

*This document provides guidance to managers about the role of the SGEU Panel Rep in the assessment process.*

## SGEU Rights

- Article 6.4.2.6 A) *“The Union shall have the right to representation at the deliberations of any panel for the purposes of filling a vacant permanent position.... Once a staffing action has been scheduled, the employer shall notify the Union with at least 48 hours (2 business days) notice to schedule, change, or cancel any staffing panel meetings. The hiring manager will notify the assigned PS/GE Panel Rep and/or the SGEU Panel Desk. The Union shall endeavor to appoint a trained representative..., the Union will provide a trained representative of its choice.”*
  - *“... right to representation at the deliberations of any panel”* means a formally assigned Panel Rep can attend the screening meeting and the interviews, and can listen to, or seek clarification about the decisions made by the employer/ministry rep at these meetings.
  - *“... for positions within the scope of this agreement”* means that this right is not contingent upon candidates being Union members; that is, the Panel Rep has the right to attend, even if the candidates are external.
  - *“...the employer shall notify the Union with at least 48 hours (2 business days) notice...”* means that if the hiring manager changes, updates, or cancels the screening or assessment date(s), time(s), or location(s), they must notify the union of the changes with at least 48 hours (2 business days) notice.
  - *“The Union shall... appoint”* means that managers cannot select their own Panel Rep.
- SGEU has the right to assign Panel Reps for permanent full-time, permanent part-time and terms of nine months or more.

## Assignment of Panel Rep

- In order for the Union to exercise its right to representation, the employer must notify SGEU of a competition. This is done automatically through Taleo on the evening a competition is posted.
- The SGEU Panel Rep Coordinator receives a report of all applicable competitions, which includes job title, ministry, location, job code and grade, diversity criteria, ad, qualifications, posting and closing dates, hiring manager name and email, prescreening questions and scheduled dates, times, locations and room number of screening and interviews.
- Changes made in Taleo after the competition is posted are not automatically sent to the union; the manager must notify the union directly.
- **It is critical to enter accurate dates, times, actual locations/addresses and room number** for screening and interviews. On that basis, SGEU assigns a Panel Rep and emails the hiring manager to indicate who the Panel Rep is. SGEU provides competition information and a return envelope to the Panel Rep. For permanent part-time and term, the Panel Rep Coordinator emails the Chief Steward (with cc to hiring manager) to attend or assign a Panel Rep, and the Chief Steward contacts the hiring manager, indicating the Panel Rep’s name.
- Panel Reps are not mandatory for staffing to continue, so if none is assigned, or if, at the last minute, the assigned Panel Rep is unable to attend, screening/interviews can proceed as usual.
- If the hiring manager needs to change the dates or times of screening or interviews from what was originally entered in Taleo, they must notify the Panel Rep, if one was assigned, or the Panel Rep Coordinator ([PSGEPanelsDesk@sgeu.org](mailto:PSGEPanelsDesk@sgeu.org)), providing a minimum of 48 hours’ (2 business days) notice prior to

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the meeting. The hiring manager should try to accommodate the Panel Rep's schedule, if at all possible, although there is no obligation to do so. If the assigned Panel Rep is unable to attend, SGEU may assign a different Panel Rep instead.

- If the Panel Rep Coordinator (or Chief Steward for permanent part-time and term) does not email the name of an assigned Panel Rep to the hiring manager, it is not appropriate for someone to show up at screening or interviews, stating they will be the Panel Rep. In that case, the hiring manager can exclude those individuals from screening or interviews.

## Panel Rep Role

- The Panel Rep represents SGEU and supports provisions of the collective agreement, but is not there to advocate, or act as steward for, or represent candidates in the competition.
- The Panel Rep listens to, and observes screening meetings and/or interviews; may raise questions or seek clarification during deliberations; and may take notes for the SGEU file.
- The Panel Rep has no decision-making authority in any staffing-related decisions (i.e. Who is screened in, or if a qualification is passed/failed is solely determined by the hiring manager).
- The Panel Rep does not represent candidates, so does not file grievances on their behalf.
- The Panel Rep may attend screening or interviews or both, and should request that the hiring manager complete the *SGEU Panel Rep Confirmation Form* confirming Panel Rep attendance.
- **Screening:**
  - The *SGEU Candidate List* (last page of *Staffing Competition Report*) is to be given to the assigned Panel Rep attending the screening meeting, for the Panel Rep's file. If the Panel Rep is attending virtually, the *SGEU Candidate List* (last page of *Staffing Competition Report*) is to be scanned and emailed to the Panel Rep. Because of privacy, the rest of the report is for hiring managers only.
  - A blank *Preliminary Screening Results* form may be given to the Panel Rep, on request, for their own notes.
  - The Panel Rep listens to discussions and rationale for screening somebody in or out. They may ask questions or seek clarification but are not part of decision-making. Decisions are made solely by the hiring manager.
  - The Panel Rep can take notes but is not entitled to have a copy of the hiring manager's completed *Preliminary Screening Results Form* or any screening notes.
  - The Panel Rep is not entitled to have copies of resumes or any candidate information, beyond the *SGEU Candidate List*.
  - If assigned for screening, the Panel Rep must attend in person, if at all possible, in order to review resumes. It is not acceptable to email resumes to the Panel Rep. By mutual agreement, if a Panel Rep cannot attend in person, technology may be used where the hiring manager can "share" their desktop remotely with the Panel Rep (e.g. using Teams). For privacy reasons, this may only be used in cases where the Panel Rep has access to headphones/earbuds and a monitor that cannot be seen by others.
  - If the Panel Rep does not attend the screening meeting at all, they are not entitled to a debrief of the meeting or to rationale supporting screening decisions. The Panel Rep attending the interviews is to

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Public Service Commission

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be given the *SGEU Candidate List* at the time of interviews, for the Panel Rep file. If that is being done virtually, the *SGEU Candidate List* (last page of *Staffing Competition Report*) is to be scanned and emailed to the Panel Rep.

