

# Staffing Competition Report Guide

Last revised: October 2023  
Last reviewed: October 2023  
Next review: November 2024

This guide will provide information about the details in the Staffing Competition Report. Staffing Competition Report.

## Understanding the Staffing Competition Report

The Staffing Competition Report contains important information about candidates in a staffing competition. It displays the competition seniority, diversity status, probation, and assignment information for each candidate, if applicable.

Warning messages are provided to identify where you need to take additional action.

### Front Page

The front page of the report lists information about the competition. The grouping and sorting of candidates is based on this information; therefore, if this information is incorrect, then candidate information will be incorrect.

This page may contain error messages about the Entity or Location not being found in MIDAS, or the Job/Grade/Employment Type being a mismatch.

Contact [staffing@gov.sk.ca](mailto:staffing@gov.sk.ca) if corrections are required.

### Grouping Candidates by Diversity Self-Declaration

Check the first page of the report to confirm the Grade/Job, Employment Type, and Diversity Statement. Candidates are grouped and sorted in the report according to these pieces of information.

MIDAS Staffing Competition Report		Report Date: 14-Aug-2020 08:17 AM Page: 1 of 10
Ministry/Agency:	036 - 036 Social Services	
Locations:	Saskatoon	
HR Organization:	036 - Corporate Services	
Competition Number:	ADM017682	
Title:	Office Coordinator	
Grade/Job:	SGEU.07. / PSC - SGEU	
Employment Type:	Permanent Full-time	
Diversity Statement:	This position is designated for qualified equity group members who self-declare in this online application, as identified in "diversity groups" below	
Targeted Diversity Groups:	Aboriginal persons	
Merit:	N	
Competition Closing Date:	12-Aug-2020	

Candidates are first grouped based on their diversity status, if applicable to the competition. Each group is identified in the page header.

Competition Number: ADM014594 Title: Administrative Assistant	MIDAS Staffing Competition Report	Report Date: 11-Jun-2018 09:23 AM Page: 2 of 44
<b>Diversity:</b> Candidates matching diversity criteria, WITH competition seniority		

  

Competition Number: ADM014594 Title: Administrative Assistant	MIDAS Staffing Competition Report	Report Date: 11-Jun-2018 09:23 AM Page: 4 of 44
<b>Diversity:</b> Candidates matching diversity criteria, WITHOUT competition seniority		

## Grouping and Sorting of Candidates Based on Diversity Statement, Bargaining Unit (Grade/Job) and Employment Type

Sorting of candidates within each Diversity Status group is based on Bargaining Unit (identified in Grade/Job) and Employment Type of the competition, as described in the following tables.

