



Survey of Staffing Candidates

Confidential when completed

To survey respondents,

Statistics Canada is conducting the pilot of the Survey of Staffing on behalf of the Public Service Commission (PSC). One of the roles of the PSC is to oversee the overall integrity of staffing processes in the federal Public Service.

Results from this survey will support the PSC in this task and provide the PSC with key data on appointment processes, staffing strategy, area of competition etc. The survey will also be useful in providing information to identify any needed changes to the *Public Service Employment Act (PSEA)*, or related policies, when the legislation is revisited in 2010.

All information provided to Statistics Canada through this survey is protected by law under the *Statistics Act*, which guarantees that your information will be kept confidential and will be used for statistical purposes only and analysis at the departmental and public-service-wide level. While your participation is voluntary, the greater the number of employees participating, the more accurate and representative the results will be across the Public Service.

We invite you to help ensure that the process by which individuals are selected and promoted are based on merit and non-partisanship and reflect the values of fairness, transparency, access, and representativeness.

Thank you in advance for your cooperation.

President
Public Service Commission

Please read instructions and definitions on next page before beginning.



After you have completed the questionnaire, place it in the **postage-paid return envelope**, seal it and return it to Statistics Canada.

For more information, please visit the Internet site at <http://www.statcan.ca/english/survey/other/sos.htm>.

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Statistics
Canada

Statistique
Canada

Canada

INSTRUCTIONS

Please consult the glossary at the end of the questionnaire if any technical terms used are unclear to you.

How to complete this questionnaire

Use a black or blue pen to:

Mark the correct category OR to fill-in text in block letters

DEFINITIONS

Staffing Process is any staffing action or process intended to result in one or more appointments (position offers) within, or into the federal public service. This may involve a change in group and/or level of a position (e.g. CR-03 to CR-05), and/or a change in status (e.g. term to indeterminate).

Exclude from this definition for the purposes of this survey: Staffing processes for deployments, casual, consulting and acting positions; group and/or level changes resulting from reclassification of a position for a number of employees at once; incumbent-based promotions; promotions arising from the completion of a specific training or development program; and automatic conversions of term positions to indeterminate positions.

Note: It is important that you choose the staffing process that concluded most recently for you (although you may feel that the last process is not typical of your own experience). The sample size of the survey will ensure that by all respondents selecting the last process concluded, the different situations encountered by public servants will be accurately reflected.

“Concluded for you” includes any of several possible outcomes, such as being appointed, being found qualified but not appointed, being eliminated from consideration, being placed in a pool of individuals for future referral or consideration, or finding out that the process was cancelled and the position not offered to anyone.

Note: To simplify the questionnaire, the male gender is used most of the time to refer to both male and female.

SECTION A - Staffing Process

1

A1. In the last 6 months, have you participated in a staffing process as defined previously, whether it resulted in an appointment or not?

(If you participated in more than one staffing process in the past 6 months, please base all answers on the staffing process that concluded most recently for you).

1 Yes

2 No ► **Because we are looking for individuals who have recently completed a specific staffing process, you will not be asked to continue. Please place the questionnaire in the postage-paid return envelope, seal it and return to Statistics Canada. Thank you for your time.**

A2. Did you voluntarily withdraw before the conclusion of this process?

1 Yes

► **Because we are looking for individuals who have recently completed a specific staffing process, you will not be asked to continue. Please place the questionnaire in the postage-paid return envelope, seal it and return to Statistics Canada. Thank you for your time.**

2 No

SECTION B - Identifying the Process

The following group of questions will be used to identify the particular type of staffing process you participated in and the nature of the position being staffed.

B1. Please indicate the occupational group of position(s) to be filled from this staffing process.

