

Staffing Process Roadmap

Public Service Commission

The document maps out the staffing process.

Last revised: January 2024

Last reviewed: January 2024

Next review: January 2025

Step	Resources	Additional Support
	<ul style="list-style-type: none"> • Staffing in the Government of Saskatchewan e-learning modules (My Learning App) <ul style="list-style-type: none"> • In-Scope • Out-of-Scope • Taskroom – Hiring Employees • Taskroom – Taleo Instructions • Staffing Model Comparison Grid • Merit-Based (Relatively Equal) Staffing 	
<p>Initiate Staffing</p> <ul style="list-style-type: none"> • Review staffing need (i.e., is the exact same skill set needed, is JD up to date) • Determine Competencies • Create Job Ad • Determined where to advertise • Determine when to advertise • Create a staffing file for recordkeeping <p>Creating a competition in Taleo</p> <ul style="list-style-type: none"> • Set up competition in Taleo • Determine pre-screening questions based on subset of selected “bring” competencies • Get approvals (ministry, re-employment list) • If SGEU, ensure 48 hours (2 business days) notice for screening/assessment meetings is met • Send for posting 	<ul style="list-style-type: none"> • SGEU Competency Profile • Leadership and Management Competencies (Out-of-Scope) • Recruitment and Advertising Guide • Posting Requirements • Staffing Competition File Requirements Checklist • Obtaining Required Position-Related Information from MIDAS • Requisition Creation – Professional • Create or Add Prescreening Questions • Requesting Approval – Professional • Requesting Posting and Advertising 	<p>HR Business Partner</p> <p>staffing@gov.sk.ca 1-877-852-5808 306-798-0000</p>
<p>Screen Applications</p> <ul style="list-style-type: none"> • Understand role of SGEU Panel Rep and notice required if changing screen/assess meeting date/time • Review Staffing Competition Report and applications • Determine candidates to be screened in for further assessment based on subset of selected “bring” competencies • Invite candidates for interview/assessment through Taleo • Update Taleo (e.g., change candidate steps and status) 	<ul style="list-style-type: none"> • SGEU Panel Rep Guide for Managers • Staffing Competition Report Guide • Viewing and Screening Candidate Applications <ul style="list-style-type: none"> ○ Preliminary Screening Results – Senior Qualified (In-Scope level 1-9, level 10 non-supervisory) ○ Preliminary Screening Results – Relatively Equal ○ Preliminary Screening Results – Merit • Booking Facilities for Interviews • Sending Invitations for Assessment 	

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<p>Assess Candidates</p> <ul style="list-style-type: none"> • Create an interview guide • Interview, testing, alternative assessment based on “bring” competencies • Conduct reference checks based on “bring” competencies • Determine successful candidate • Update Taleo (e.g., change candidate steps and status) 	<ul style="list-style-type: none"> • Creating an Interview Guide <ul style="list-style-type: none"> • Out-of-Scope Interview Guide Template • In-Scope Interview Guide Template • Relatively Equal Interview Guide Template • Interview Process Guide <ul style="list-style-type: none"> • Preparation for Behavioural (BDI) Questions • Benefits Summary • Alternate Assessment Form • Manager’s Guide to Reference Checks <ul style="list-style-type: none"> • Reference Check Guide Template • Candidate Evaluation Summary – In-Scope (level 1-9, level 10 non-supervisory) • Candidate Evaluation Summary – Merit-Based (Relatively Equal) (level 10 supervisory, level 11-14) • Candidate Evaluation Summary – Out-of-Scope 	
<p>Offer and Appoint</p> <ul style="list-style-type: none"> • Initiate online commencement process • Complete Criminal Record Check • Request Salary Calculation through Taleo • Request Additional Vacation Leave (out-of-scope only) • Give Verbal Offer • Prepare Letter of Offer • Send Regret Letters through Taleo • Update Taleo (e.g., change candidate steps and status; candidate withdrawals or reasons for being unsuccessful, etc.) • Close competition file 	<ul style="list-style-type: none"> • Online Commencement Process Guide • CRC Status Confirmation Form • Requesting Salary Calculation Guide • Requesting Approval for Up-in-Range Salary Guide • Additional Vacation Leave Request Guide • Letters of Offer Templates • Sending Regret Letters Guide • Staffing Competition File Requirements Checklist 	<p>staffing@gov.sk.ca 1-877-852-5808 306-798-0000</p>