

Survey of Staffing - Candidates

Confidential when completed



Statistics Canada is conducting the Survey of Staffing on behalf of the Public Service Commission (PSC). As the overseer of merit in the public service, the PSC is primarily concerned with the integrity of staffing.

This survey focuses on your experiences with staffing actions where there was a need to evaluate whether you were an appropriate choice for a position, or whether your duties and performance justified a reclassification of your position. Since the PSC is also mandated to oversee the political impartiality of the public service, the survey will collect information on political activities. A similar survey is being sent out by the PSC to managers involved in hiring during the same time period to explore their views and practices. Information gathered from both surveys will help insure that the staffing values outlined in the *Public Service Employment Act (PSEA)* are respected across all departments and agencies.

All information provided to Statistics Canada through this survey is protected by law under the *Statistics Act*. This act stipulates that your information will be kept confidential and will be used for statistical purposes only and analyses at the departmental or agency and public-service-wide levels only. While your participation is voluntary, the more 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 is based on merit and non-partisanship and reflects the values of fairness, transparency, access, and representativeness.

Thank you in advance for your cooperation.

Maria Barrados
President
Public Service Commission

Munir A. Sheikh
Chief Statistician of Canada



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

For more detailed information about the Survey of Staffing, please visit the **Information for survey participants** Internet site at <http://www.statcan.gc.ca>. If you require an alternative format questionnaire, contact sos-ssd@statcan.gc.ca.

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Statistics Canada
Statistique Canada

Canada

Please read all information provided at the beginning of each section.

How to complete this questionnaire

Use a black or blue pen to:

Mark the correct category **OR** enter numbers

Consult the glossary at the end of the questionnaire if any terms used are unclear to you.

FOR INFORMATION ONLY

Section A - Information on staffing activity

The goal of this section is to guide you to the portions of the questionnaire applicable to you. Unless otherwise specified, go to next question.

A

A Staffing Activity is any action or activity intended to result in one or more appointments within, or into the federal public service. This could involve a change in group and/or level (e.g. CR-03 to CR-05), and/or a change in work status (e.g. term to indeterminate).

A1. During the period from October 1st, 2007 to September 30th, 2008, did you participate as a candidate in a staffing activity, whether it resulted in you being appointed or not?

If you were involved in more than one staffing activity during this period, please base all your answers on the one that concluded **most recently** for you.

1 Yes

2 No ► **Go to Section H**

A2. Did this staffing activity conclude for you between October 1st, 2007 and September 30th, 2008?

Conclude for you means one of several possible outcomes, such as receiving an offer of appointment, being placed in a pool of qualified candidates for future referral or consideration, or being removed from further consideration.

1 Yes

2 No ► **Go to Section H**

A3. Did this staffing activity conclude for you before April 1st, 2008?

(Please provide your best guess.)

1 Yes

2 No

A4. Was it a staffing activity for a casual, consulting or acting position?

1 Yes ► **Go to Section H**

2 No

A5. Was it a staffing activity for a deployment?

1 Yes ► **Go to Section H**

2 No

A

A6. Was it a staffing activity where you had to apply to be considered for the position?

This could be to fill a specific position or as part of a recruitment drive to provide a pool of candidates for potential positions in multiple locations.

1 Yes ► **Go to question A12**

2 No

A7. Was it a staffing activity that was part of the simultaneous reclassification of many employees?

1 Yes ► **Go to Section H**

2 No

A8. Was it a reclassification of your position based on an assessment of your duties and performance?

1 Yes ► **Go to Section B**

2 No

A9. Was it a staffing activity where you were appointed to a position without having to make an application or compete against other candidates?

1 Yes

2 No ► **Go to Section H**

A10. Was it a promotion arising from the completion of a specific training or development program?

1 Yes ► **Go to Section H**

2 No

A11. Was it an incumbent-based promotion? (A promotion based on a track record with identifiable accomplishments such as promotion for scientific researcher.)

1 Yes ► **Go to Section H**

2 No ► **Go to Section B**

A12. Did you voluntarily withdraw from this staffing activity before its conclusion?

1 Yes ► **Go to Section H**

2 No

A13. Was this staffing activity intended to fill ...?

1 one position

2 multiple positions

7 Don't know

Section B - Type of position

The following questions identify the type of position you applied for or were appointed to that concluded for you between October 1st, 2007 and September 30th, 2008.

B1. What is the occupational group of the position you applied for or you were appointed to?

(If the group is composed of more than 2 letters, check the first two letters [e.g. for ST-SCY, check ST].)