- | | | | | | |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|--------------------------------|
| 01 <input type="radio"/> AC | 14 <input type="radio"/> CX | 27 <input type="radio"/> FO | 40 <input type="radio"/> LS | 53 <input type="radio"/> PI | 66 <input type="radio"/> ST |
| 02 <input type="radio"/> AG | 15 <input type="radio"/> DA | 28 <input type="radio"/> FR | 41 <input type="radio"/> MA | 54 <input type="radio"/> PL | 67 <input type="radio"/> SW |
| 03 <input type="radio"/> AI | 16 <input type="radio"/> DD | 29 <input type="radio"/> FS | 42 <input type="radio"/> MD | 55 <input type="radio"/> PM | 68 <input type="radio"/> TI |
| 04 <input type="radio"/> AO | 17 <input type="radio"/> DE | 30 <input type="radio"/> GL | 43 <input type="radio"/> MT | 56 <input type="radio"/> PR | 69 <input type="radio"/> TR |
| 05 <input type="radio"/> AR | 18 <input type="radio"/> DS | 31 <input type="radio"/> GS | 44 <input type="radio"/> ND | 57 <input type="radio"/> PS | 70 <input type="radio"/> UT |
| 06 <input type="radio"/> AS | 19 <input type="radio"/> ED | 32 <input type="radio"/> GT | 45 <input type="radio"/> NU | 58 <input type="radio"/> PY | 71 <input type="radio"/> VM |
| 07 <input type="radio"/> AU | 20 <input type="radio"/> EG | 33 <input type="radio"/> GX | 46 <input type="radio"/> OE | 59 <input type="radio"/> RO | 72 <input type="radio"/> WP |
| 08 <input type="radio"/> BI | 21 <input type="radio"/> EL | 34 <input type="radio"/> HP | 47 <input type="radio"/> OM | 60 <input type="radio"/> SC | 73 <input type="radio"/> Other |
| 09 <input type="radio"/> CH | 22 <input type="radio"/> EN | 35 <input type="radio"/> HR | 48 <input type="radio"/> OP | 61 <input type="radio"/> SE | |
| 10 <input type="radio"/> CM | 23 <input type="radio"/> ES | 36 <input type="radio"/> HS | 49 <input type="radio"/> PC | 62 <input type="radio"/> SG | |
| 11 <input type="radio"/> CO | 24 <input type="radio"/> EU | 37 <input type="radio"/> IS | 50 <input type="radio"/> PE | 63 <input type="radio"/> SI | |
| 12 <input type="radio"/> CR | 25 <input type="radio"/> EX | 38 <input type="radio"/> LA | 51 <input type="radio"/> PG | 64 <input type="radio"/> SO | |
| 13 <input type="radio"/> CS | 26 <input type="radio"/> FI | 39 <input type="radio"/> LI | 52 <input type="radio"/> PH | 65 <input type="radio"/> SR | |

B2. Please indicate the level of this occupational group for the position(s).

a) Please indicate the level of the occupational group.

b) Please indicate the 3-letter acronym for any applicable subgroup identification.

1 Not applicable

B3. Was this staffing process for ...?

1 a term position

2 an indeterminate position (permanent)

B4. In what region was the position(s) to be filled?

- 01 Multiple regions across Canada
- 02 National Capital Region
- 03 Atlantic
- 04 Quebec
- 05 Ontario
- 06 Prairies, Nunavut, Northwest Territories
- 07 British Columbia, Yukon
- 08 Outside Canada

B5. Was it an advertised (competitive) staffing process?

- 1 Yes
- 2 No ► **Go to question B7**

B6. Was it an advertised staffing process for ... ?

- 1 One position
 - 2 Multiple positions
- **Go to Section C**

B7. What type of non-advertised staffing process was it?

- 1 A reclassification on an individual basis of the group and/or level of your position
- 2 Other non-advertised process, please specify _____

SECTION C - Employment Situation

In this section, we will ask you questions about your employment situation before this reference staffing process.

Note: In the next questions, the statement “before this staffing process concluded for you”, refers to the point in time where your participation in this process ended, regardless of the actual concluding status.

C1. What was your employment status before this staffing process concluded for you?

- 01 Employed in the federal public service
- 02 Employed in the federal government but outside the federal public service (e.g., CRA, CFIA, Canadian Forces, Minister’s office, etc.)
- 03 Providing contract or consulting services to the federal public service ► **Go to question C11**
- 04 Employed outside the federal government (e.g., in the non-governmental or private sector or self-employed) ► **Go to Section D**
- 05 Student ► **Go to Section D**
- 06 Unemployed ► **Go to Section D**

C2. Please indicate your occupational group before this staffing process concluded for you.

(For an acting position, specify the group of your position before the acting.)

