

TOPIC ACCESS TO SELECTION INFORMATION

POLICY Candidates who are unsuccessful in a competition, are entitled to reasons for non-selection, upon request.

QUESTION AND ANSWERS

1. Why do we provide candidates with access to the selection information?
2. Who should provide the reasons for non-selection?
3. What is the recommended process for providing the selection information to the candidate?
4. What information is to be provided to the candidate?

AUTHORITY

- Civil Service Regulations 9(5)
- *Freedom of Information & Protection of Privacy Act*
- *Personal Investigations Act*
- G.E.M.A. 11:07
- Civil Service Commission Board. Minute CSC 15-96/97-15

Effective date January 15, 1997

QUESTIONS AND ANSWERS

1. ***Why do we provide candidates with access to the selection information?***

It is a good management practice to provide honest communication with unsuccessful candidates. It helps develop existing employees and encourages candidates to re-apply for future competitions. Good feedback makes the selection process <transparent> and reinforces the principles of <fairness and merit>.

There are also legal reasons for providing reasons for non-selection. *The Freedom of Information & Protection of Privacy Act* and *The Personal Investigations Act* require us to provide certain information upon request. Current employees are entitled to written reasons for non-selection, upon request, under GEMA 11:07.

2. ***Who should provide the reasons for non-selection?***

Normally the chair of the selection board provides reasons for non-selection. Where possible, the line manager or supervisor also participate in the process.

3. ***How should selection information be provided to the candidate?***

The first step should be to meet in person with the unsuccessful candidate. When this is not possible the information can be provided by telephone. Candidates may invite a representative to attend the meeting with them.

Preparation Prior to meeting with the candidate, the members of the selection board should review the selection file in order to determine what feedback should be given.

Tone The tone of the meeting is important. The process should be frank and sensitive to the applicant's self perception. It is a good idea to start with positive feedback on areas where the candidate performed well.

Purpose The purpose of the meeting is to assist the candidate understand the selection process and the reasons for not selecting the candidate. The meeting can also help the candidate prepare for future opportunities.

Closing At the conclusion of the meeting, ask the candidate if written reasons are required and encourage them to apply for future competitions.

Written

Reasons

The letter outlining written reasons should be consistent with the verbal reasons. It should be reviewed with at least one other member of the selection board to ensure that it represents the consensus view of the committee. NOTE: Ensure that reasons for non-selection, whether provided orally or in writing, are complete as no new information can be introduced in a selection appeal.

4. What information is provided to the candidates?

The candidate should be provided with the following information:

- the selection criteria and their relative weights
- how the candidate rated against each criterion, including limitations
- the standards established for meeting each criteria
- what information was used to assess the candidate, including reference information and performance appraisals, particularly if this information had a bearing on the decision not to hire.

In addition, the candidate can also be provided with an overview of the <assessment methods> used to assess each selection criterion.

Third party information should not be given to the unsuccessful candidate.

COMMENT BOX

Assessment Methods [Link to Assessing Candidates Policy 2.3.2](#)

Fairness & merit Defined in Staffing Principles 2.0

Transparent Defined in Overview, Principles, 0-2