- | | | | | | |
|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|---------------------------------|
| 001 <input type="radio"/> AB | 020 <input type="radio"/> DA | 039 <input type="radio"/> FT | 058 <input type="radio"/> LS | 077 <input type="radio"/> PH | 096 <input type="radio"/> ST |
| 002 <input type="radio"/> AC | 021 <input type="radio"/> DD | 040 <input type="radio"/> FW | 059 <input type="radio"/> MA | 078 <input type="radio"/> PI | 097 <input type="radio"/> SU |
| 003 <input type="radio"/> AD | 022 <input type="radio"/> DE | 041 <input type="radio"/> GA | 060 <input type="radio"/> MD | 079 <input type="radio"/> PL | 098 <input type="radio"/> SW |
| 004 <input type="radio"/> AG | 023 <input type="radio"/> DM | 042 <input type="radio"/> GC | 061 <input type="radio"/> MG | 080 <input type="radio"/> PM | 099 <input type="radio"/> TC |
| 005 <input type="radio"/> AI | 024 <input type="radio"/> DS | 043 <input type="radio"/> GL | 062 <input type="radio"/> MM | 081 <input type="radio"/> PR | 100 <input type="radio"/> TE |
| 006 <input type="radio"/> AO | 025 <input type="radio"/> DX | 044 <input type="radio"/> GR | 063 <input type="radio"/> MS | 082 <input type="radio"/> PS | 101 <input type="radio"/> TI |
| 007 <input type="radio"/> AP | 026 <input type="radio"/> EC | 045 <input type="radio"/> GS | 064 <input type="radio"/> MT | 083 <input type="radio"/> PY | 102 <input type="radio"/> TR |
| 008 <input type="radio"/> AR | 027 <input type="radio"/> ED | 046 <input type="radio"/> GT | 065 <input type="radio"/> NB | 084 <input type="radio"/> RE | 103 <input type="radio"/> UN |
| 009 <input type="radio"/> AS | 028 <input type="radio"/> EG | 047 <input type="radio"/> GX | 066 <input type="radio"/> ND | 085 <input type="radio"/> RL | 104 <input type="radio"/> UT |
| 010 <input type="radio"/> AU | 029 <input type="radio"/> EL | 048 <input type="radio"/> HI | 067 <input type="radio"/> NI | 086 <input type="radio"/> RO | 105 <input type="radio"/> VM |
| 011 <input type="radio"/> BI | 030 <input type="radio"/> EN | 049 <input type="radio"/> HP | 068 <input type="radio"/> OC | 087 <input type="radio"/> RP | 106 <input type="radio"/> WE |
| 012 <input type="radio"/> CA | 031 <input type="radio"/> EO | 050 <input type="radio"/> HR | 069 <input type="radio"/> OE | 088 <input type="radio"/> SC | 107 <input type="radio"/> WP |
| 013 <input type="radio"/> CH | 032 <input type="radio"/> ES | 051 <input type="radio"/> HS | 070 <input type="radio"/> OM | 089 <input type="radio"/> SD | 108 <input type="radio"/> ZZ |
| 014 <input type="radio"/> CI | 033 <input type="radio"/> EU | 052 <input type="radio"/> IM | 071 <input type="radio"/> OP | 090 <input type="radio"/> SE | 109 <input type="radio"/> Other |
| 015 <input type="radio"/> CM | 034 <input type="radio"/> EX | 053 <input type="radio"/> IN | 072 <input type="radio"/> OS | 091 <input type="radio"/> SG | |
| 016 <input type="radio"/> CO | 035 <input type="radio"/> FI | 054 <input type="radio"/> IS | 073 <input type="radio"/> PC | 092 <input type="radio"/> SI | |
| 017 <input type="radio"/> CR | 036 <input type="radio"/> FO | 055 <input type="radio"/> JC | 074 <input type="radio"/> PE | 093 <input type="radio"/> SO | |
| 018 <input type="radio"/> CS | 037 <input type="radio"/> FR | 056 <input type="radio"/> LA | 075 <input type="radio"/> PF | 094 <input type="radio"/> SP | |
| 019 <input type="radio"/> CX | 038 <input type="radio"/> TS | 057 <input type="radio"/> LI | 076 <input type="radio"/> PG | 095 <input type="radio"/> SR | |

B2. What is the level of the position you applied for or were appointed to?

(e.g. for FI-03, indicate **0 3**)

B3. What type of position was this staffing activity for?

- 1 A term position 2 An indeterminate position (permanent)

B4. Where was(were) the position(s) to be filled?

- | | |
|--|--|
| 1 <input type="radio"/> Multiple regions across Canada | 5 <input type="radio"/> Ontario |
| 2 <input type="radio"/> National Capital Region | 6 <input type="radio"/> Prairies, Nunavut, Northwest Territories |
| 3 <input type="radio"/> Atlantic | 7 <input type="radio"/> British Columbia, Yukon |
| 4 <input type="radio"/> Quebec | 8 <input type="radio"/> Outside Canada |

B

B

B5. In what department/agency was the position you applied for, or were appointed to, located?
(If the staffing activity was held for multiple departments/agencies, check 'Multiple departments/agencies'.)