- | | | | | | |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|--------------------------------|
| 01 <input type="radio"/> AC | 14 <input type="radio"/> CX | 27 <input type="radio"/> FO | 40 <input type="radio"/> LS | 53 <input type="radio"/> PI | 66 <input type="radio"/> ST |
| 02 <input type="radio"/> AG | 15 <input type="radio"/> DA | 28 <input type="radio"/> FR | 41 <input type="radio"/> MA | 54 <input type="radio"/> PL | 67 <input type="radio"/> SW |
| 03 <input type="radio"/> AI | 16 <input type="radio"/> DD | 29 <input type="radio"/> FS | 42 <input type="radio"/> MD | 55 <input type="radio"/> PM | 68 <input type="radio"/> TI |
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| 06 <input type="radio"/> AS | 19 <input type="radio"/> ED | 32 <input type="radio"/> GT | 45 <input type="radio"/> NU | 58 <input type="radio"/> PY | 71 <input type="radio"/> VM |
| 07 <input type="radio"/> AU | 20 <input type="radio"/> EG | 33 <input type="radio"/> GX | 46 <input type="radio"/> OE | 59 <input type="radio"/> RO | 72 <input type="radio"/> WP |
| 08 <input type="radio"/> BI | 21 <input type="radio"/> EL | 34 <input type="radio"/> HP | 47 <input type="radio"/> OM | 60 <input type="radio"/> SC | 73 <input type="radio"/> Other |
| 09 <input type="radio"/> CH | 22 <input type="radio"/> EN | 35 <input type="radio"/> HR | 48 <input type="radio"/> OP | 61 <input type="radio"/> SE | |
| 10 <input type="radio"/> CM | 23 <input type="radio"/> ES | 36 <input type="radio"/> HS | 49 <input type="radio"/> PC | 62 <input type="radio"/> SG | |
| 11 <input type="radio"/> CO | 24 <input type="radio"/> EU | 37 <input type="radio"/> IS | 50 <input type="radio"/> PE | 63 <input type="radio"/> SI | |
| 12 <input type="radio"/> CR | 25 <input type="radio"/> EX | 38 <input type="radio"/> LA | 51 <input type="radio"/> PG | 64 <input type="radio"/> SO | |
| 13 <input type="radio"/> CS | 26 <input type="radio"/> FI | 39 <input type="radio"/> LI | 52 <input type="radio"/> PH | 65 <input type="radio"/> SR | |

C3. Please indicate the level of your occupational group at that time.

(For an acting position, specify the level of your position before the acting.)

a) Please indicate the level of your occupational group.

b) Please indicate the 3-letter acronym for any applicable subgroup identification.

1 Not applicable

C4. What was your work status before this staffing process concluded for you?

- 1 Indeterminate (permanent)
- 2 Term
- 3 Casual
- 4 On priority status

C5. Did you obtain the position you held before this staffing process concluded for you by successfully applying to an advertised (competitive) process?

- 1 Yes
- 2 No

C6. Was your position at that time any of the following?

(Mark all that apply.)

- 1 An acting position
- 2 An assignment or secondment **▶ Go to question C10**
- 3 Part of a specific training or development program (e.g., CAP or MTP) **▶ Go to question C10**
- 4 None of the above **▶ Go to question C10**

C7. How many months were you in that acting position when this staffing process came to a conclusion for you?

C8. Was the acting position renewed at some point?

1 Yes

2 No

C9. Were you replacing a person that did not return to that position?

1 Yes

2 No

C10. In which region did you work before this staffing process concluded for you?

01 National Capital Region

02 Atlantic

03 Quebec

04 Ontario

05 Prairies, Nunavut, Northwest Territories

06 British Columbia, Yukon

07 Outside Canada

C11. Where were you employed?

1 In the same general work unit as the location of the position to be filled

2 In the same department or agency but in a different work unit ► **Go to Section D**

3 In an independent agency affiliated with the department where the position is located ► **Go to Section D**

4 In a different department or agency ► **Go to Section D**

C12. What year did you start working in that position?

 year

7 Don't know ► **Go to Section D**

C13. What month range was it in?

1 January-March

2 April-June

3 July-September

4 October-December

7 Don't know

SECTION D - Accessing the Process

This following group of questions provides a better idea of how people find out about and access jobs in the public service.

D1. How did you first become aware of this specific staffing process?

- 01 Through a posting on a Government of Canada web-site or an electronic notification service provided by a government web-site
- 02 Through a memo, distributed e-mail, or bulletin board posting circulated only within the department/agency
- 03 Through a printed advertisement, pamphlet, or posting that was publicly available (e.g., in a newspaper)
- 04 I approached a colleague connected with the work unit or sent in an unsolicited letter of interest
- 05 I was referred through priority administration
- 06 I was informed by a colleague in the work unit
- 07 I was informed of a possible opening by a colleague working outside of my work unit
- 08 Other, please specify _____

D2. If this staffing process was a non-advertised type ► **Go to Section E**
Otherwise go to next question.

D3. How would you rate your own opportunity to initially find out about the position(s), relative to other similarly qualified people who were eligible to apply for it?

- 1 Less opportunity
- 2 About the same opportunity
- 3 More opportunity
- 7 Don't know

D4. Who was eligible to apply for this process?

- 01 Public servants and general public
- 02 Public servants only
- 03 Employees of 2 or more specified departments/agencies
- 04 Employees of your department/agency only
- 05 Employees of your work unit only
- 06 Other, please specify _____
- 97 Don't know

D5. To what extent did you apply to this staffing process, just for practice or experience?