### SGEU

SGEU Permanent Full-Time, Permanent Part-Time, and Term > 9 Months		
<p>Level 11 to 14 plus Level 10 Supervisor follow Merit Staffing (Relatively Equal) staffing approach, rather than senior-qualified. Instructions can be found on <a href="#">Taskroom</a></p> <p>Seniority and “In-Service” for SGEU Permanent Full-Time is Service-Wide.</p> <p>Seniority and “In-Service” for SGEU Permanent Part-time and Term&gt;9 Month competitions is displayed based on the seniority-unit (ministry/location) of the competition. To obtain seniority-unit seniority, the employee must have worked within the competition’s seniority unit for the equivalent of an initial probationary period (1 year), without a break in service.</p>		
We are committed to workplace diversity	Preference will be given to qualified equity group members who self-declare in this online application	This position is designated for qualified equity group members who self-declare in this online application
<ol style="list-style-type: none"> <li>In-service candidates, in seniority order;</li> <li>Out-of-service candidates, in alphabetical order.</li> </ol>	<ol style="list-style-type: none"> <li>In-service candidates, self-declared as member of relevant diversity group(s), in seniority order;</li> <li>Out-of-service candidates, self-declared as member of relevant diversity group(s), in alphabetical order;</li> <li>In-service candidates, not self-declared as member of relevant diversity group(s), in seniority order;</li> <li>All others, in alphabetical order.</li> </ol>	<ol style="list-style-type: none"> <li>In-service candidates, self-declared as member of relevant diversity group(s), in seniority order;</li> <li>Out-of-service candidates, self-declared as member of relevant diversity group(s), in alphabetical order;</li> <li>All others, not self-declared as member of relevant diversity group(s) and are not eligible to compete.</li> </ol>
SGEU Labour Service		
<p>Level 11 to 14 plus Level 10 Supervisor follow Merit Staffing (Relatively Equal) staffing approach, rather than senior-qualified. Instructions can be found on <a href="#">Taskroom</a></p> <p>Refer to Article 6.3.3 in the Collective Bargaining Agreement to determine the order in which to consider the applicants. Contact your HR Business Partner for assistance.</p>		
We are committed to workplace diversity	Preference will be given to qualified equity group members who self-declare in this online application	This position is designated for qualified equity group members who self-declare in this online application
<ol style="list-style-type: none"> <li>In-service candidates in service-wide seniority order</li> <li>Out-of-service candidates, in alphabetical order</li> </ol>	<ol style="list-style-type: none"> <li>In-service candidates, self-declared as member of relevant diversity group(s), in service-wide seniority order;</li> <li>Out-of-service candidates, self-declared as member of relevant diversity group(s), in alphabetical order;</li> <li>In-service candidates, not self-declared as member of relevant diversity group(s), in service-wide seniority order;</li> <li>All others, in alphabetical order.</li> </ol>	<ol style="list-style-type: none"> <li>In-service candidates, self-declared as member of relevant diversity group(s), in service-wide seniority order;</li> <li>Out-of-service candidates, self-declared as member of relevant diversity group(s), in alpha order;</li> <li>All others, not self-declared as member of relevant diversity group(s) and are not eligible to compete.</li> </ol>
SGEU Term < 9 Months		
<p>Seniority is not a consideration.</p>		
We are committed to workplace diversity	Preference will be given to qualified equity group members who self-declare in this online application	This position is designated for qualified equity group members who self-declare in this online application
Alphabetical order	<ol style="list-style-type: none"> <li>Candidates self-declared as member of relevant diversity group(s), in alphabetical order;</li> <li>All others not self-declared as member of relevant diversity group(s), in alphabetical order.</li> </ol>	<ol style="list-style-type: none"> <li>Candidates self-declared as member of relevant diversity group(s), in alpha order;</li> <li>All others not self-declared as member of relevant diversity group(s) and are not eligible to compete.</li> </ol>

## Out-of-Scope

MCP, Contract, and Order-in-Council		
<b>We are committed to workplace diversity</b>	<b>Preference will be given to qualified equity group members who self-declare in this online application</b>	<b>This position is designated for qualified equity group members who self-declare in this online application</b>
Alphabetical order	<ol style="list-style-type: none"> <li>Candidates self-declared as member of relevant diversity group(s), in alphabetical order;</li> <li>All others not self-declared as member of relevant diversity group(s), in alphabetical order.</li> </ol>	<ol style="list-style-type: none"> <li>Candidates self-declared as member of relevant diversity group(s), in alpha order;</li> <li>All others not self-declared as member of relevant diversity group(s) and are not eligible to compete.</li> </ol>

## CUPE

<b>We are committed to workplace diversity</b>	<b>Preference will be given to qualified equity group members who self-declare in this online application</b>	<b>This position is designated for qualified equity group members who self-declare in this online application</b>
<ol style="list-style-type: none"> <li>Candidates within the Local, in seniority order; if there is a tie in seniority, please contact your HR Business Partner;</li> <li>Candidates outside of the Local, in alphabetical order.</li> </ol>	<p>Please check with your HR Business Partner, as we are unable to find the ability to use the “Preference” approach for CUPE competitions. The Collective Agreement, Article 9.02 only speaks to a “Designated” approach.</p> <p>The report lists candidates in the order described for Designated competitions.</p>	<ol style="list-style-type: none"> <li>Candidates in Local, self-declared as member of relevant diversity group(s), in seniority order. If there is a tie in seniority, please contact your HR Business Partner;</li> <li>Candidates outside Local, self-declared as a member of relevant diversity group(s), in alpha order;</li> <li>All others, not self-declared as member of relevant diversity group(s) and are not eligible to compete.</li> </ol>

## Applicant Information

Each candidate appears in the report with a box around their information, for ease of use. On occasion, a candidate's information may start at the bottom of a page, and continue on the next page – the box around each candidate clarifies where a particular candidate's information starts and stops.

