

Career Advertising Posting Requirements Guideline

Last revised: September 2024
Last reviewed: September 2024
Next review: September 2025

Public Service Commission

This guide will assist hiring managers with career advertising posting requirements aligned with the Collective Bargaining Agreements.

Background

2022-25 Saskatchewan Government Employees' Union (SGEU) and 2021-22 Canadian Union of Public Employees (CUPE) Collective Bargaining Agreements outline the career advertising posting requirements and procedures. Hiring managers must meet the posting requirements for all (initial and re-posted) competition advertisements.

Language

2022-25 SGEU Collective Bargaining Agreement

Article 6.3 states all competitions, except for term under 9 months, will be posted for a minimum of seven (7) calendar days.

2022-25 CUPE Collective Bargaining Agreement

Article 9.02 states seven (7) calendar days.

Administration

Requests for Initially Posting a Competition

Hiring managers are obligated to meet the minimum length of posting requirements (except for SGEU Term less than 9 months, CUPE Term less than 3 months and Relief, Non-Permanent Out-of-Scope, and Order in Council) as per the posting requirements chart for competitions being initially advertised on the career centre. The Public Service Commission audits all opening and closing posting dates before the competition is advertised on the Career Centre. A competition must be posted before 9:00 a.m. to be considered calendar day one (1). If a competition is posted after 9:00 a.m., the following calendar day will be considered posting day one (1).

For further Taleo hiring instructions on requesting posting and advertising, visit [Taskroom](#).

Request to Repost a Competition

Hiring managers are obligated to meet the minimum length of posting requirements (except for SGEU Term less than 9 months, CUPE Term less than 3 months and Relief, Non-Permanent Out-of-Scope, and Order in Council) as per the posting requirements chart for competitions being re-posted on the Career Centre. The Public Service Commission audits all opening and closing posting dates before the competition is advertised on the Career Centre. A competition must be posted before 9:00 a.m. to be considered calendar day one (1). If a competition is posted after 9:00 a.m., the following calendar day will be considered posting day one (1).

For further Taleo hiring instructions on requesting reposting, please visit [Taskroom](#).

Requests to Extend the Expiry Date of a Posted Competition Before Closing

There are no minimum length posting requirements for hiring managers to extend the expiry date of their posted competition before it closes. However, extending the expiry date may also require amendments to your screening and assessment information. For SGEU competitions, the hiring manager must notify the union with at least 48 hours (2 business days) of the extension, changes, updates or cancelling of the screening or assessment

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information by contacting the PS/GE panel representative or the SGEU panel at psgepaneldesksgeu.org. Failure to notify the union of with the required 48-hour notice may result in delays in the staffing process up to and including restarting the competition.

For further Taleo hiring instructions on extending a competition expiry date, please visit [Taskroom](#).

Changing the Headcount of a Posted Competition

To increase or decrease the headcount (or number of vacancies) of a competition, the remaining number of days the advertisement is open must meet the minimum length of posting requirements. If the competition has less than seven (7) calendar days open before it expires, you will need to extend the closing date of your competition to change the headcount. For example, if a SGEU Permanent Full-Time competition expires in four (4) calendar days and a hiring manager requests an increase in headcount, the expiry date of the competition will need to be extended by three (3) calendar days. These requests can be emailed to psc.careersadvertising@gov.sk.ca.

Extending the expiry date may also require amendments to your screening and assessment information. For SGEU competitions, the hiring manager must notify the union with at least 48 hours (2 business days) of the changes, updates or cancelling of the screening or assessment information by contacting the PS/GE panel representative or the SGEU panel at psgepaneldesksgeu.org.

Posting Requirements Chart

Depending on the employment type, there are different posting requirements in terms of the length of the posting and where an advertisement needs to be posted:

	Employment Type	Obligation to Post (may be expanded)	Minimum Length of Posting (Initial Posting)	Minimum Length of Posting (Re-Posting)
SGEU	Permanent full-time (all levels)	Service-wide (all ministries)	Seven (7) calendar days	Seven (7) calendar days
SGEU	Permanent part-time or Term of nine (9) months or more (all levels)	Seniority unit (ministry and geographic location)	Seven (7) calendar days	Seven (7) calendar days
SGEU	Permanent labour service (all levels)	Ministry	Seven (7) calendar days	Seven (7) calendar days
SGEU	Term less than nine (9) months (all levels)	No obligation to post	If posted, reasonable timeframe based on recruitment plan	If re-posted, reasonable timeframe based on recruitment plan

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CUPE	Permanent full-time or Permanent part-time or Term over three (3) months	Service-wide (all ministries)	Seven (7) calendar days	If re-posted, reasonable timeframe based on recruitment plan
CUPE	Terms less than three (3) months or Relief	No obligation to post	If posted, reasonable timeframe based on recruitment plan	If re-posted, reasonable timeframe based on recruitment plan
Out-of-Scope	Permanent full-time or Permanent part-time	Service-wide (all ministries)	Reasonable timeframe based on recruitment plan	Reasonable timeframe based on recruitment plan
Out-of-Scope	Non-Permanent	No obligation to post	If posted, reasonable timeframe based on recruitment plan	If re-posted, reasonable timeframe based on recruitment plan
Order in Council	N/A	No obligation to post	If posted, reasonable timeframe based on recruitment plan	If re-posted, reasonable timeframe based on recruitment plan

Inquiries

If you have any questions, please contact Staffing Operations at psc.careersadvertising@gov.sk.ca or staffing@gov.sk.ca.