- 1 Not at all
- 2 To some extent
- 3 To a great extent

D6. While this staffing process was on-going, how many other processes, whether inside the public service or elsewhere, were you waiting to hear from?
(i.e. These could be positions applied to before or after applying for this staffing process.)

- 1 None
- 2 1 to 2
- 3 3 to 5
- 4 More than 5

SECTION E - Assessment and Selection

This group of questions looks at what was involved in assessing your merit for the position, and selecting you from among the various possible candidates.

Test / Assessment is all formal testing or assessment that may have been part of this staffing process (e.g., written test, oral interview, references checked).

You may have undergone testing/assessment specifically for the reference position(s). You may have also undergone testing that linked or led to this staffing process (e.g., as a portion of entry into a pool of partially-assessed candidates). Please include this testing as well.

E1. Taking all related assessment into account, did you undergo a formal evaluation for this staffing process?

- 1 Yes
- 2 No ► **Go to question F1**

E2. Which of the following categories of tests were used?
(Mark all that apply. Please note that only one category should be selected for each test/assessment undergone.)

- 01 Written knowledge test
- 02 General aptitude or cognitive ability test
- 03 Writing skill
- 04 A standardized test that simulated on-the-job performance (simulation exercise or in-basket)
- 05 Structured interview with an assessment board (selection board)
- 06 Second official language testing (either oral or written)
- 07 Other type of written tests
- 08 None of the above

E3. To the best of your knowledge, which of the following other sources of information were used?
(Mark all that apply.)

- 01 Reference checks
- 02 360-degree feedback
- 03 Informal meeting with the hiring manager
- 04 Employee performance report/appraisal
- 05 Portfolio submission
- 06 Academic evaluation of transcript
- 07 None of the above
- 97 Don't know

E4. Did you request any testing accommodations for a disability during your assessment?

- 1 Yes
- 2 No ► **Go to question E6**

E5. To what extent were you satisfied with the testing accommodations provided?

- 1 Not at all
- 2 To some extent
- 3 To a great extent

E6. Were you assessed in the official language of your choice?

- 1 Totally
- 2 Partially
- 3 Not at all

	Not at all or to a limited extent	To some extent	To a great extent	Don't know
E7. To what extent do you feel the knowledge, skills or abilities for which you were assessed, were related to the actual job requirements of the position?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	7 <input type="radio"/>
E8. To what extent do you feel the assessment methods or tests used provided you with an opportunity to demonstrate your capabilities for the position(s)?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	7 <input type="radio"/>
E9. To what extent were you satisfied with the advance information provided to you regarding any testing that would be done? (e.g., description of testing, test study materials)	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	7 <input type="radio"/>

	Not at all or to a limited extent	To some extent	To a great extent	Don't know
E10. To what extent do you think your general or specialized knowledge were important in the result of this staffing process as it pertained to you?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	7 <input type="radio"/>
E11. Do you feel your general or specialized knowledge were evaluated fairly in your case?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	7 <input type="radio"/>
E12. To what extent do you think your abilities or specialized skills were important in the result of this staffing process as it pertained to you?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	7 <input type="radio"/>
E13. Do you feel your abilities or specialized skills were evaluated fairly in your case?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	7 <input type="radio"/>
E14. To what extent do you think your training or academic background were important in the result of this staffing process as it pertained to you?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	7 <input type="radio"/>
E15. Do you feel your training or academic background were evaluated fairly in your case?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	7 <input type="radio"/>
E16. To what extent do you think your personal suitability or match to the work team were important in the result of this staffing process as it pertained to you?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	7 <input type="radio"/>
E17. Do you feel your personal suitability or match to the work team were evaluated fairly in your case?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	7 <input type="radio"/>
E18. To what extent do you think your work experience or background were important in the result of this staffing process as it pertained to you?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	7 <input type="radio"/>
E19. Do you feel your work experience or background were evaluated fairly in your case?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	7 <input type="radio"/>
E20. To what extent do you think the hiring manager's familiarity with your past work performance was important in the result of this staffing process as it pertained to you?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	7 <input type="radio"/>
E21. Do you feel the hiring manager's familiarity with your past work performance was evaluated fairly in your case?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	7 <input type="radio"/>
E22. To what extent do you think your familiarity with the work unit or its projects were important in the result of this staffing process as it pertained to you?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	7 <input type="radio"/>
E23. Do you feel your familiarity with the work unit or its projects were evaluated fairly in your case?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	7 <input type="radio"/>
E24. To what extent do you think your potential for greater responsibilities were important in the result of this staffing process as it pertained to you?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	7 <input type="radio"/>
E25. Do you feel your potential for greater responsibilities was evaluated fairly in your case?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	7 <input type="radio"/>

SECTION F - How the Process Ended

This section examines how the process ended for you personally.