Within each box are several sections. The applicant information section confirms details about the candidate's application.

Applicant-Provided Information							MIDAS Lookup	Probation, If Appointed		
Applicant	Applicant ID (Taleo)	Job Specific Attachments	Attachment Date	Legally Work in Canada?	Diversity Self-Declaration	Employee Number	Seniority	Article	Period	Comments
Que, Suzy	12345678	cover-jan13.doc	19-Jan-2013	Yes	Women	99999	22-Mar-2006	7.2	12 months	
Assignment Information										
Number	Status	From	To	Employee Category	Assignment Category	Grade/Job	Ministry	Leaving Reason		
99999-4	Active	25-Sep-2011		Perm Part Time	Non Permanent	09 CPE	003 Justice			
99999-3	Definite Leave of Absence Without Pay	01-Jun-2008		Permanent	Permanent Part Time	08 CPE	003 Justice			
99999-2	Terminate Assignment	30-Sep-2007	31-May-2008	Permanent	Permanent Full Time	04 PSC	003 Justice			
99999	Terminate Assignment	19-Mar-2006	29-Sep-2007	Term	Non Permanent	05 PDP	003 Justice			

## Seniority

Applicant-Provided Information							MIDAS Lookup	Probation, If Appointed		
Applicant	Applicant ID (Taleo)	Job Specific Attachments	Attachment Date	Legally Work in Canada?	Diversity Self-Declaration	Employee Number	Seniority	Article	Period	Comments
Que, Suzy	12345678	cover-jan13.doc	19-Jan-2013	Yes	Women	99999	22-Mar-2006	7.2	12 months	
Assignment Information										
Number	Status	From	To	Employee Category	Assignment Category	Grade/Job	Ministry	Leaving Reason		
99999-4	Active	25-Sep-2011		Perm Part Time	Non Permanent	09 CPE	003 Justice			
99999-3	Definite Leave of Absence Without Pay	01-Jun-2008		Permanent	Permanent Part Time	08 CPE	003 Justice			
99999-2	Terminate Assignment	30-Sep-2007	31-May-2008	Permanent	Permanent Full Time	04 PSC	003 Justice			
99999	Terminate Assignment	19-Mar-2006	29-Sep-2007	Term	Non Permanent	05 PDP	003 Justice			

Seniority for SGEU Permanent Full-time competitions is service-wide.

Seniority for SGEU Permanent Part-time and Term>9 Month competitions is based on the seniority-unit (ministry/location) of the competition, in accordance with the Collective Bargaining Agreement. The Staffing Competition Report is programmed to show a seniority date only if the employee has seniority-unit seniority. To obtain seniority-unit seniority, the employee must have worked within the competition's seniority unit (ministry/location) for the equivalent of an initial probationary period (1 year), without a break in service.

### Candidates with Tied Seniority Dates

If the candidates with tied seniority dates are not presented in alphabetical order: the tie has already been broken, and candidates are presented in the correct seniority order.

If the candidates with tied seniority dates are presented in alphabetical order: the tie may or may not have been broken, and a request to confirm should be submitted. To request confirmation if a tie has been broken or not, send an email as follows:

- TO: [HRSC@gov.sk.ca](mailto:HRSC@gov.sk.ca)
- SUBJECT: MIN(SHR) RUSH – seniority tie breaker for staffing competition in progress
- BODY: For staffing competition number \_\_ competition # \_\_, please advise seniority order of candidates with tied seniority dates:  
 \_\_\_ candidate # 1 name \_\_,  
 \_\_\_ candidate # 2 name \_\_

HRSC will respond with the correct seniority order for the candidates listed. Please note, this may take a few days, as the HRSC may need to submit a request to SGEU.