- See “Panel Rep File” below for information on safekeeping of the Panel Rep file.
- **Interviews:**
  - With the authority for making staffing-related decisions, the hiring manager chairs the panel. Only employer representatives ask the interview questions.
  - A blank interview guide, blank written exercise, and a blank *Candidate Evaluation Summary* form are to be provided to Panel Reps attending interviews in person, if requested, at the time of interviews. Panel Reps may take notes for their file. **Blank interview guides and/or written exercises are not to be emailed to the Panel Rep.**
  - If the Panel Rep is attending interviews virtually and requests it ahead of time, the hiring manager will schedule time prior to the first interview, to share the interview questions and expected responses on their screen with the Panel Rep.
  - If the Panel Rep attends interviews virtually:
    - the Panel Rep will send their original notes/file directly to the SGEU Panel Rep Coordinator, immediately following interviews;
    - the hiring manager will send a hard copy blank interview guide and written exercise (if applicable) to the SGEU Panel Rep Coordinator.
- **Evaluation after Interviews:**
  - Following interviews, employer representatives evaluate candidate assessments. The Panel Rep listens to discussions and rationale for determining whether each candidate will proceed with the assessment process. They may ask questions or seek clarification, but are not part of decision-making. Decisions are made solely by the hiring manager.
  - The Panel Rep can take notes, but is not entitled to have a copy of the hiring manager’s completed interview guides, candidate exercises/tests, alternate assessment forms, or the hiring manager’s *Candidate Evaluation Summary*. See “Panel Rep File” below for information on safekeeping of the Panel Rep file.
  - If the evaluation of candidate assessments by the employer representatives cannot be completed immediately following interviews, the hiring manager will schedule the evaluation meeting(s) as soon as possible, accommodating (within reason) the schedule of the Panel Rep who has attended the interviews, in order to exercise the Union’s right to representation at deliberations of the panel.
  - If the Panel Rep is attending the evaluation of candidate assessments virtually, the hiring manager will share the blank interview guide on their screen to show each interview question and expected responses as each candidate’s responses are evaluated.
  - If it is not possible for the hiring manager to share the blank interview guide on their screen with the Panel Rep attending virtually, the hiring manager will problem-solve ahead of the evaluation discussion to find another solution that will allow the Panel Rep to exercise the Union’s right to participate in the deliberations, knowing what the questions and expected responses are, as they would if they were attending in person.
  - If a Panel Rep does not attend the interview(s), he is not entitled to a debrief of the interviews or

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to the rationale supporting the related decisions.

- **Alternate Assessments:**
  - If an alternate assessment is used instead of an interview, the Panel Rep should be contacted for discussion about results in terms of qualification requirements.
  - The Panel Rep is not entitled to have a copy of the manager’s completed Alternate Assessment Form or any other related notes.
- **Reference Checks:**
  - Reference checks are completed by the hiring manager. Panel Reps do not participate and are not entitled to have a copy of the manager’s completed *Reference Check Guides* or notes.
  - If reference checks determine a candidate is not qualified, the hiring manager must notify the Panel Rep that references are being checked on the next candidate or, if applicable, the panel must reconvene to do more interviews/assessments.
- **Offer:**
  - The Panel Rep is not involved in anything related to the candidate offer.

## Panel Rep File

- If requested, blank *Preliminary Screening Results* and *Candidate Evaluation Summary* forms, blank interview guides and blank written exercises may be shared with the panel rep. The hiring manager provides no other documents, notes, copies of completed forms or guides to the Panel Rep. Blank interview guides and blank written exercises must never be shared by email.
- The “full disclosure” obligation applies only in grievance situations, not in sharing of candidate or management information/documents, with the Panel Rep.
- After the in-person screening meeting, the Panel Rep must put all notes and documentation including the *SGEU Candidate List* and the *Preliminary Screening Results* form into the SGEU envelope and provide it to the hiring manager to hold until interview(s), when it will be returned to the Panel Rep.
- After in-person interviews, in addition to the previous documents mentioned, the Panel Rep must put all interview-related documents including the Panel Rep’s completed interview guides and *Candidate Evaluation Summary*, into the SGEU envelope. The Panel Rep then seals it, signs across the seal, and gives it to the hiring manager.
- **The hiring manager holds the sealed envelope until reference checks are complete, and an offer has been made and accepted.** At that time, the hiring manager forwards the sealed envelope to:
  - PS/GE Panel Rep Coordinator, SGEU
  - 1011 Devonshire Drive North
  - Regina, SK S4X 2X4
- Note: If the Panel Rep attends virtually, the Panel Rep will send their original notes/file directly to the SGEU Panel Rep Coordinator, immediately following the meeting/interviews.

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## SGEU's Commitment

SGEU commits to ensuring that Panel Reps will:

- Use their government email address to receive competition-related information from the hiring manager (e.g. blank forms, candidate lists, logistics emails, etc.), unless they don't have a government email address;
- Keep confidential all information and documents they receive (as above), as well as all evaluative discussions they hear related to the competitions; and
- Completely delete all emails and attachments related to the competition (as above), once the competition is complete.

SGEU also commits to including this information in Panel Rep training, and to holding Panel Reps accountable for these commitments.

## Questions?

Should you have questions, please contact your Human Resource Business Partner.