

Staffing Process Roadmap

Public Service Commission

The document maps out the staffing process.

Last revised: January 2020

Last reviewed: January 2020

Next review: January 2021

Step	Resources	Additional support
	<ul style="list-style-type: none"> ✓ Staffing in the Government of Saskatchewan e-learning modules (Learn) ✓ Taskroom – Hire an Employee ✓ Taskroom - Taleo Instructions ✓ Staffing Model Comparison Grid ✓ Merit-Based (Relatively Equal) Staffing section 	
<p>Initiate Staffing</p> <ul style="list-style-type: none"> • Review staffing need (i.e. is the exact same skill set needed, is JD up-to-date) • Determine Competencies • Create Job Ad • Determine where to advertise • Determine when to advertise • Create a staffing file for record keeping <p>Creating a competition in Taleo</p> <ul style="list-style-type: none"> • Set up competition in Taleo • Determine pre-screening questions based on subset of selected “bring” competencies • Get approvals (ministry, re-employment list) • Send for posting 	<ul style="list-style-type: none"> ✓ SGEU Competency Profiles ✓ Leadership and Management Competencies (out-of-scope) ✓ Advertising and Recruitment Guide ✓ Posting Requirements ✓ Staffing Competition File Requirements Checklist ✓ Obtaining Required Position-Related Information from MIDAS guide or Video ✓ Requisition Creation - Professional or Video ✓ Create or Add Prescreening Questions ✓ Requesting Approval - Professional or Video ✓ Requesting Posting and Advertising or Video 	<p>HR Business Partner</p> <p>staffing@gov.sk.ca 1-877-852-5808 or 306-798-0000</p>

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<p>Screen Applications</p> <ul style="list-style-type: none"> • Understand role of SGEU Panel Rep • Review Staffing Competition Report and applications • Determine candidates to be screened in for further assessment based on subset of selected “bring” competencies • Invite candidates for interview/assessment through Taleo • Update Taleo (e.g. change candidate steps and status) 	<ul style="list-style-type: none"> ✓ SGEU Panel Rep Guide for Managers ✓ Staffing Competition Report Guide ✓ Viewing and Screening Candidate Applications <ul style="list-style-type: none"> ○ Preliminary Screening Results - Senior Qualified (In-scope level 1-9, level 10 non-supervisory) ○ Preliminary Screening Results - Relatively Equal ○ Preliminary Screening Results - Merit ✓ Booking Facilities for Interviews ✓ Sending Invitations to Assessment Guide or Video 	
<p>Assess Candidates</p> <ul style="list-style-type: none"> • Create interview guide • Interview, testing, alternative assessment based on “bring” competencies • Conduct reference checks based on “bring” competencies • Determine successful candidate • Update Taleo (e.g. change candidate steps and status) 	<ul style="list-style-type: none"> ✓ Creating an Interview Guide <ul style="list-style-type: none"> ○ Out-of-Scope Interview Guide Template ○ In-Scope Interview Guide Template ○ Relatively Equal Interview Guide Template ✓ Interview Process Guide <ul style="list-style-type: none"> ○ Preparation for Behavioural (BDI) Questions ○ Benefits Summary ✓ Alternate Assessment Form ✓ Manager's Guide to Reference Checks <ul style="list-style-type: none"> ○ Reference Check Guide Template ✓ Candidate Evaluation Summary - In-Scope (level 1-9, level 10 non-supervisory) ✓ Candidate Evaluation Summary – Merit-Based (Relatively Equal) (level 10 supervisory, level 11-14) ✓ Candidate Evaluation Summary - Out-of-Scope 	

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<p>Offer and Appoint</p> <ul style="list-style-type: none"> • Initiate online commencement process • Complete Criminal Record Check • Request Salary Calculation through Taleo • Request Additional Vacation Leave (out-of-scope only) • Give Verbal Offer • Prepare Letter of Offer • Send Regret Letters through Taleo • Update Taleo (e.g. change candidate steps and status; candidate withdrawals or reasons for being unsuccessful, etc.) • Close competition file 	<ul style="list-style-type: none"> ✓ Online Commencement Process Guide or Video ✓ CRC Status Confirmation Form ✓ Requesting Salary Calculation Guide or Video ✓ Requesting Approval for Up-in-Range Salary Guide or Video ✓ Additional Vacation Leave Request Guide ✓ Letters of Offer Templates ✓ Sending Regret Letters Guide or Video ✓ Staffing Competition File Requirements Checklist 	<p>staffing@gov.sk.ca 1-877-852-5808 or 306-798-0000</p>
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