## Seniority Messages

The report may contain a message in the Seniority field instead of a date:

- **No Seniority:** the candidate does not have competition seniority.
- **No S.U. Seniority:** the candidate does not have competition seniority in this seniority unit.
- **Not Yet Acquired Seniority:** the candidate is an employee but has not yet acquired competition seniority.
- **Not Yet Acquired S.U. Seniority:** the candidate is an employee but has not yet acquired seniority within seniority-unit.
- **Recalc. Required Contact ESC:** the candidate has a seniority date in MIDAS but a recalculation of the date is required. In most cases, the calculation request will be submitted by PSC on your behalf (you will be cc'd on the email request.) When you receive a seniority date from the HRSC, please apply the rules described above to determine if the employee is eligible to use the date, based on the competition's employment type.
- **Date Missing Contact ESC:** the employee may be eligible to use their seniority date, but the date needs to be calculated by the PSC HR Service Centre. In most cases, the calculation request will be submitted by PSC on your behalf (you will be cc'd on the email request.) When you receive a seniority date from the HRSC, please apply the rules described above to determine if the employee is eligible to use the date, based on the competition's employment type.
- **Contact HRSC:** the candidate may be eligible for a seniority date. In most cases, a seniority calculation request will be submitted by PSC on your behalf (you will be cc'd on the email request.) When you receive a seniority date from the HRSC, please apply the rules described above to determine if the employee is eligible to use the date, based on the competition's employment type.
- **Contact HR Seniority:** the candidate may have been on a Definite Leave. In most cases, a seniority calculation request will be submitted by PSC on your behalf (you will be cc'd on the email request.) When you receive a seniority date from the HRSC, please apply the rules described above to determine if the employee is eligible to use the date, based on the competition's employment type.
- **Seniority Date Expired:** the candidate has a seniority date but that date has expired and is no longer valid.
- **Re Org Recently - please contact HRSC:** due to a recent ministry re-organization, seniority-unit seniority is not straightforward for this candidate and must be calculated manually. In most cases, a seniority calculation request will be submitted by PSC on your behalf (you will be cc'd on the email request.) When you receive a seniority date from the HRSC, please apply the rules described above to determine if the employee is eligible to use the date, based on the competition's employment type.
- blank space: the candidate does not have a seniority date entered.

If you believe seniority information in the Staffing Competition Report is incorrect, please contact [staffing@gov.sk.ca](mailto:staffing@gov.sk.ca) for further assistance.

## Probation, If Appointed

Applicant-Provided Information							MIDAS Lookup		Probation, If Appointed		Comments
Applicant	Applicant ID (Taleo)	Job Specific Attachments	Attachment Date	Legally Work in Canada?	Diversity Self-Declaration	Employee Number	Seniority	Article	Period		
Que, Suzy	12345678	cover-jan13.doc	19-Jan-2013	Yes	Women	99999	22-Mar-2006	7.2	12 months		
Assignment Information											
Number	Status	From	To	Employee Category	Assignment Category	Grade/Job	Ministry	Leaving Reason			
99999-4	Active	25-Sep-2011		Perm Part Time	Non Permanent	09 CPE	003 Justice				
99999-3	Definite Leave of Absence Without Pay	01-Jun-2008		Permanent	Permanent Part Time	08 CPE	003 Justice				
99999-2	Terminate Assignment	30-Sep-2007	31-May-2008	Permanent	Permanent Full Time	04 PSC	003 Justice				
99999	Terminate Assignment	19-Mar-2006	29-Sep-2007	Term	Non Permanent	05 PDP	003 Justice				

This section provides the probation article and period to use in your commencement document and offer letter, if you hire this candidate. If a “Contact HR Probation” message appears, contact your Human Resource Business Partner for assistance in determining the appropriate probation provisions that apply to this candidate.

