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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 apply  You 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**: |