



## The Competitive Process

To promote fairness, equity, and transparency in recruitment, and following a standard process that is governed by merit, vacant positions of a prescribed duration with College of the North Atlantic (CNA) are required to be advertised. This allows interested applicants to be considered through a competitive recruitment and selection process after priority considerations and alternate staffing methods have been considered. A merit-based hiring process is designed to attract and recommend candidate(s) who best demonstrate the required education, experience, and competencies for the position being filled.

**Selection Boards** are comprised of a Selection Board Chair (SBC), who is trained in merit-based hiring and is approved to lead the competitive process on behalf of the Public Service Commission (PSC), and a Departmental Representative, who represents the hiring department on behalf of the President and CEO. When required, a Technical Advisor may also participate to assess components associated with positions of a technical nature. Conflicts, or any perceived conflicts of interest, are addressed prior to the evaluation of candidates.

**The Public Service Commission (PSC)** is committed to, and responsible for, oversight of and policy for merit-based appointments and promotions within the Public Service of Newfoundland and Labrador. College of the North Atlantic is a public service entity listed under Schedule A of the **Public Service Commission Act** and is subject to the PSC's recruitment policies, practices, and procedures.

## Eligibility

Employment opportunities are advertised according to eligibility criteria:

### ***Internal – College of the North Atlantic and Public Service Employees***

CNA employees and those currently employed by a public service entity scheduled under the **Public Service Commission Act** may be eligible for internal competitions, including those on layoff status. Please refer to the following [Internal Eligibility Listing](#) for additional information.

### ***Public***

Public job competitions are open to both internal applicants and to the public who are legally entitled to work in Canada. This includes Canadian Citizens, persons holding Canadian Permanent Residency status and persons holding valid work permits issued by Immigration, Refugees and Citizenship Canada.

## The Job Advertisement

**Screening Criteria:** This criteria includes the mandatory minimum education, training, and experience requirements for the position. Applications are evaluated to determine who meets the mandatory minimum screening criteria and to determine who will be invited to participate in the next stage of the recruitment process. Applications that clearly demonstrate the mandatory screening criteria may be subject to further screening activities or advanced to the assessment. Any asset criteria identified in the job posting will only be considered if there are a high number of applicants who meet the mandatory minimum criteria, necessitating a reduction in the applicant pool to a more manageable size.

**Assessment Criteria:** This criteria includes competencies required for the position and are assessed during the interview. It includes knowledge, proficiencies, skills, abilities, and personal suitability competencies specified in the job posting.

## Submitting your Resumé

- Candidates are responsible for submitting an application that effectively and clearly demonstrates the required screening criteria outlined in the job posting, otherwise, those that do not clearly demonstrate the required criteria will be screened-out of the competition process.
- Candidates are advised to tailor their application and outline their job duties in detail to facilitate a thorough evaluation of their background.

- An equivalent combination of education and experience may be considered for most positions. If a candidate does not possess the prescribed education or experience requirements outlined in the job posting, they must demonstrate the requirements through other facets of their background. Any allowance for equivalencies will be explicitly stated in the job posting.
- Upon submission of the online application, candidates can expect to receive a confirmation email acknowledging receipt. The screening of applications typically occurs within 2-4 weeks after the closure of a job posting, with candidates being promptly notified of their status once this phase of the process concludes.

### Preparing for the Assessment/Interview

- Assessments typically consist of a standard question and answer interview, with questions being composed of a mix of behavioural, situational, technical, and competency-based questions.
- Candidates are advised to thoroughly review the job posting, specifically the duties and the assessment criteria sections. These criteria serve as the topics of conversation.
- During the interview, candidates are expected to provide detailed responses supported by relevant examples from their experiences. Candidates are evaluated on each competency, as well as in comparison to other candidates assessed. The rating is considered holistic.
- Additional assessment tools, such as written components, scenario/role playing exercises, instructional demos, or presentations, may be used. Candidates will be informed of such methods in advance.
- For virtual assessments, candidates are encouraged to test their video and audio technology ahead of time, minimize distractions, set their devices to “do not disturb”, ensure an appropriate background and environment, and dress professionally as if attending an in-person interview. CNA conducts virtual interviews using Microsoft Teams.
- Candidates are asked to promptly inform the Selection Board Chair of any requests for disability-related accommodations.