- | | | | | | |
|----|-----------------------|--|----|-----------------------|---|
| 01 | <input type="radio"/> | Multiple departments/agencies | 28 | <input type="radio"/> | Economic Development Agency of Canada for the Regions of Quebec |
| 02 | <input type="radio"/> | Agriculture and Agri-Food Canada | 29 | <input type="radio"/> | Environment Canada |
| 03 | <input type="radio"/> | Assisted Human Reproduction Canada | 30 | <input type="radio"/> | Financial Consumer Agency of Canada |
| 04 | <input type="radio"/> | Atlantic Canada Opportunities Agency | 31 | <input type="radio"/> | Fisheries and Oceans Canada |
| 05 | <input type="radio"/> | Canada Border Services Agency | 32 | <input type="radio"/> | Foreign Affairs and International Trade Canada |
| 06 | <input type="radio"/> | Canada Public Service Agency | 33 | <input type="radio"/> | Hazardous Materials Information Review Commission Canada |
| 07 | <input type="radio"/> | Canada School of Public Service | 34 | <input type="radio"/> | Health Canada |
| 08 | <input type="radio"/> | Canadian Artists and Producers Professional Relations Tribunal | 35 | <input type="radio"/> | Human Rights Tribunal |
| 09 | <input type="radio"/> | Canadian Environmental Assessment Agency | 36 | <input type="radio"/> | Immigration and Refugee Board of Canada |
| 10 | <input type="radio"/> | Canadian Forces Grievance Board | 37 | <input type="radio"/> | Indian and Northern Affairs Canada |
| 11 | <input type="radio"/> | Canadian Grain Commission | 38 | <input type="radio"/> | Indian Residential Schools Resolution Canada |
| 12 | <input type="radio"/> | Canadian Heritage | 39 | <input type="radio"/> | Industry Canada |
| 13 | <input type="radio"/> | Canadian Human Rights Commission | 40 | <input type="radio"/> | Infrastructure Canada |
| 14 | <input type="radio"/> | Canadian Industrial Relations Board | 41 | <input type="radio"/> | International Joint Commission |
| 15 | <input type="radio"/> | Canadian Intergovernmental Conference Secretariat | 42 | <input type="radio"/> | Library and Archives Canada |
| 16 | <input type="radio"/> | Canadian International Development Agency | 43 | <input type="radio"/> | Military Police Complaints Commission of Canada |
| 17 | <input type="radio"/> | Canadian International Trade Tribunal | 44 | <input type="radio"/> | NAFTA Secretariat — Canadian Section |
| 18 | <input type="radio"/> | Canadian Radio-television and Telecommunications Commission (CRTC) | 45 | <input type="radio"/> | National Defence |
| 19 | <input type="radio"/> | Canadian Space Agency | 46 | <input type="radio"/> | National Energy Board |
| 20 | <input type="radio"/> | Canadian Transportation Agency | 47 | <input type="radio"/> | National Farm Products Council |
| 21 | <input type="radio"/> | Citizenship and Immigration Canada | 48 | <input type="radio"/> | National Parole Board |
| 22 | <input type="radio"/> | Commission for Public Complaints Against the Royal Canadian Mounted Police | 49 | <input type="radio"/> | Natural Resources Canada |
| 23 | <input type="radio"/> | Copyright Board Canada | 50 | <input type="radio"/> | Office of the Chief Electoral Officer |
| 24 | <input type="radio"/> | Correctional Service Canada | 51 | <input type="radio"/> | Office of the Commissioner for Federal Judicial Affairs |
| 25 | <input type="radio"/> | Courts Administration Service | 52 | <input type="radio"/> | Office of the Commissioner of Official Languages |
| 26 | <input type="radio"/> | Department of Finance Canada | 53 | <input type="radio"/> | Office of the Governor General's Secretary |
| 27 | <input type="radio"/> | Department of Justice Canada | | | |

- 54 ● Office of the Registrar of Lobbyists
- 55 ● Office of the Superintendent of Financial Institutions Canada
- 56 ● Offices of the Information and Privacy Commissioners of Canada
- 57 ● Passport Canada
- 58 ● Patented Medicine Prices Review Board Canada
- 59 ● Privy Council Office
- 60 ● Public Appointments Commission Secretariat
- 61 ● Public Health Agency of Canada
- 62 ● Public Prosecution Service of Canada
- 63 ● Public Safety Canada
- 64 ● Public Sector Integrity Canada
- 65 ● Public Servants Disclosure Protection Tribunal Canada
- 66 ● Public Service Commission of Canada
- 67 ● Public Service Labour Relations Board
- 68 ● Public Service Staffing Tribunal
- 69 ● Public Works and Government Services Canada
- 70 ● Registrar of the Supreme Court of Canada
- 71 ● Registry of the Competition Tribunal
- 72 ● Royal Canadian Mounted Police
- 73 ● Service Canada and Human Resources and Skills Development Canada
- 74 ● Statistics Canada
- 75 ● Status of Women Canada
- 76 ● The Correctional Investigator Canada
- 77 ● Transport Canada
- 78 ● Transportation Appeal Tribunal of Canada
- 79 ● Transportation Safety Board of Canada
- 80 ● Treasury Board of Canada Secretariat
- 81 ● Veterans Affairs Canada
- 82 ● Western Economic Diversification Canada

B

FOR INFORMATION ONLY

Section C - Movement across positions

The questions in this section examine your employment situation at the time you became involved with this staffing activity. This information will help identify patterns of movement across positions.

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

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

(Mark one only.)

