

Human Resources Policies & Guidelines

Section: 2 Staffing

Subsection: 2.3.1 **SCREENING**

Type: Policy

Effective Date: January 1, 2010 – Amended March 11, 2010

POLICY STATEMENT

All applications are screened consistently and fairly using screening criteria that are derived from the [selection criteria](#). Only candidates who meet the screening criteria move forward for further assessment.

INTENT

To ensure that screening is undertaken in as efficient and effective way as possible, considering all options available for assessment in a fair and objective manner. The result of screening is a list of candidates selected for further assessment.

POLICY APPLICATION

Screening criteria are derived from the selection criteria. They reflect the minimum requirements of the position and are apparent from reading an applicant's cover letter, resumé and/or application. The selection board chair is responsible for developing and finalizing the screening criteria in consultation with the manager and/or selection board. Screening is conducted by the selection board and results are validated by the selection board chair.

All candidates who are considered for further assessment should meet the essential screening criteria. Normally, screening is conducted by reading an applicant's cover letter, resumé and/or application carefully to determine if screening criteria are met. Another method of screening is called background assessment. A background assessment replaces or complements traditional resúmes and application forms with a questionnaire designed to elicit work related information about each applicant's background. Using background assessments may reduce the number of frivolous applications.

Screening criteria must be stated in the job opportunity advertisement and be free of employment barriers. See also [Barrier Free Job Opportunity Advertising Guideline 2.2.3](#).

PRACTICES

The screening criteria as well as the minimum requirement to satisfy each criterion should be determined by the selection board and articulated in the [Competition Screening Report](#).

Human Resources Policies & Guidelines

Techniques can be used to reduce or expand the number of candidates moving forward in the assessment process.

The principles of merit, fairness and equity is applied by ensuring all applicants are treated consistently when reducing or expanding the list of candidates selected for further assessment.

ROLES AND RESPONSIBILITIES

Civil Service Commission

Monitor application of the policy through the staffing audit process.

Selection Board

Human Resources, Managers, and other board members are responsible for establishing the minimum requirement to satisfy each criterion and for screening applications. More than one member of the selection board should screen the applications to ensure a balanced perspective.

AUTHORITY

The Civil Service Act, Section [13\(3\)a](#)

The Manitoba Human Rights Code [14](#)

[Canadian Charter of Rights and Freedoms](#), Section 6

Civil Service Commission Minute CSC 19-09/10-6

FREQUENTLY ASKED QUESTIONS

1. Can Employment Equity be used as a screening criterion?

Employment Equity should not be used as a screening criterion except where the qualifications in the job opportunity advertisement states that [preference](#) will be given, or the competition is [designated](#) for, employment equity candidates of one or more [designated groups](#).

2. Can candidates move forward in the assessment process if they do not meet the screening criteria?

Only candidates who meet the screening criteria will move forward in the assessment process, upholding the principles of merit, fairness and equity. As with any candidate, upon request, the manager and Human Resources may meet to provide information on how their qualifications do not meet the screening criteria.

3. Can out-of-province candidates who meet the screening criteria be screened out?

Human Resources Policies & Guidelines

No. Out-of-province candidates must be screened against the same screening criteria as other applicants. If an out-of-province candidate meets the screening criteria to the same degree as other candidates considered for further assessment, the candidate should proceed to the next stage of assessment. This applies even when the selection board limited the area of search to Manitoba and when there are a sufficient number of applicants. Giving preference to Manitobans may contravene the *Canadian Charter of Rights and Freedoms* which provides mobility rights to all Canadians.

4. Who pays for the interview expenses of out-of-province candidates?

There are some occasions where you may want to pay for some or all of the interview expenses for out-of-province candidates (ex: difficult to fill positions). See PP-20-10 Interview Expenses, [General Manual of Administration](#).

It is not always necessary to bring out-of-province candidates to a meeting with the selection board. Video-conference and telephone conference are low-cost options for assessing out-of-province candidates. Contact Human Resources for more information on this option.

5. Can applications received after the closing date be considered?

Since it is in the public interest to select the most suitable person for employment, it may be inappropriate to screen out an application solely because it was received after the closing date. The selection board may wish to consider late applications up to the point of screening, particularly if the competition yielded a low number of applicants. When the selection board chooses to consider applications received after the closing date, all late applications must be given the same consideration.

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