Total elapsed time is the time between when you first applied to the staffing process until its completion for you, whether or not it resulted in an appointment. If you were appointed, consider the beginning of the process the day you applied and the ending of the process the day you reported to your new position.

F1. If this staffing process was a non-advertised type ► **Go to question F7**
Otherwise go to next question.

F2. In months, what was the total elapsed time for this staffing process?

7 Don't know

F3. How did you find the total elapsed time required for this staffing process?

- 1 Very acceptable
2 Acceptable
3 Relatively acceptable
4 Unacceptable
5 Very unacceptable

F4. Were you screened in?

- 1 Yes
2 No ► **Go to Section G**

F5. Were you deemed as qualified specifically for the reference position(s)?
(This means were you successful with all the assessment methods used for this staffing process.)

- 1 Yes ► **Go to question F7**
2 No

F6. Were you placed in a pool of candidates fully-assessed or partially assessed for a number of positions to be filled eventually?

- 1 Yes
2 No
7 Don't know

F7. Was this staffing process terminated prior to its completion?
(For example, stopped before an appointment decision was made.)

- 1 Yes ► **Go to Section G**
2 No
7 Don't know

F8. Did you receive an offer of appointment as a result of this staffing process?

- 1 Yes
- 2 No ► **Go to Section G**

F9. Did you accept it?

- 1 Yes ► **Go to question F11**
- 2 No

F10. Which of the following reasons prompted you to decline the offer?

- 1 I was not really interested or lost interest in the position
 - 2 The offer of appointment came after I had already accepted another position
 - 3 The conditions of employment were not suitable
 - 4 None of the above
- **Go to Section G**

F11. Based on your experience, to what extent do the actual job requirements match how the job was portrayed in any printed or posted materials you received prior to this staffing process?

- 1 Not at all
- 2 To some extent
- 3 To a great extent
- 7 Don't know

SECTION G - Informal Discussion

Informal discussion: As soon as candidates are no longer considered for an appointment, they can, if they wish, request an informal discussion with the hiring manager or assessment board to understand why the decision was made. Informal discussions about the process can be requested by considered candidates as well.

G1. If this staffing process was a non-advertised type ► **Go to Section H**
Otherwise go to next question.

G2. Did you have an informal discussion with the hiring manager of this staffing process at any point?

- 1 Yes
- 2 No ► **Go to Section H**

G3. To what extent were you satisfied with the outcome of that discussion?

- 1 To a great extent
- 2 To some extent
- 3 Not at all

G4. To what extent were you satisfied with the timeliness to get that discussion?

- 1 To a great extent
- 2 To some extent
- 3 Not at all

G5. Were you screened back into this staffing process as a result of that discussion?

- 1 Yes
- 2 No
- 3 Not applicable

SECTION H - General Information

H1. Do you presently work for the department or agency printed on the front page?

- 1 Yes ► **Go to question H3**
- 2 No

H2. Which department or agency do you presently work for?

- | | |
|---|---|
| 01 <input type="radio"/> Agriculture and Agri-Food Canada | 22 <input type="radio"/> Fisheries and Oceans Canada |
| 02 <input type="radio"/> Atlantic Canada Opportunities Agency | 23 <input type="radio"/> Health Canada |
| 03 <input type="radio"/> Canada Public Service Human Resources Agency of Canada | 24 <input type="radio"/> Human Resources and Social Development |
| 04 <input type="radio"/> Canada School of Public Service | 25 <input type="radio"/> Immigration and Refugee Board |
| 05 <input type="radio"/> Canadian Border Service Agency | 26 <input type="radio"/> Industry Canada |
| 06 <input type="radio"/> Canadian Grain Commission | 27 <input type="radio"/> Justice Canada |
| 07 <input type="radio"/> Canadian International Development Agency | 28 <input type="radio"/> Library and Archives Canada |
| 08 <input type="radio"/> Canadian Radio - Television and Telecommunications Commission (CRTC) | 29 <input type="radio"/> Natural Resources Canada |
| 09 <input type="radio"/> Canadian Space Agency | 30 <input type="radio"/> Office of the Superintendent of Financial Institutions |
| 10 <input type="radio"/> Citizenship and Immigration Canada | 31 <input type="radio"/> Passport Canada |
| 11 <input type="radio"/> Correctional Service of Canada | 32 <input type="radio"/> Privy Council Office |
| 12 <input type="radio"/> Courts Administration Service | 33 <input type="radio"/> Public Health Agency of Canada |
| 13 <input type="radio"/> Department of Canadian Heritage | 34 <input type="radio"/> Public Safety and Emergency Preparedness Canada |
| 14 <input type="radio"/> Department of Finance Canada | 35 <input type="radio"/> Public Service Commission of Canada |
| 15 <input type="radio"/> Department of Foreign Affairs and International Trade | 36 <input type="radio"/> Public Works and Government Services Canada |
| 16 <input type="radio"/> Department of Indian and Northern Affairs Canada | 37 <input type="radio"/> Royal Canadian Mounted Police |
| 17 <input type="radio"/> Department of National Defence | 38 <input type="radio"/> Service Canada |
| 18 <input type="radio"/> Department of Veterans Affairs Canada | 39 <input type="radio"/> Statistics Canada |
| 19 <input type="radio"/> Economic Development Agency of Canada for the regions of Québec | 40 <input type="radio"/> Transport Canada |
| 20 <input type="radio"/> Elections Canada | 41 <input type="radio"/> Treasury Board of Canada Secretariat |
| 21 <input type="radio"/> Environment Canada | 42 <input type="radio"/> Western Economic Diversification Canada |
| | 43 <input type="radio"/> Other |

