

Staffing Competition Report Guide

Public Service Commission

Last revised: January 2020

Last reviewed: January 2020

Next review: January 2021

This guide will provide information about the details in the Staffing Competition Report.

Understanding the Staffing Competition Report

The Staffing Competition Report contains important information about candidates in a staffing competition. It displays the competition seniority, diversity status, probation, and assignment information for each candidate, if applicable.

Warning messages are provided to identify where you need to take additional action.

Front Page

The front page of the report lists information about the competition. Report details are based on this information, so if this information is incorrect, then candidate information will be incorrect.

This page may contain error messages about the Entity or Location not being found in MIDAS, or the Job/Grade/Employment Type being a mismatch.

Contact staffing@gov.sk.ca if corrections need to be made.

Grouping Candidates by Diversity Self-Declaration

Candidates are first grouped based on their diversity status, if applicable to the competition. Each group is identified in the page header.

Competition Number: ADM014594 Title: Administrative Assistant Location: Regina Diversity: Candidates matching diversity criteria, WITH competition seniority	MIDAS Staffing Competition Report	Report Date: 11-Jun-2018 09:23 AM Page: 2 of 44
Competition Number: ADM014594 Title: Administrative Assistant Location: Regina Diversity: Candidates matching diversity criteria, WITHOUT competition seniority	MIDAS Staffing Competition Report	Report Date: 11-Jun-2018 09:23 AM Page: 4 of 44

Applicant Information

Each candidate appears in the report with a box around their information, for ease of use. Within each box are several sections. The applicant information section confirms details about the candidate's application.

Applicant-Provided Information						MIDAS Lookup		Probation, If Appointed		
Applicant Que, Suzy	Applicant ID (Taleo) 12345678	Job Specific Attachments cover-jan13.doc	Attachment Date 19-Jan-2013	Legally Work in Canada? Yes	Diversity Self-Declaration Women	Employee Number 99999	Seniority 22-Mar-2006	Article 7.2	Period 12 months	Comments
Assignment Information										
Number	Status	From	To	Employee Category	Assignment Category	Grade/Job	Ministry	Leaving Reason		
99999-4	Active	25-Sep-2011		Perm Part Time	Non Permanent	09 CPE	003 Justice			
99999-3	Definite Leave of Absence Without Pay	01-Jun-2008		Permanent	Permanent Part Time	08 CPE	003 Justice			
99999-2	Terminate Assignment	30-Sep-2007	31-May-2008	Permanent	Permanent Full Time	04 PSC	003 Justice			
99999	Terminate Assignment	19-Mar-2006	29-Sep-2007	Term	Non Permanent	05 PDP	003 Justice			

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Seniority

Applicant-Provided Information							MIDAS Lookup	Probation, If Appointed		
Applicant	Applicant ID (Taleo)	Job Specific Attachments	Attachment Date	Legally Work in Canada?	Diversity Self-Declaration	Employee Number	Seniority	Article	Period	Comments
Que, Suzy	12345678	cover-jan13.doc	19-Jan-2013	Yes	Women	99999	22-Mar-2006	7.2	12 months	
Assignment Information										
Number	Status	From	To	Employee Category	Assignment Category	Grade/Job	Ministry	Leaving Reason		
99999-4	Active	25-Sep-2011		Perm Part Time Rights	Non Permanent	09 CPE	003 Justice			
99999-3	Definite Leave of Absence Without Pay	01-Jun-2008		Permanent	Permanent Part Time	08 CPE	003 Justice			
99999-2	Terminate Assignment	30-Sep-2007	31-May-2008	Permanent	Permanent Full Time	04 PSC	003 Justice			
99999	Terminate Assignment	19-Mar-2006	29-Sep-2007	Term	Non Permanent	05 PDP	003 Justice			

SGEU Permanent Labour Service: candidates are first grouped based on their diversity status, if applicable to the competition, and then listed in order of service-wide seniority. Refer to Article 6.3.3 in the Collective Bargaining Agreement to determine the order in which to consider the applicants.

Out-of-scope, SGEU Terms Less than Nine (9) Months, or other merit-based competitions: candidates are first grouped based on their diversity status, if applicable to the competition, and then listed alphabetically. Seniority is not relevant in these competitions, so the seniority field is excluded from the report.

