Staffing Competition File Requirements Checklist

This form should be used to help managers organize the file requirements for their competition.

	Paper Competition File	Taleo Electronic Competition File	External File Requirements	
Staffing Initiation and Approval				☐
• Staffing Request		✔		
• Approvals		✔		
Advertising and Posting				☐
• Advertisement		✔		
• Competencies		✔		
• Posting		✔		
• SGEU Union Notification Confirmation (if appl.)	✔			
Screening Preparation				☐
• Staffing Competition Report	✔			
• Screening Criteria	✔ or	✔		
Screening				☐
• Completed Preliminary Screening Results Form	✔			
• Candidate Screening Status		✔		
Assessment and Selection				☐
• Completed Original Employer Interview Guides	✔			
• Completed Tests or Assessments	✔			
• Notes About Candidate Assessment	✔			
• Completed Candidate Evaluation Summary Form	✔			
• Copies of Candidate Credentials/Certifications	✔			
• (if appl.)				
• Completed Original Reference Check Guides	✔			
• SGEU Panel Rep Completed Original Interview Guides			SGEU Panel Rep Coordinator Envelope	
• Candidate Assessment Status		✔		
Offer and Commencement				☐
• Copy of HRSC/PSC Salary Authorization	✔			
• Candidate Offer Status		✔		
Competition Completion				☐
• Candidate Regrets		✔		
• Candidate Feedback (if appl.)	✔ or	✔		
• Candidate Commencement Notice		✔		
• Any Other Important Documents	✔			
• Candidate Withdrawals (if appl.)	✔ and	✔		
• Probationary Evaluation			Evaluation Process	

Saskatchewan