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|  **Staffing Action Information** |
| Employee name |  |
| Group and Level |  |
| The selection decision should include sufficient information to be able to explain the decision to a third party in the event there is an informal discussion, a staffing complaint or a request for investigation following an appointment.As the responsible Sub-delegated manager, I hereby confirm that my obligations, as outlined in the [Staffing Sub-Delegation – Attestation Form](http://iservice.prv/eng/hr/staffing/managers_corner/direction/accountability_framework.shtml#annex_A), are being met in the context of this appointment. |
| Name of Sub-delegated manager |  |
| Date the form was completed |  |

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| **Advertised appointment process**  |
| **Process number:**  |
| **Check the appropriate box(es) which explains how you made your selection decision**  |
| Candidate’s overall ranking on all essential qualifications  | **[ ]**  |
| All qualified candidates in the pool are being appointed  | **[ ]**  |
| Last or only available qualified candidate | **[ ]**  |
| Importance of one specific qualification or a combination of qualifications.**Specify below** which element(s) is beingapplied in the appointment decision (in relation to the position to be staffed):Organizational needs Employment Equity Diversity and Inclusion Other (Please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Operational requirements (e.g. willingness to travel)Essential, asset qualifications**Please specify:** | **[ ]** **[ ]** **[ ]** **[ ]** **[ ]**  |
| Other reason(s) **Please specify:** | **[ ]**  |
|  |  |
| **Non-Advertised appointment process** |
| **Please check the appropriate box(es) which explains how you made your selection decision** |
| Student Bridging | **[ ]**  |
| The position has been difficult to staff – for example:• It requires highly specialized skills to perform the duties• It is located in a geographically remote area• It has a high turnover rate • It has a linguistic profile that increases the level of staffing difficulty• Recent process produced a limited number of qualified candidates | **[ ]**  |
| Appointment of a person who qualified in an advertised process for a position that requires similar qualifications (process within ESDC or another federal organization) | **[ ]**  |
| Stabilization/Regularization of a term employee that is **not** related to the conversion of status under the TBS Term Employment Policy (3 years roll-over) | **[ ]**  |
| Recruitment Event - Offer made during or following a career fair, speed staffing or targeted recruitment event | **[ ]**  |
| Employment Equity (based on current or forecasted gap – EE designated groups)  | **[ ]**  |
| Diversity and Inclusion * based on current or forecasted gap (EE sub-group or other employment equity seeking group)
* mandate (organization or organizational sub-structure)
* operational/business needs
* advancement and retention
 | **[ ]** **[ ]** **[ ]** **[ ]**  |
| Acting appointment of 4 months or more where a non-advertised appointment is deemed to be the most appropriate staffing option | **[ ]**  |
| Reclassification of an employee in their substantive position  | **[ ]**  |
| Immediate Need (Project / program / business continuity could be compromised if the position is not staffed immediately with a qualified person who knows the current work context) | **[ ]**  |
| Talent Management: Retention or indeterminate promotion of a high performing employee  | **[ ]**  |
| PSC or ESDC approved Developmental Program  | **[ ]**  |
| Hiring of a former public service employee | **[ ]**  |
| Employee from an organization named in Schedule V of the *Financial Administration Act*, or another federal organisation where deployment is not possible  | **[ ]**  |
| Employee impacted by a workforce adjustment situation or to avoid a priority situation | **[ ]**  |
| Departmental emergency situation (health or security) | **[ ]**  |
| Other reason(s) - **only** if reasons above do not applyYou can use one or more of these examples: • Current business or operational need that support your decision;• Operational risk to have the position vacant;• Candidate presents an exceptional combination of competencies;• Time invested in training this person as a temporary staff **Please provide an unbiased, fact-based explanation of your decision:** | **[ ]**  |

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| **Any additional information you wish to include in your selection decision**: |