

This form should be used to help managers organize the file requirements for their competition

	Paper Competition File	Taleo Electronic Competition File	External File Requirements
Staffing Initiation and Approval <ul style="list-style-type: none"> • Staffing Request • Approvals 		<ul style="list-style-type: none"> ✓ ✓ 	<input type="checkbox"/>
Advertising and Posting <ul style="list-style-type: none"> • Advertisement • Competencies • Posting • SGEU Union Notification Confirmation (if appl.) 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<input type="checkbox"/>
Screening Preparation <ul style="list-style-type: none"> • Staffing Competition Report • Screening Criteria 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> or ✓ 	<input type="checkbox"/>
Screening <ul style="list-style-type: none"> • Completed Preliminary Screening Results Form • Candidate Screening Status 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓ 	<input type="checkbox"/>
Assessment and Selection <ul style="list-style-type: none"> • Completed Original Employer Interview Guides • Completed Tests or Assessments • Notes About Candidate Assessment • Completed Candidate Evaluation Summary Form • Copies of Candidate Credentials/Certifications (if appl.) • Completed Original Reference Check Guides • SGEU Panel Rep Completed Original Interview Guides • Candidate Assessment Status 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ 	<div style="text-align: center;">SGEU Panel Rep Coordinator Envelope</div>
Offer and Commencement <ul style="list-style-type: none"> • Copy of HRSC/PSC Salary Authorization • Candidate Offer Status 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓ 	<input type="checkbox"/>
Competition Completion <ul style="list-style-type: none"> • Candidate Regrets • Candidate Feedback (if appl.) • Candidate Commencement Notice • Any Other Important Documents • Candidate Withdrawals (if appl.) 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> or ✓ ✓ and ✓ 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Probationary Evaluation 			Evaluation Process