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| **Screening** | **Important!**  It is the applicants’ responsibility to provide proof of educational requirements and to demonstrate, in the requested format, that they possess each qualification as identified in the Statement of Merit Criteria.  For foreign degrees, it is the responsibility of the candidate to provide proof that they have been granted Canadian equivalency. For more information, consult the [CICIC](http://cicic.ca/) web site.  Candidates who do not provide sufficient information can be eliminated from further consideration. |
| • Timeliness of application as well as area of selection should always be verified at the screening stage of the assessment.  • The most common approach is to assess the essential and asset experience and education qualifications at the screening stage.  • Organizational needs and operational requirements may also be used for screening purposes.  • When screening on qualifications other than experience and education, it is recommended to identify them as being used for screening purposes on the job advertisement.  • Qualifications can be assessed on a meet/does not meet basis or by using a predefined rating scale (quantitative or qualitative). |  |
| **Screening Board Members** | **Results** |
| • The sub-delegated manager is responsible for ensuring that non sub-delegated screening board members: are objective, respect confidentiality, avoid any conflict of interest and have the required official language proficiency to participate in the screening process.  • Screening board members should review the Statement of Merit Criteria and job advertisement to ensure that all assessment criteria and elements, such as “significant” and “recent”, are clearly defined and understood. This allows for consistent assessment throughout the process. | • Screening results should be recorded in a screening and assessment report and sent to HR.  • Screened in/out letters must be sent to candidates.  • Informal Discussion must be offered (internal advertised process only).  **NOTE –** Proper documentation will help guide informal discussions, support the selection decision and provide evidential information in the event of a complaint or investigation. |

***Useful documents when conducting screening***

*• Bilingual Statement of Merit Criteria*

*• Bilingual Job advertisement*

*• Assessment Plan and Guide*

**Need more information?**

Contact your HR Consultant by submitting a request in the [Human Resources Service Centre (HRSC)](http://hrsc-csrh.prv/).

**Screening of applications – In An Advertised Appointment Process**