- 1 Employed in the federal public service (excluding separate agencies such as CFIA and CRA)
- 2 Employed in separate agency, in the Minister’s Office, member of the Canadian Forces or non-civilian side of the RCMP
- 3 Providing contract or consulting services to the federal public service
▶ Go to question C12
- 4 Employed outside the federal government such as non-governmental or private sector or self-employed (excluding providing contract or consulting services to the federal public service)
▶ Go to question C14
- 5 Student
▶ Go to question C14
- 6 Unemployed
▶ Go to question C14



C2. What was your occupational group before this staffing activity concluded for you?

(If your group was composed of more than 2 letters, check the first two letters [e.g. for ST-SCY, check ST].)

(If you were in an acting position, specify the group of the acting position.)

- | | | | | | |
|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|---------------------------------|
| 001 <input type="radio"/> AB | 020 <input type="radio"/> DA | 039 <input type="radio"/> FT | 058 <input type="radio"/> LS | 077 <input type="radio"/> PH | 096 <input type="radio"/> ST |
| 002 <input type="radio"/> AC | 021 <input type="radio"/> DD | 040 <input type="radio"/> FW | 059 <input type="radio"/> MA | 078 <input type="radio"/> PI | 097 <input type="radio"/> SU |
| 003 <input type="radio"/> AD | 022 <input type="radio"/> DE | 041 <input type="radio"/> GA | 060 <input type="radio"/> MD | 079 <input type="radio"/> PL | 098 <input type="radio"/> SW |
| 004 <input type="radio"/> AG | 023 <input type="radio"/> DM | 042 <input type="radio"/> GC | 061 <input type="radio"/> MG | 080 <input type="radio"/> PM | 099 <input type="radio"/> TC |
| 005 <input type="radio"/> AI | 024 <input type="radio"/> DS | 043 <input type="radio"/> GL | 062 <input type="radio"/> MM | 081 <input type="radio"/> PR | 100 <input type="radio"/> TE |
| 006 <input type="radio"/> AO | 025 <input type="radio"/> DX | 044 <input type="radio"/> GR | 063 <input type="radio"/> MS | 082 <input type="radio"/> PS | 101 <input type="radio"/> TI |
| 007 <input type="radio"/> AP | 026 <input type="radio"/> EC | 045 <input type="radio"/> GS | 064 <input type="radio"/> MT | 083 <input type="radio"/> PY | 102 <input type="radio"/> TR |
| 008 <input type="radio"/> AR | 027 <input type="radio"/> ED | 046 <input type="radio"/> GT | 065 <input type="radio"/> NB | 084 <input type="radio"/> RE | 103 <input type="radio"/> UN |
| 009 <input type="radio"/> AS | 028 <input type="radio"/> EG | 047 <input type="radio"/> GX | 066 <input type="radio"/> ND | 085 <input type="radio"/> RL | 104 <input type="radio"/> UT |
| 010 <input type="radio"/> AU | 029 <input type="radio"/> EL | 048 <input type="radio"/> HI | 067 <input type="radio"/> NE | 086 <input type="radio"/> RO | 105 <input type="radio"/> VM |
| 011 <input type="radio"/> BI | 030 <input type="radio"/> EN | 049 <input type="radio"/> HP | 068 <input type="radio"/> NF | 087 <input type="radio"/> RP | 106 <input type="radio"/> WE |
| 012 <input type="radio"/> CA | 031 <input type="radio"/> EO | 050 <input type="radio"/> HR | 069 <input type="radio"/> NG | 088 <input type="radio"/> SC | 107 <input type="radio"/> WP |
| 013 <input type="radio"/> CH | 032 <input type="radio"/> ES | 051 <input type="radio"/> HS | 070 <input type="radio"/> NH | 089 <input type="radio"/> SD | 108 <input type="radio"/> ZZ |
| 014 <input type="radio"/> CI | 033 <input type="radio"/> EU | 052 <input type="radio"/> IM | 071 <input type="radio"/> NI | 090 <input type="radio"/> SE | 109 <input type="radio"/> Other |
| 015 <input type="radio"/> CM | 034 <input type="radio"/> EX | 053 <input type="radio"/> IO | 072 <input type="radio"/> NJ | 091 <input type="radio"/> SG | |
| 016 <input type="radio"/> CO | 035 <input type="radio"/> FI | 054 <input type="radio"/> IP | 073 <input type="radio"/> NK | 092 <input type="radio"/> SH | |
| 017 <input type="radio"/> CR | 036 <input type="radio"/> FO | 055 <input type="radio"/> JC | 074 <input type="radio"/> NL | 093 <input type="radio"/> SI | |
| 018 <input type="radio"/> CS | 037 <input type="radio"/> FR | 056 <input type="radio"/> LA | 075 <input type="radio"/> NM | 094 <input type="radio"/> SJ | |
| 019 <input type="radio"/> CX | 038 <input type="radio"/> FS | 057 <input type="radio"/> LI | 076 <input type="radio"/> NN | 095 <input type="radio"/> SK | |

C3. Please indicate the level of your position at that time.

(If you were in an acting position, specify the level of the acting position.)

(e.g. for FI-03, indicate)

C4. What type of position were you in before this staffing activity concluded for you?

- | | |
|---|--|
| 1 <input type="radio"/> Indeterminate (permanent) | 3 <input type="radio"/> Casual |
| 2 <input type="radio"/> Term | 4 <input type="radio"/> On priority status |

C

C5. Was it an assignment or secondment?