CUPE: candidates are grouped by diversity group if applicable to the competition, then each group is sorted in order of service-wide seniority; candidates without seniority are sorted alphabetically

SGEU Level 10 Supervisor and Level 11 to 14: TEMPORARILY - candidates will continue to be grouped by diversity group, if applicable to the competition, then each group will be sorted in order of seniority; candidates without seniority will be sorted alphabetically. The report will change effective fiscal 2020-21 where reports will be listed alphabetically with seniority dates provided (if applicable), but because these competitions follow the merit-based (relatively equal) hiring model, seniority is not considered until after assessments are complete.

SGEU Permanent Full-Time Level 1 to 9 and Level 10 Non-Supervisory: candidates are grouped by diversity group if applicable to the competition, then each group is sorted in order of service-wide seniority; candidates without seniority are sorted alphabetically

SGEU Permanent Part-Time, Terms of Nine Months or more Level 1 to 9 and Level 10 Non-Supervisory: candidates are grouped by diversity group, if applicable to the competition, then each group is sorted in order of seniority-unit seniority; candidates without seniority-unit seniority are sorted alphabetically.

In accordance with the seniority rules for SGEU Permanent Part-Time and Term > 9 Month competitions, the Staffing Competition Report is programmed to show a seniority date only if the employee has seniority-unit seniority. To obtain seniority-unit seniority, the employee must have worked within the seniority unit (ministry/location) for the equivalent of an initial probationary period (1 year), without a break in service.

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Seniority Messages

The report may contain a message in the Seniority field instead of a date:

- **No Seniority:** the candidate does not have competition seniority.
- **No S.U. Seniority:** the candidate does not have competition seniority in this seniority unit
- **Not Yet Acquired Seniority:** the candidate is an employee but has not yet acquired competition seniority
- **Not Yet Acquired S.U. Seniority:** the candidate is an employee but has not yet acquired seniority within seniority-unit
- **Recalc. Required Contact ESC:** the candidate has a seniority date in MIDAS but a recalculation of the date is required. In most cases, the calculation request will be submitted by PSC on your behalf (you will be cc'd on the email request.) When you receive a seniority date from the HRSC, please apply the rules described above to determine if the employee is eligible to use the date, based on the competition's employment type.
- **Date Missing Contact ESC:** the employee may be eligible to use their seniority date, but the date needs to be calculated by the PSC HR Service Centre. In most cases, the calculation request will be submitted by PSC on your behalf (you will be cc'd on the email request.) When you receive a seniority date from the HRSC, please apply the rules described above to determine if the employee is eligible to use the date, based on the competition's employment type.
- **Contact HRSC:** the candidate may be eligible for a seniority date. In most cases, a seniority calculation request will be submitted by PSC on your behalf (you will be cc'd on the email request.) When you receive a seniority date from the HRSC, please apply the rules described above to determine if the employee is eligible to use the date, based on the competition's employment type.
- **Contact HR:** the candidate may have been on a Definite Leave. In most cases, a seniority calculation request will be submitted by PSC on your behalf (you will be cc'd on the email request.) When you receive a seniority date from the HRSC, please apply the rules described above to determine if the employee is eligible to use the date, based on the competition's employment type.
- **Seniority Date Expired:** the candidate has a seniority date but that date has expired and is no longer valid.
- **Re Org Recently - please contact HRSC:** due to a recent ministry re-organization, seniority-unit seniority is not straightforward for this candidate and must be calculated manually. In most cases, a seniority calculation request will be submitted by PSC on your behalf (you will be cc'd on the email request.) When you receive a seniority date from the HRSC, please apply the rules described above to determine if the employee is eligible to use the date, based on the competition's employment type.
- : the candidate does not have a seniority date entered.

If you believe seniority information in the Staffing Competition Report is incorrect, please contact staffing@gov.sk.ca for further assistance.