### Selection

- The Selection Board Chair prepares a competition report, which includes a list of candidates *conditionally* recommended. This report is forwarded to the Associate Vice President of Human Resources for review and selection. In accordance with merit-based recruitment and the *Rule of Three* in the Act, the recommendation list will include up to three (3) candidates for one vacancy and may be extended by one additional candidate for each additional vacancy.
- Bargaining unit positions may undergo a *Secondary Evaluation* to facilitate the selection, in accordance with the respective Collective Agreement.
- Selection is typically approved within two (2) weeks following the conclusion of the assessment, and all candidates will receive notification of the outcome.
- **Previously conducted competitions:** Results from a completed competitive process may be revisited to fill similar vacancies within a twelve-month period.

### References

- Three (3) references will be requested from the selected candidate(s). These references should include current and former direct supervisors from relevant professional experiences of a sufficient duration to provide insights into the candidate’s work performance and suitability.
- Details provided on a candidate’s resumé and gathered during the assessment will be verified during this stage of the process to confirm the Selection Board’s recommendation.
- Specific questions relating to references should be directed to the Selection Board Chair.



## Conditions of Employment

Following reference checks and prior to finalizing a job offer, selected candidate(s) will be required to provide additional documentation and acknowledge various employment conditions related to the position being filled. Employment conditions are categorized into two sections:

*Conditions of Offer:* These are conditions that must be verified after candidate selection but before finalizing an employment offer. This may include verifying education credentials, memberships, licenses, obtaining a criminal record check, vulnerable sector check, immunizations where applicable, and so forth.

*Conditions of Acceptance:* These are conditions or expectations of the position that the successful candidate must acknowledge during the job offer process, prior to commencing employment. This may include travel requirements, the use of one's vehicle for the performance of their job duties, potential overtime obligations, flexibility in start/end times, physical demands such as lifting heavy objects, and similar considerations.

Note: Conditions will be assessed for each selected candidate, and an offer of employment is contingent upon completing these pre-employment checks. The results of which must meet the College's satisfaction. The candidate's suitability for employment will be determined and communicated accordingly.

## Receiving Notification Following the Assessment

As part of the College's commitment to timely and transparent communication to candidates, every reasonable effort will be made to notify candidates of their status immediately following each stage of the recruitment and selection process. Following the assessment, candidates can anticipate receiving one of the following notifications regarding their results:

- *Recommended* – The candidate is recommended as one of the candidates eligible for selection. Selection is at the discretion of the Associate Vice President of Human Resources. An offer of employment will be subject to the completion of all reference and/or other pre-employment checks, satisfactory to the College.
- *Recommendable/Not Recommended* – The mandatory competencies required for the position were demonstrated, but the candidate was not amongst the candidates recommended for selection.
- *Not Recommendable* – The candidate did not demonstrate at least one mandatory competency for the position and their candidacy will not be considered any further in the competition.

## Feedback

Candidates are encouraged to contact the Selection Board Chair for explanations or performance feedback regarding the screening of applications and/or their assessment. Feedback serves to provide insight into why candidates may have been screened out or how they performed during their assessment. Interviewing is a skill, and feedback plays an important role in enhancing this skill for future job competitions.

The Selection Board Chair is accountable for all aspects of, and decisions made, throughout the competitive process. Should a candidate feel dissatisfied with the process, they are encouraged to first contact their Selection Board Chair to request a review and for feedback. If concerns cannot be resolved to a candidate's satisfaction, they may initiate a request for appeal with the Manager of Staffing and Recruitment for College of the North Atlantic and the Chair and CEO of the Public Service Commission.