1 Yes

2 No

C6. Was it part of a specific training or development program? (e.g., CAP or MTP)

1 Yes

2 No

C7. Was it an acting position?

1 Yes

2 No ► Go to question C11

C8. How many consecutive months were you in that acting position when this staffing activity concluded for you? (Please give the closest estimate in months)

(e.g. for six months, indicate 0 6)

C9. Was the acting position renewed during that period?

1 Yes

2 No

C10. Were you replacing a person that did not return to that position?

1 Yes

2 No

C11. Where were you working before this staffing activity concluded for you?

1 National Capital Region

2 Atlantic

3 Quebec

4 Ontario

5 Prairies, Nunavut, Northwest Territories

6 British Columbia, Yukon

7 Outside Canada

C12. 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/agency but in a different work unit ► **Go to question C14**
- 3 In an independent agency affiliated with the department where the position was located ► **Go to question C14**
- 4 In a different department/agency ► **Go to question C14**

C13. What date did you start working in the position in your general work unit before this staffing activity concluded for you? (e.g. for February, indicate 02)

<input type="text"/> <input type="text"/> ◀ Month	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ◀ Year
97 <input type="radio"/> Don't know	

C14. How did you first learn about the position or opening you applied for, or were appointed to? (Mark one only.)

- 1 Through a posting on a government web-site
- 2 Through a memo circulated only within the department/agency
- 3 Through an advertisement that was publicly available (e.g. in a newspaper)
- 4 I approached a colleague connected with the work unit
- 5 I was referred through priority administration
- 6 I was approached by someone in the work unit or department/agency
- 7 I was informed by a colleague working outside of my work unit

► **If this staffing activity was a non-advertised type (A8=yes or A9=yes), go to Section D. Otherwise, go to next question.**

C15. How would you rate your own opportunity to initially find out about this position, 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

C16. To the best of your knowledge, who was eligible to apply for the position(s)?

- 1 Only employees in a specific work unit(s)
- 2 Only employees in specific department(s)/agency(ies)
- 3 Employees in the federal government
- 4 The general public

C

C17. To the best of your knowledge, from what parts of the country were people permitted to apply for the position(s)?

- 1 Only persons within a specified municipality or locale (e.g. within 100 km of Winnipeg)
- 2 Only persons within a certain region (e.g. Atlantic, British Columbia, Yukon)
- 3 Only persons within a certain geographical area (e.g. west of the Great Lakes)
- 4 Persons anywhere in Canada and/or Canadian citizens living outside of Canada

C **C18. While this staffing activity was on-going, how many other job possibilities were you waiting to hear the results of?**

These could be positions that you applied for before or after applying to this staffing activity, including positions inside or outside the federal government.

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

C19. Did you submit your application just to gain practice or experience?

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

Section D - Assessment and selection

This group of questions looks at what was involved in assessing your merit for the position and the selection process.

Assessment includes all formal forms of testing that may have been part of this staffing activity (e.g. written test, oral interview, reference checks).

You may have been assessed specifically for the position(s) or been assessed in a process which was linked or led to this staffing activity (e.g. as a portion of entry into a pool of partially-assessed candidates). Please include this assessment as well.

D1. Did you undergo any formal assessment as part of your participation in this staffing activity?

1 Yes

2 No ► **Go to Section E**

D2. Which of the following types of assessment did you undergo?

(Mark all that apply. Check the principal reason for the test [i.e. written knowledge test that also assesses the writing skill, should be indicated as a written knowledge test].)

1 Written knowledge test

2 General aptitude or cognitive ability test

3 Test of writing skill

4 A job simulation exercise or in-basket

5 Structured interview with an assessment board (selection board)

6 Second official language testing (either oral or written)

7 Other tests (e.g. personality test, situational judgment test)

8 None of the above

D3. To the best of your knowledge, which of the following other sources of information were used to assess you? (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 or transcript

07 None of the above

97 Don't know

D

D

D4. Were you assessed in the official language of your choice?

- 1 Not at all 3 In all areas
 2 In some areas

D5. Did you request any testing accommodations for a disability during your assessment?

- 1 Yes 2 No ► **Go to question D7**

D6. To what extent were you satisfied with the testing accommodations provided?

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

D7. To what extent do you feel you were assessed for the actual job requirements related to the position?

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

D8. To what extent do you feel the assessments used provided you with an opportunity to demonstrate your capabilities for the position?

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

D9. To what extent were you satisfied with the information provided to you in advance regarding any assessment that would be done? (e.g. description of testing, test study materials)

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

D10. To what extent do you think each of the following areas were considered important by the hiring manager in this staffing activity, as it pertained to you?