H3. How much cumulative experience do you have with staffing, whether as a hiring manager, a member of an assessment board (or selection board under the previous PSEA), or as someone working in human resources?

- 1 None
- 2 A small amount of experience
- 3 A moderate amount of experience
- 4 A considerable amount of experience

H4. In total, how many years have you been working in the Public Service?

- 1 Less than 3 years
- 2 3 to 10 years
- 3 11 to 20 years
- 4 More than 20 years

H5. What is your age group?

- 1 Up to 29 years
- 2 30 to 39 years
- 3 40 to 49 years
- 4 50 to 54 years
- 5 55 years and above

H6. What is the highest level of education you have ever completed?

- 01 Secondary/high school graduation certificate or equivalent or less
- 02 Registered apprenticeship, trade or vocational certificate or diploma
- 03 Diploma or certificate from a community college, CEGEP or institute of technology, nursing school, etc.
- 04 University certificate or diploma below the bachelor's level
- 05 Bachelor's degree (e.g., BA, BSc)
- 06 Professional degree (e.g., LLB, degree in medicine, dentistry, veterinary medicine or optometry [MD, DDS, DMD, DVM, OD])
- 07 Master's degree (e.g., MA, MSc, MEd)
- 08 Earned doctorate (e.g., PhD, DSc, DEd)
- 09 Other level completed, please specify _____

H7. What is your gender?

- 1 Male
- 2 Female

H8. Are you an Aboriginal person?

(An Aboriginal person is a North American Indian or a member of a First Nation, a Métis or an Inuk. North American Indians or members of a First Nation include status, treaty or registered Indians, as well as non-status and non-registered Indians.)

1 Yes

2 No

H9. Are you a member of a visible minority group?

(A member of a visible minority in Canada may be defined as someone (other than an Aboriginal person) who is non-white in colour/race, regardless of place of birth. For example, Black, Chinese, Filipino, Japanese, Korean, South Asian/East Indian, Southeast Asian, non-white West Asian, North African or Arab, non-white Latin American, person of mixed origin (with one parent in one of the visible minority groups in this list), or other visible minority group.)

1 Yes

2 No

H10. Are you a person with a disability?

(A person with a disability has a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and considers himself or herself to be disadvantaged in employment by reason of that impairment, or believes that an employer or potential employer is likely to consider him or her to be disadvantaged in employment by reason of that impairment, and includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.)

1 Yes

2 No

H11. Did you indicate that you were a member of the employment equity groups indicated above at the time you applied to this staffing process?

1 Yes

2 No

3 Not applicable

H12. Statistics Canada has entered into an agreement with the Public Service Commission (PSC) to share information from this survey. The PSC will not be given your name or other unique identifiers. The PSC has agreed to keep all the information provided confidential and to use it only for statistical purposes and analysis at the departmental and public-service-wide level.

Do you agree to allow Statistics Canada to share your answers with the Public Service Commission?

1 Yes

2 No

H13. Please feel free to use the space below to comment on your experience with this staffing action process.

Thank you for your co-operation in responding to this survey about your staffing process experience. Your views are essential to the overall integrity of staffing processes in the federal Public Service.

Glossary

360-Degree Feedback: A form of assessment involving ratings of the strengths and weaknesses of an individual by colleagues working at the same level, employees who report to that person and individuals who that person reports to. Used for supervisory and higher-level positions only.

Aboriginal Person: An Aboriginal person is a North American Indian or a member of a First Nation, a Métis or an Inuk. North American Indians or members of a First Nation include status, treaty or registered Indians, as well as non-status and non-registered Indians.

Acting Position: The temporary assignment of an employee to the duties of a higher level position (i.e., one with a maximum rate of pay that would normally constitute a promotion). This does not include temporary assignments without any adjustment to pay.