## Comments

Applicant-Provided Information							MIDAS Lookup		Probation, If Appointed		Comments
Applicant	Applicant ID (Taleo)	Job Specific Attachments	Attachment Date	Legally Work in Canada?	Diversity Self-Declaration	Employee Number	Seniority	Article	Period		
Que, Suzy	12345678	cover-jan13.doc	19-Jan-2013	Yes	Women	99999	22-Mar-2006	7.2	12 months		
Assignment Information											
Number	Status	From	To	Employee Category	Assignment Category	Grade/Job	Ministry	Leaving Reason			
99999-4	Active	25-Sep-2011		Perm Part Time	Non Permanent	09 CPE	003 Justice				
99999-3	Definite Leave of Absence Without Pay	01-Jun-2008		Permanent	Permanent Part Time	08 CPE	003 Justice				
99999-2	Terminate Assignment	30-Sep-2007	31-May-2008	Permanent	Permanent Full Time	04 PSC	003 Justice				
99999	Terminate Assignment	19-Mar-2006	29-Sep-2007	Term	Non Permanent	05 PDP	003 Justice				

This section provides important information and warning messages, which may include:

- **Not in MIDAS:** based on the identification information provided by the candidate, this candidate does not have employment history with Executive Government.
- **Employee Number Found in MIDAS; Reasonable match on Name Not Found in MIDAS:** Please disregard the error, we have confirmed that the information on the report is accurate.
- **Employee Number Not in MIDAS; Reasonable match on Name Found in MIDAS:** Please disregard the error, we have confirmed that the information on the report is accurate.
- **Contact HR:** If you are considering this candidate, an HR Consultant will be contacting the Out-of-Scope hiring manager regarding the candidate.
- **Contact HR to determine order of consideration:** If you are considering this candidate, an HR Consultant will be contacting the hiring manager for determining this candidate’s eligibility. HR Consultants can also be contacted at PSCHRSC-HRConsultant@gov.sk.ca

## Assignment Information

Applicant-Provided Information						MIDAS Lookup	Probation, If Appointed			
Applicant	Applicant ID (Taleo)	Job Specific Attachments	Attachment Date	Legally Work in Canada?	Diversity Self-Declaration	Employee Number	Seniority	Article	Period	Comments
Que, Suzy	12345678	cover-jan13.doc	19-Jan-2013	Yes	Women	99999	22-Mar-2006	7.2	12 months	

  

Assignment Information									
Number	Status	From	To	Employee Category	Assignment Category	Grade/Job	Ministry	Leaving Reason	
99999-4	Active	25-Sep-2011		Perm Part Time	Non Permanent	09 CPE	003 Justice		
99999-3	Definite Leave of Absence Without Pay	01-Jun-2008		Permanent	Permanent Part Time	08 CPE	003 Justice		
99999-2	Terminate Assignment	30-Sep-2007	31-May-2008	Permanent	Permanent Full Time	04 PSC	003 Justice		
99999	Terminate Assignment	19-Mar-2006	29-Sep-2007	Term	Non Permanent	05 PDP	003 Justice		

This section provides information about the candidate's current and previous assignments with Executive Government, if any exist. This is not an exhaustive list of their employment history.

This section may not all fit on one page, and may continue on the next page.

## SGEU Candidate List Section – Last Page

Competition Number: CON080654	MIDAS	Report Date: 14-Feb-2013 12:03 PM
Title: Municipal Administration Advisor	SGEU Candidate List	Page: 1 of 1

Applicant	Applicant ID (Taleo)	Seniority
Green, Kelly	98765432	No Seniority
Doe, Jane	99999999	Date missing contact ESC
Que, Suzy	12345678	11-Feb-2008
Loafer, Penny D	11111111	22-Sep-2006
Dendron, Rhoda	55555555	22-Mar-2006

Applicant Count: 5

The SGEU Candidate List section is included as a separate page at the end of the report, for SGEU Permanent Full-Time, Permanent Part-Time, Permanent Labour Service and Terms of 9 Months or more. This page may be given to the SGEU Panel Rep participating in the staffing panel.

This section lists each candidate's name exactly as it was entered in their application. The same seniority date or seniority message that was displayed in the details section of the report will appear in the candidate list section.

If the competition is for multiple locations, the seniority date or seniority message relevant to each location will be displayed.

***If you need further assistance with this report, please contact [staffing@gov.sk.ca](mailto:staffing@gov.sk.ca).***