- a. Your knowledge (i.e. general or specialized)
- b. Your abilities
- c. Your training or academic background
- d. Your personal suitability or match to the work team
- e. Your work experience or background
- f. The hiring manager's familiarity with your past work performance
- g. Your familiarity with the work unit or its projects
- h. Your potential to develop for positions of greater responsibility

	Not at all	To a small extent	To a moderate extent	To a great extent	Don't know
a. Your knowledge (i.e. general or specialized)	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	7 <input type="radio"/>
b. Your abilities	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	7 <input type="radio"/>
c. Your training or academic background	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	7 <input type="radio"/>
d. Your personal suitability or match to the work team	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	7 <input type="radio"/>
e. Your work experience or background	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	7 <input type="radio"/>
f. The hiring manager's familiarity with your past work performance	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	7 <input type="radio"/>
g. Your familiarity with the work unit or its projects	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	7 <input type="radio"/>
h. Your potential to develop for positions of greater responsibility	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	7 <input type="radio"/>

D11. To what extent do you feel each of the following areas were evaluated fairly in your case?	Not at all	To a small extent	To a moderate extent	To a great extent	Don't know
	a. Your knowledge (i.e. general or specialized)	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>
b. Your abilities	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	7 <input type="radio"/>
c. Your training or academic background	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	7 <input type="radio"/>
d. Your personal suitability or match to the work team	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	7 <input type="radio"/>
e. Your work experience or background	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	7 <input type="radio"/>
f. The hiring manager's familiarity with your past work performance	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	7 <input type="radio"/>
g. Your familiarity with the work unit or its projects	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	7 <input type="radio"/>
h. Your potential to develop for positions of greater responsibility	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	7 <input type="radio"/>

D12. To what extent do you agree with the following statements regarding staffing practices within your general work unit (excluding those open to the general public)?	Not at all	To a small extent	To a moderate extent	To a great extent	Don't know
	a. Staffing activities are carried out in a transparent way.	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>
b. The advertised job requirements reflect the requirements of the position to be filled.	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	7 <input type="radio"/>
c. The advertised job requirements pose barriers to candidates who would otherwise qualify for the position.	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	7 <input type="radio"/>

D

FOR INFORMATION ONLY

Section E - How the staffing activity ended

This section examines how the staffing activity ended for you.

▶ If this staffing activity was a non-advertised type (A8=yes or A9=yes), go to question E5.
Otherwise, go to next question.

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

E1. How satisfied were you with the total elapsed time required for this staffing activity?

- 1 Very dissatisfied
- 2 Dissatisfied
- 3 Neither satisfied or dissatisfied
- 4 Satisfied
- 5 Very satisfied

E2. In months, what was the total elapsed time for this staffing activity?

(e.g. 5 months, indicate 05; less than 1 month, indicate 01)

E3. At some stage during the staffing activity, were you eliminated from further consideration?

- 1 Yes ▶ Go to Section F
- 2 No

E4. Were you placed in a pool or inventory of fully or partially-assessed candidates to fill positions as they became available?

This means that you were part of a group of candidates for future consideration and at least one of the essential qualifications common to a number of positions had been met.

- 1 Yes
- 2 No
- 3 Not applicable
- 7 Don't know

E5. Was this staffing activity stopped before an appointment decision was made?

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

E6. Did you receive an offer of appointment as a result of this staffing activity?

This could also be a result of being placed in a pool of qualified candidates and receiving an offer of appointment at some later time.

- 1 Yes
- 2 No ► **Go to Section F**

E7. Did you accept this offer of appointment?

- 1 Yes ► **Go to question E9**
- 2 No

E8. Which of the following reasons prompted you to decline the offer?
(Mark all that apply.)

- 1 I was not really interested or lost interest in the position
- 2 The offer of appointment came after I had accepted another position
- 3 The conditions of employment were not suitable (e.g. shift work)
- 4 None of the above

► **Go to Section F**

E

E9. Based on your experience, to what extent do the actual job requirements match the job requirements that were advertised?

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

Section F - Informal discussion

▶ If this staffing activity was a non-advertised type (A8=yes or A9=yes) , go to Section G.
Otherwise, go to next question.

An informal discussion may take place when candidates who are no longer considered for an appointment have the right to request an “informal discussion” with the hiring manager or someone from the assessment board to discuss why the decision was made. The hiring manager may also initiate an informal discussion with unsuccessful candidates.

F1. Did you engage in an informal discussion with the hiring manager or his representative (Human Resource advisor or member of the assessment board) at some point during this staffing activity?

- 1 Yes
2 No ▶ Go to Section G

F2. To what extent were you satisfied with the outcome of that discussion?

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

F3. To what extent were you satisfied with the time it took to get that discussion?

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

F4. Were you screened back into this staffing activity as a result of that discussion?

- 1 Yes
2 No
3 Not applicable

F

Section G - General information

Information gathered in the following section is intended to help organize survey responses.

G1. Do you currently work for the department/agency printed on the first page of the questionnaire?

- 1 Yes ► Go to question G3
2 No

G2. Which department/agency do you currently work for?