Advertised Staffing Process: The term used to refer to any competitive process under the new Public Service Employment Act (PSEA), including both processes open to the public and those not open to the public (Competitive staffing process under the previous Public Service Employment Act (PSEA)).

Appointment: The action taken to fill a position.

Area of Selection: The limits placed on who may apply for a position. This can include limits on the basis of being a member of the Public Service, a member of the department, living within a certain locale, or being in a particular occupational group. Distinct from qualifications such as education or experience.

Assignment: A temporary position, at the same level within the same department or agency, to perform the duties of an existing position or take on a special project.

Bridging Program: This mechanism enables the appointment of students without competition from outside the Public Service (upon referral from the PSC) or by including them in a closed competition, provided they are still employed by a department as an FSWEF or CO-OP student and are included in the area of selection for the closed competition.

Casual: A person hired on a short-term temporary basis. Someone hired as a casual employee may not work in one department more than 125 days in a 12 month period, nor enter closed competitions.

Cognitive Ability Test: A standardized employment test which examines general reasoning abilities. Usually a multiple-choice test, administered on paper or electronically, to groups or individuals.

Competency Profile: Competencies are general descriptions of the abilities necessary to perform successfully in areas specified (e.g., "communication

skills"). A competency profile is that combination of competencies depicting the knowledge, skills, and abilities underlying high performance in a specific position.

Competitive Process: See Advertised Staffing Process.

Concluded Process: Means that the process came to an end for you personally, regardless of the actual outcome. It may have concluded with you receiving an offer of appointment, with you being placed in an inventory or pool of candidates for future consideration, with you being informed that you were unsuccessful, or the process may have ended prematurely before any appointment decision was made.

Consulting Position: A position for a professional who provides advice in a particular area of expertise. This person is in business for himself or for a consultancy firm, usually with multiple and changing clients.

Conversion of a Term Position to Indeterminate: Under the Public Service Employment Act (PSEA), term positions must be converted to indeterminate status if extended or renewed beyond 3 years of continuous employment within the same department. The change in work status from term to indeterminate stems from the passage of a pre-specified period of time rather than an assessment against merit criteria.

Deemed as Qualified: This term is used to identify candidates that have met the merit criteria set out for the advertised staffing process. Since there may be more qualified candidates than available positions, a candidate may be deemed as qualified but not offered a position.

Deployment Program: The transfer of an employee from one position to another in the same or, where authorized by the Public Service Employment Regulations (PSER), another occupational group. A deployment may not result in a promotion, nor a change of tenure. It requires the consent of the employee, unless an agreement to being deployed is a condition of his or her employment.

Development Program: Program for developing employees via a series of rotations or placements. Usually employees in these programs will get a promotion within a set amount of time (e.g. ES-1 to ES-2 after a year).

Employee Performance Report/Appraisal: The supervisor's annual assessment of the employee's work performance against agreed-upon expectations and obligations.

Employment Status: The nature of the employee's contractual relationship with the employer (casual or consulting, term, indeterminate) is referred to as their employment status.

Federal Public Service: This refers to all departments, agencies, commission, or other organizations which are governed under the Public Service Employment Act (PSEA). It does not include any agencies which were or have become separate employers (e.g., CRA, CFIA, Parks Canada), and does not include the Canadian Forces or the non-civilian side of the RCMP. In some instances, it may include organizations that have come back under the Public Service Employment Act (PSEA) (e.g., Canada Border Services Agency).

Hiring Manager: Is defined as the person who chairs the assessment board in the case of an advertised (competitive) process or provides the written rationale in the case of a non-advertised (non-competitive) process.

Incumbent-Based Promotion: Promotion based on a track record with identifiable accomplishments, usually related to scientist promotions (e.g. UT and SE occupational groups).

Indeterminate Position: Person appointed for an indefinite period.

Informal Discussion: As soon as candidates are no longer considered for an appointment, they can, if they wish, request an informal discussion with the hiring manager or assessment board to understand why the decision was made. Informal discussions about the process can be requested by considered candidates as well.

Informal Meeting with the Hiring Manager: In some cases, the hiring manager may wish to meet with the candidate informally to discuss the candidate's areas of expertise or job interests, primarily for purposes of placing them appropriately rather than making a hiring decision per se. This is distinct from a structured job interview, where the hiring manager and other members of the assessment board ask the same questions of all candidates and evaluate them against a scoring template and merit criteria.

Inventory: A list of not-yet-assessed candidates for referral to hiring managers as positions arise. Individuals in an inventory will have applied for a general type of position, and require assessment against the specific position qualifications following referral.

Member of the Employment Equity Groups: A person who meets the criteria of one or more of the 4 groups (female, person with a disability, member of a visible minority, Aboriginal person) designated under the Employment Equity Act.

