

Department: _____

Issue: Occupation/Role SSR Requested For: _____ Levels/Occupation: _____

Background:

The following information should accompany your request and you may need some assistance from Staffing and Classification services in completing the forms that follow on the next page.

- Number of employees/FTEs (attach list), MIDAS position number, current level, titles and salaries.
- What is the specific competency required? Is a specific educational diploma or degree mandatory or is there a range of possible backgrounds? If so, please specify.
- What is your turnover history? (See attached form). What is the actual annualized percent; are these sudden numerous losses? 6%-8% turnover may not be viewed as problematic as all organizations need renewal. If practical exit interviews should be conducted by the Human Resource Branch in order to determine reason for leaving, whether the employee's new position represents an increase in responsibility, and the new salary?.
- What is your recruitment history? (see attached form).

Recruitment strategy:

- What would the typical recruitment source be for this skill set?
- To what extent is this work unique to government? For example, policy positions are such that we won't find many in other organization, and we therefore have to train our own
- What recruitment efforts have been adopted?
 - What changes have there been to the core competencies used in the advertisement, or in the screening of applicants?
 - What options have been tried to improve recruitment efforts, e.g. better identification of skills being sought in the ad; job redesign to improve classification level; more targeted recruitment; restructuring of how we bring this skill set into government; etc.?
 - How have you included student and youth opportunities in your strategy?

Human Resource Authorization

Date