Chief Steward contacts the hiring manager, indicating the panel rep’s name.
- Panel Reps are not mandatory for staffing to continue, so if none is assigned, or if at the last minute, the assigned panel rep is unable to attend, screening /interviews can proceed as usual.
 - If the hiring manager needs to change the dates or times of screening or interviews, from what was originally entered in Taleo, it is important to notify the panel rep, if one was assigned, or the Panel Rep Coordinator (PSGEPanelsDesk@sgeu.org), endeavouring to provide a minimum of 48 hours’ notice prior to the meeting. The hiring manager should try to accommodate the panel rep’s schedule, if at all possible, although there is no obligation to do so. If the assigned panel rep is unable to attend, SGEU may assign a different panel rep instead.
- If the Panel Rep Coordinator (or Chief Steward for permanent part-time, terms of nine (9) months or more, or labour service) does not email the name of an

SGEU Panel Rep - Guide for Managers

Public Service Commission

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assigned panel rep to hiring manager, it is not appropriate for someone to show up at screening or interviews, stating they will be the panel rep. In that case, the hiring manager can exclude those individuals from screening or interviews.

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Panel Rep Role

- The Panel rep represents SGEU and supports provisions of the collective agreement, but does not advocate, or act as steward for, or represent candidates in the competition.
- The Panel rep listens to, and observes screening meeting and/or interviews; may raise questions or seek clarification during deliberations; and may take notes for the SGEU file.
- The Panel rep has no decision-making authority in any staffing-related decisions (i.e. Who is screened in, or if a competency is passed/failed is solely determined by the hiring manager).
- The Panel rep does not represent candidates, so does not file grievances on their behalf.
- The Panel rep may attend screening or interviews or both, and should request that the hiring manager complete the *SGEU Panel Rep Confirmation Form* confirming panel rep attendance.

- **Screening:**
 - The *SGEU Candidate List* (last page of *Staffing Competition Report*) may be given to the assigned panel rep. Because of privacy, the rest of the report is for hiring managers only.
 - A blank *Preliminary Screening Results* form may be given to the panel rep, on request, for their own notes.
 - The Panel rep listens to discussions and rationale for screening somebody in or out. They may ask questions or seek clarification, but are not part of decision-making. Decisions are made solely by the hiring manager.
 - The Panel rep can take notes, but is not entitled to have a copy of the hiring manager's completed *Preliminary Screening Results* form or any screening notes.
 - The Panel rep is not entitled to have copies of resumes or any candidate information, beyond the *SGEU Candidate List*.
 - If assigned for screening, the panel rep must attend in person, in order to review resumes. It is not acceptable to email resumes to the panel rep. In exceptional circumstances, and by mutual agreement, if a panel rep cannot attend in person, technology may be used where the hiring manager can "share" his desktop remotely with the panel rep (e.g. Skype or Lync). For privacy reasons, this may only be used in cases where the panel rep has access to headphones/earbuds and a monitor that cannot be seen by others.
 - **See the Panel Rep File section below for information on safekeeping of the panel rep file.**
 - If the panel rep does not attend the screening meeting, the rep is not entitled to a debrief of the meeting or to rationale supporting screening decisions. The panel rep can still be given the *SGEU Candidate List* at the time of interviews.

- **Interviews:**
 - With the authority for making staffing-related decisions, the hiring manager chairs the panel. Only employer representatives ask the interview questions.
 - Blank interview guides and a blank *Candidate Evaluation Summary* form may be provided to panel reps, if requested, at the time of interviews. Panel reps may take notes for their file.
 - If assigned for interviews, the panel rep must attend in person.
 - Following interviews, employer representatives evaluate candidate assessments. The panel rep listens to discussions and rationale for determining whether each

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candidate will proceed with the assessment process. They may ask questions or seek clarification, but are not part of decision-making. Decisions are made solely by the hiring manager.

- The panel rep can take notes, but is not entitled to have a copy of the hiring manager's completed interview guides, candidate exercises/tests, alternate assessment forms, or the

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- hiring manager's *Candidate Evaluation Summary*.
- **See the Panel Rep File section below for information on the safekeeping of the panel rep file.**
- If a panel rep does not attend the interview(s), the rep is not entitled to a debrief of the interviews or to the rationale supporting the related decisions.
- **Alternate Assessments:**
 - If an alternate assessment is used instead of an interview, the panel rep should be contacted for discussion about the results in terms of competency requirements.
 - The panel rep is not entitled to have a copy of the manager's completed *Alternate Assessment Form* or any other related notes.
- **Reference Checks:**
 - Reference checks are completed by the hiring manager. Panel reps do not participate and are not entitled to have a copy of manager's completed *Reference Check Guides* or notes.
 - If reference checks determine a candidate is not qualified, the hiring manager must notify the panel rep that references are being checked on the next candidate or, if applicable, the panel must reconvene to do more interviews/assessments.
- **Offer:**
 - The Panel rep is not involved in anything related to the candidate offer.

Panel Rep File

- Except for the *SGEU Candidate List* (last page of *Staffing Competition Report*) and if requested, blank *Preliminary Screening Results* and *Candidate Evaluation Summary* forms, and blank interview guides, the hiring manager provides no other documents, notes, copies of completed forms or guides to the panel rep. Blank interview guides must never be shared by email.
- The "full disclosure" obligation applies only in grievance situations, not in sharing of candidate or management information/documents, with the panel rep.
- After the screening meeting, the panel rep must put all notes and documentation including the *SGEU Candidate List* and the *Preliminary Screening Results* form into the SGEU envelope and provide it to hiring manager to hold until interview(s), when it will be returned to the panel rep.
- After interviews, in addition to the previous documents, the panel rep must put all interview-related documents including the panel rep's completed interview guides and *Candidate Evaluation Summary*, into the SGEU envelope. The panel rep then seals it, signs across the seal, and gives it to the hiring manager.
- **The hiring manager holds the sealed envelope until reference checks are complete, and an offer has been made and accepted.** At that time, the hiring manager forwards the sealed envelope to:

PS/GE Panel Rep Coordinator, SGEU
1011 Devonshire Drive North
Regina, SK S4X 2X4

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Questions?

Should you have questions, please contact your Human Resource Business Partner.