- | | |
|---|---|
| 01 <input type="radio"/> Agriculture and Agri-Food Canada | 25 <input type="radio"/> Library and Archives Canada |
| 02 <input type="radio"/> Atlantic Canada Opportunities Agency | 26 <input type="radio"/> National Defence |
| 03 <input type="radio"/> Canada Border Services Agency | 27 <input type="radio"/> National Energy Board |
| 04 <input type="radio"/> Canada Public Service Agency | 28 <input type="radio"/> National Parole Board |
| 05 <input type="radio"/> Canada School of Public Service | 29 <input type="radio"/> Natural Resources Canada |
| 06 <input type="radio"/> Canadian Grain Commission | 30 <input type="radio"/> Office of the Chief Electoral Officer |
| 07 <input type="radio"/> Canadian Heritage | 31 <input type="radio"/> Office of the Commissioner for Federal Judicial Affairs |
| 08 <input type="radio"/> Canadian International Development Agency | 32 <input type="radio"/> Office of the Superintendent of Financial Institutions Canada |
| 09 <input type="radio"/> Canadian Radio-television and Telecommunications Commission (CRTC) | 33 <input type="radio"/> Passport Canada |
| 10 <input type="radio"/> Canadian Space Agency | 34 <input type="radio"/> Privy Council Office |
| 11 <input type="radio"/> Citizenship and Immigration Canada | 35 <input type="radio"/> Public Health Agency of Canada |
| 12 <input type="radio"/> Correctional Service Canada | 36 <input type="radio"/> Public Prosecution Service of Canada |
| 13 <input type="radio"/> Courts Administration Service | 37 <input type="radio"/> Public Safety Canada |
| 14 <input type="radio"/> Department of Finance Canada | 38 <input type="radio"/> Public Service Commission of Canada |
| 15 <input type="radio"/> Department of Justice Canada | 39 <input type="radio"/> Public Works and Government Services Canada |
| 16 <input type="radio"/> Economic Development Agency of Canada for the Regions of Quebec | 40 <input type="radio"/> Royal Canadian Mounted Police |
| 17 <input type="radio"/> Environment Canada | 41 <input type="radio"/> Service Canada and Human Resources and Skills Development Canada |
| 18 <input type="radio"/> Fisheries and Oceans Canada | 42 <input type="radio"/> Statistics Canada |
| 19 <input type="radio"/> Foreign Affairs and International Trade Canada | 43 <input type="radio"/> Transport Canada |
| 20 <input type="radio"/> Health Canada | 44 <input type="radio"/> Treasury Board of Canada Secretariat |
| 21 <input type="radio"/> Immigration and Refugee Board of Canada | 45 <input type="radio"/> Veterans Affairs Canada |
| 22 <input type="radio"/> Indian and Northern Affairs Canada | 46 <input type="radio"/> Western Economic Diversification Canada |
| 23 <input type="radio"/> Indian Residential Schools Resolution Canada | |
| 24 <input type="radio"/> Industry Canada | |

G

G3. 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 *Public Service Employment Act*), 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

G4. In total, how many years have you been working for the public service?

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

G5. 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

G6. What is the highest level of education you have ever completed?

- 1 Secondary/high school graduation certificate or equivalent or less
- 2 Diploma or certificate from a community college, CEGEP or institute of technology, nursing school, etc. or a trades certificate or diploma
- 3 University certificate or diploma below the bachelor's level
- 4 Bachelor's degree (e.g. BA, BSc)
- 5 University certificate or diploma above the bachelor's level including Master's degree (e.g. MA, MSc, MEd) or professional degree (e.g., LLB, degree in medicine, dentistry, veterinary medicine or optometry [MD, DDS, DMD, DVM, OD]) or earned doctorate (e.g. PhD, DSc, DEd)

G7. What is your gender?

- 1 Male
- 2 Female

G8. 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

G9. 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

G10. 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

G11. Did you indicate that you were a member of the employment equity groups indicated above at the time you applied to this staffing activity?

1 Yes

2 No

3 Not applicable

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G

Section H - Political activities

Part of the Public Service Employment Act mandates the Public Service Commission to oversee the political impartiality of the Public Service.

You may not have participated in a staffing activity, but we are taking this opportunity to ask you the next few questions concerning political activities (see glossary definition). They provide an indication of the participation in political activities by public servants, the information sources that are typically consulted regarding political activities, and the knowledge of their rights and responsibilities.

H1. Which of the following political activities have you participated in during the last 2 years?

(Mark all that apply.)

- a. Seek nomination or serve as candidate for an election...
- b. Provide non-monetary campaign support for a party or a candidate... (e.g. election poll officers, distributing campaign information)

	At the municipal/ regional level	At the provincial or territorial level	At the federal level	None
a. Seek nomination or serve as candidate for an election...	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>
b. Provide non-monetary campaign support for a party or a candidate... (e.g. election poll officers, distributing campaign information)	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>

H2. Have you participated in other types of political activities during the last 2 years?

(e.g. attending a political convention, fund-raising event)

- 1 Yes
- 2 No

H3. To what extent are you aware of your rights and responsibilities as a public servant, under the *Public Service Employment Act*, with respect to participation in political activities?

- 1 Not at all
- 2 To a limited extent
- 3 To a moderate extent
- 4 To a great extent

H4. To what extent does your department/agency keep you informed of your rights and responsibilities as a public servant with respect to political activities? (e.g., departmental/agency website materials, memoranda from Human Resources in your department/agency)

- 1 Not at all
- 2 To a limited extent
- 3 To a moderate extent
- 4 To a great extent

H

H5. What people or resources have you consulted concerning your rights and responsibilities as a public servant participating in political activities? (Mark all that apply.)