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Probation, If Appointed

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Que, Suzy	12345678	cover-jan13.doc	19-Jan-2013	Yes	Women	99999	22-Mar-2006	7.2	12 months	
Assignment Information									Leaving Reason	
Number	Status	From	To	Employee Category	Assignment Category	Grade/Job	Ministry			
99999-4	Active	25-Sep-2011		Perm Part Time Rights	Non Permanent	09 CPE	003 Justice			
99999-3	Definite Leave of Absence Without Pay	01-Jun-2008		Permanent	Permanent Part Time	08 CPE	003 Justice			
99999-2	Terminate Assignment	30-Sep-2007	31-May-2008	Permanent	Permanent Full Time	04 PSC	003 Justice			
99999	Terminate Assignment	19-Mar-2006	29-Sep-2007	Term	Non Permanent	05 PDP	003 Justice			

This section provides the probation article and period to use in your commencement document and offer letter, if you hire this candidate. If a “Contact HR” message appears, contact your Human Resource Business Partner for assistance in determining the appropriate probation provisions that apply to this candidate.

Comments

Applicant-Provided Information							MIDAS Lookup	Probation, If Appointed		Comments
Applicant	Applicant ID (Taleo)	Job Specific Attachments	Attachment Date	Legally Work in Canada?	Diversity Self-Declaration	Employee Number	Seniority	Article	Period	
Que, Suzy	12345678	cover-jan13.doc	19-Jan-2013	Yes	Women	99999	22-Mar-2006	7.2	12 months	
Assignment Information									Leaving Reason	
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99999	Terminate Assignment	19-Mar-2006	29-Sep-2007	Term	Non Permanent	05 PDP	003 Justice			

This section provides important information and warning messages, which may include:

- **Not in MIDAS:** based on the identification information provided by the candidate, this candidate does not have employment history with Executive Government.
- **Employee Number Found in MIDAS; Reasonable match on Name Not Found in MIDAS:** if this has not been addressed in the email which accompanied the report, contact staffing@gov.sk.ca
- **Employee Number Not in MIDAS; Reasonable match on Name Found in MIDAS:** if this has not been addressed in the email which accompanied the report contact staffing@gov.sk.ca.
- **If you are considering this candidate, contact HR.:** contact staffing@gov.sk.ca for assistance in determining this candidate’s eligibility.
- **Contact HR to determine order of consideration.:** contact your HR Business Partner for assistance in determining this candidate’s eligibility.

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Assignment Information

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Applicant	Applicant ID (Taleo)	Job Specific Attachments	Attachment Date	Legally Work in Canada?	Diversity Self-Declaration	Employee Number	Seniority	Article	Period	Comments
Que, Suzy	12345678	cover-jan13.doc	19-Jan-2013	Yes	Women	99999	22-Mar-2006	7.2	12 months	

Assignment Information									
Number	Status	From	To	Employee Category	Assignment Category	Grade/Job	Ministry	Leaving Reason	
99999-4	Active	25-Sep-2011		Perm Part Time Rights	Non Permanent	09 CPE	003 Justice		
99999-3	Definite Leave of Absence Without Pay	01-Jun-2008		Permanent	Permanent Part Time	08 CPE	003 Justice		
99999-2	Terminate Assignment	30-Sep-2007	31-May-2008	Permanent	Permanent Full Time	04 PSC	003 Justice		
99999	Terminate Assignment	19-Mar-2006	29-Sep-2007	Term	Non Permanent	05 PDP	003 Justice		

This section provides information about the candidate's current and previous assignments with Executive Government, if any exist. This is not an exhaustive list of their employment history.

This section may not all fit on one page, and may continue on the next page.

SGEU Candidate List Section

Competition Number: CON080654	MIDAS	Report Date: 14-Feb-2013 12:03 PM
Title: Municipal Administration Advisor	SGEU Candidate List	Page: 1 of 1

Applicant	Applicant ID (Taleo)	Seniority
Green, Kelly	98765432	No Seniority
Doe, Jane	99999999	Date missing contact ESC
Que, Suzy	12345678	11-Feb-2008
Loafer, Penny D	11111111	22-Sep-2006
Dendron, Rhoda	55555555	22-Mar-2006
Applicant Count: 5		

The SGEU Candidate List section is included as a separate page at the end of the report, for SGEU Permanent Full-Time, Permanent Part-Time, Permanent Labour Service and Terms of 9 Months or more. This page may be given to the SGEU Panel Rep participating in the staffing panel.

This section lists each candidate's name exactly as it was entered in their application. The same seniority date or seniority message that was displayed in the details section of the report will appear in the candidate list section.

If the competition is for multiple locations, the seniority date or seniority message relevant to each location will be appear.

If you need further assistance with this report, please contact staffing@gov.sk.ca.