

<b>360-degree feedback:</b> A form of assessment involving ratings of the strengths and weaknesses of an individual by colleagues working at the same level, employees reporting to that person, and individuals who that person reports to.
<b>Acting appointment:</b> The temporary appointment of an employee to another position, if the appointment on a term or indeterminate basis would have constituted a promotion.
<b>Advertised staffing process:</b> A staffing process where persons in the area of selection are informed of and can apply to an appointment opportunity.
<b>Assessment centre:</b> An assessment method involving multiple assessment tools and activities, such as work-sample tests, group discussions and simulations, in which candidate performance is observed and rated by a team of assessors.
<b>Assignment:</b> The temporary movement of an employee at the same level within an organization to perform a set of duties or functions of another existing position or to take on a special project.
<b>Candidate Achievement Record:</b> A tool that typically assesses 3-4 key leadership competencies through self-reported examples of past performance and work-related achievements.
<b>Casual appointment:</b> A person hired into the public service on a short-term temporary basis. A casual employee cannot work in a single department/agency for more than 90 days within a calendar year.
<b>Chair of an assessment board:</b> The person who co-ordinates the activities of the assessment board. They may or may not be involved in making the final selection decision.
<b>Cognitive ability test:</b> A standardized employment test which examines general reasoning abilities. Usually a multiple-choice test, administered on paper or electronically.
<b>Consulting position:</b> A position held by a professional who provides advice or services in a particular area of expertise. This person is self-employed or works for a consulting firm.
<b>Deployment:</b> The movement of a person from one position to another in accordance with Part 3 of the Public Service Employment Act. A deployment does not constitute an appointment. It cannot be a promotion and cannot change the tenure of employment from specified term to indeterminate. A person who is deployed is no longer the incumbent of their previous position.
<b>Employment status:</b> The nature of an employee's contractual relationship with an employer (casual, consulting, term, indeterminate, etc.).
<b>Hiring manager:</b> For the purposes of this survey, this is the manager or supervisor who is trying to fill one or more positions in their own work unit.
<b>In-basket:</b> An assessment technique that simulates the important aspects of a management position. The candidate must respond to managerial issues and problems that are presented in the form of documents such as e mails from superiors, peers and subordinates; organizational reports; letters from stakeholders as well as messages and other correspondence that have accumulated in the manager's "in-basket."

<b>Incumbent-based process:</b> An internal appointment process within the Research and University Teaching groups where a career progression framework has been established. Incumbents are promoted by appointment to a higher level in their own positions based upon the incumbents' qualifications.
<b>Independent agency affiliated with the department:</b> Small agencies that have become independent from a larger department but continue to share services with the original department, such as Human Resources, libraries, and Information Technology.
<b>Indeterminate appointment:</b> Employment of no fixed duration, whether part-time, full-time or seasonal.
<b>Informal meeting with the hiring manager:</b> In some cases, the hiring manager may meet informally with the candidates to discuss their areas of expertise or job interests, primarily for purposes of placing them appropriately rather than making a hiring decision per se.
<b>Internal appointment process:</b> A process for making one or more appointments in which only persons employed in the public service may be considered.
<b>Manager:</b> An individual who plans and delegates the work of others that report to them. Within most organizations, someone who has budgetary authority, and often has delegated staffing authority.
<b>Member of an assessment board:</b> Person who participates in the assessment of candidates to the process, for example by asking questions during a structured interview, or rating candidate responses to a behavioural exercise.
<b>Pool:</b> A repository of persons who have been assessed on some, or all, of the merit criteria of the position(s) for which they were assessed.
<b>Priority status:</b> A person with priority entitlements under the <i>Public Service Employment Act</i> or the <i>Public Service Employment Regulations</i> (e.g., someone who is declared surplus, or medically discharged from the Canadian Forces or RCMP), and included in the PSC's inventory of those currently holding priority entitlements, who has not yet been appointed anywhere.
<b>Reclassification:</b> A change in either the occupational group or level of the position (or both) as a result of a classification decision. This can happen on an individual basis, or for multiple employees belonging to the same group and level.
<b>Secondment:</b> The temporary move of an employee to another organization to perform the functions of a position that already exists or to take on a special project. A secondment cannot result in a promotion or extend an employment period.
<b>Simulation exercise:</b> Assessment exercises in which the candidate's behaviour and/or reasoning is assessed with written and/or oral tasks that simulate the actual job context. These are standardized tests, and are distinct from hypothetical questions that may arise in interviews.
<b>Situational judgment test:</b> Assesses judgement required for solving problems in work-related situations. This typically involves a multiple-choice format where the test-taker chooses from several possible actions to deal with the problem described.

<b>Specific training or development program:</b> In some instances, employees enter a training program, as part of their employment, with the understanding that they will be promoted to a higher position when the training is successfully completed.
<b>Specified term appointment:</b> Employment of a fixed duration, whether full-time or part-time.
<b>Staffing activities:</b> Staffing activities refer to appointments to the public service as well as promotions, lateral and downward movements and acting appointments within the public service. Staffing activity within the public service includes all appointments and/or deployments of employees within or between departments or agencies that are subject to the PSEA.
<b>Staffing Advisor:</b> Member of the PE group who provides staffing advice to managers.
<b>Structured interview:</b> An interview following a fixed set of questions in a fixed order, usually involving a panel of interviewers.
<b>Supervisor:</b> An individual who oversees and directs the work of others that report to them. Depending on the organization, they may not have any budgetary authority or delegated staffing authority.
<b>Testing accommodations:</b> A change in the time limits, testing environment, conditions, or mode of presentation, which permits a person with a disability to take an employment test without placing that person at a disadvantage.
<b>Work unit:</b> A group of people who have the same objective or who work on the same project and come into regular contact.