- 01 Your supervisor or manager
- 02 Your union representative
- 03 An ombudsperson in your department/agency or another person serving a consultative role
- 04 A human resources advisor in your department/agency
- 05 Someone connected to the political party or political activity
- 06 The *Values and Ethics Code* for the Public Service
- 07 Posted (e.g. website) or printed information from the Public Service Commission
- 08 Public Service Commission representative
- 09 Other
- 10 None of the above
- 11 Not applicable

Section I - Sharing of information

11. 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 confidential and to use it only for statistical purposes. Analysis will be performed at the departmental or agency and public-service-wide level.

Do you agree to share your information with the Public Service Commission?

- 1 Yes 2 No

12. Please use the space below to make any additional comments on your experience with this particular staffing activity.

Thank you for your co-operation. Your views are essential to the overall integrity of staffing activities in the federal public service.

Glossary

360-Degree Feedback

A form of assessment involving ratings of an individual's strengths and weaknesses by colleagues at the same level, and individuals to whom that person reports.

Acting Position

A position created by the temporary assignment of an employee to the duties of a higher level, with an adjustment to pay.

Appointment

The action taken to fill a position.

Assignment

A temporary position, at the same level within the same department or agency, in which an employee performs the duties of an existing position or takes on a special project.

Casual

A person hired into the public service on a short-term temporary basis. In most instances, a casual employee has not worked in a single department/agency more than 90 days during a calendar year.

Cognitive Ability Test

A standardized employment test, administered on paper or electronically, which examines general reasoning abilities.

Concluded Process

A process that has ended for a candidate because the candidate has received an offer of appointment; is a member of a candidate pool or an inventory of qualified persons awaiting a future position; has been told his candidacy has not been retained; or the process has ended prematurely, before any decision was taken.

Consulting Position

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.

Deployment

The transfer of an employee within an organization, without promotion, from one position to another in the same occupational group. Where authorized by the Public Service Employment Regulations (PSER), employees may be transferred to another occupational group.

Development Program

An employee development program implemented via a series of rotations or placements. Employees in these programs will usually get a promotion within a set amount of time (e.g. ES-1 to ES-2 after a year).

Employee Performance Report/Appraisal

A supervisor's annual assessment against agreed-upon expectations and obligations of an employee's work performance.

Employment Status

The nature of an employee's contractual relationship with an employer (casual or consulting, term, indeterminate).

Essential qualifications

Qualifications deemed necessary for the work to be performed and which be met in order for a person to be appointed.

Hiring Manager

A person who chairs a board that makes a selection among candidates, or a person who provides the written rationale for the case of a non-advertised (non-competitive) appointment.

Independent agency affiliated with the department

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.

Indeterminate Position

An appointment to a position for an indefinite period.

Glossary (continued)

Informal Meeting with the Hiring Manager

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.

Inventory

A list of not-yet-assessed candidates who have applied for a general type of position. They are referred to hiring managers as positions arise, and are assessed against the position's specific criteria following referral.

Locale

In some cases only persons within a specific "locale", such as a 50km radius of Toronto or Regina, are eligible to apply for a position. This is distinct from a broader geographic area of selection such as "west of the great lakes", or the Atlantic region.

Merit for the Position

Under the current *Public Service Employment Act* "merit" includes essential qualifications (See definition) as well as other situationally-relevant criteria considered to be assets or to meet operational or broader organizational needs.

Partially Assessed

A partially-assessed candidate meets the essential criteria shared by a group of positions for which the candidate has applied but does not necessarily meet all of the criteria for any particular position.

PSEA

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

Political activities

A carrying on of any activity in support of, within or in opposition to a political party; carrying on any activity in support of or in opposition to a candidate; or seeking nomination as or being a candidate in an election before or during the election period.

Pool (of assessed or partially assessed individuals)

A 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 subsequently undergo additional assessment on the remaining merit criteria as positions become available to be filled.

Portfolio Submission

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

Priority Administration/Status

Indeterminate status public servants, involuntarily displaced from their positions, are entitled to be referred to hiring managers and considered for appointment to positions they are qualified for, ahead of other candidates. This inventory of "priority status" employees is administered by the Public Service Commission.

Qualified Candidates

This term is used to identify candidates that have met the merit criteria set out for the advertised staffing activity.

Reclassification

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.

Rights and Responsibilities (political activities)

Employees have a right to participate in political activities so long as it does not impair, or is not perceived as impairing, their abilities to perform their duties in a politically impartial manner. Employees are obliged to request and obtain permission from the Public Service Commission before being or seeking to be a candidate in a federal, provincial, territorial, and municipal election.

Glossary (continued)

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 simulate the actual job context. These are standardized tests, and are distinct from hypothetical questions that may arise in interviews.

Specific Training 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.

Structured Interview

An interview following a fixed set of questions in a fixed order, usually involving a panel of interviewers.

Term Position

A position to which a person is appointed for a specified period.

Testing Accommodation

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.

Unique Identifier

Any information that is unique to a respondent (i.e., name, telephone number, email address, etc.), which would allow the respondent to be individually identified in any way.

Work Unit

A group of people who have the same objective or who work on the same project and come into regular contact, or meet regularly, with each other.