Merit for the Position: Under the current Public Service Employment Act, "merit" includes essential qualifications as well as other situationally-relevant criteria. Essential qualifications are those necessary for the work to be performed and must be met in order for a person to be appointed. Other merit criteria include qualifications felt to be an asset (e.g., experience or training in some area), meeting necessary operational requirements

(e.g., availability for shift work), or match to broader organizational needs identified by the deputy head (e.g., diversity).

Non-Advertised Staffing Process: In a non-advertised process, a manager does not solicit applications, but considers one or more persons for the position. For example, a manager could consider all of the employees in his or her work unit for a promotion, without soliciting applications. (Non-competitive staffing process under the previous Public Service Employment Act (PSEA). Persons appointed via a non-advertised process must still meet pre-specified merit criteria in a demonstrable fashion.

PSEA: Public Service Employment Act. The PSEA which came into full effect December 31, 2005, replaces the PSEA that was in place previously.

Partially Assessed: A partially-assessed candidate meets those essential qualifications shared amongst a group of positions for which they applied, but not necessarily all the qualifications of any particular position. Further assessment against all remaining merit criteria is required to be considered for any position when referral takes place. Collective staffing actions frequently result in a pool of partially-assessed candidates. This is equivalent to what is sometimes described as "partially qualified".

Person with a Disability: Has a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and considers himself/herself to be disadvantaged in employment by reason of that impairment, or believes that an employer or potential employer is likely to consider him/her to be disadvantaged in employment by reason of that impairment. This term includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace. The disability may precede their appointment to the Public Service, or arise after the individual becomes a public servant.

Pool (of assessed or partially assessed individuals): Group of candidates for future consideration who have been assessed on at least one of the merit criteria common to a number of positions. Individuals in the pool may undergo additional assessment on the remaining merit criteria as positions become available to be filled.

Prequalified pool (PQP): A pool of fully assessed and fully qualified candidates. A PQP is an efficient staffing mechanism for both candidates and managers, as it provides a source of individuals who have been thoroughly assessed relative to the requirements of a position, or for similar positions within the same occupational group and level.

Portfolio Submission: Some advertised positions (e.g., a graphics or web-page designer) may request submission of examples of the candidate's past work for assessment purposes.

Priority Administration/Status: A Public Servicewide inventory of Indeterminate employees displaced from their position, and several other types of persons (e.g., veterans), who are entitled to be considered for appointment by hiring managers eligible ahead of other candidates if they are qualified for the position. This inventory of priority status employees is administered by the Public Service Commission (PSC) and used to match individuals with positions for which they might be qualified for appointment.

Promotion Arising from the Completion of a Specific Training or Development Program: 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.

Reclassification: This means a change in either the occupational group or level of the position (or both) as a result of a classification decision. This may be applied to an individual employee or to position that pertains to a number of employees at once.

Reference Process: The staffing process you are describing in this survey which came to a conclusion (see definition) for you most recently during the previous 6 months. This is distinct from any other processes you may have participated in during that same period or any you may still be a part of at this time.

Screened In: This term is used to identify applicants that have demonstrated that they meet a set of minimum qualifications.

Secondment: A limited term assignment in another department/agency.

Simulation Exercise or In-Basket. Assessment exercises in which the candidate's behaviour and/or reasoning is assessed with written, and/or oral tasks that attempt to mimic the actual job context by placing the applicant in the role of incumbent. These are standardized tests, scored against a template (note that in-baskets use professional scorers, and simulations are scored by the assessment board) and are distinguished from individual hypothetical questions or scenarios that may arise in interviews.

Staffing Process: is any staffing action or process intended to result in one or more appointments (position offers) within, or into the federal public service. This may involve a change in group and/or level of a position (e.g. CR-03 to CR-05), and/or a change in status (e.g. term to indeterminate).

Term Position: Person appointed for a specified period.

Testing Accommodations: A change in the test time limits, testing environment or conditions, or mode of presentation, which permits someone with a disability to take an employment test without placing them at a disadvantage.

Unique Identifier: Any information that is unique to you (i.e., name, telephone number, email address, etc.), which would allow respondents to be individually identified in any way.

Visible Minority Group: A member of a visible minority in Canada may be defined as someone (other than an Aboriginal person) who is non-white in colour/race, regardless of place of birth. For example, Black, Chinese, Filipino, Japanese, Korean, South Asian/East Indian, Southeast Asian, non-white West Asian, North African or Arab, non-white Latin American, person of mixed origin (with one parent in one of the visible minority groups in this list), or other visible minority group.

Work Unit: Group of people that have the same objective or that work on the same project and come into regular contact or meet regularly, with each other.

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