

S. 22

S. 3

s 17

s 22

Page 2 redacted for the following reason:

-----

S. 22

## Foster, Bruce GCPE:EX

---

**From:** MYHR PSA:EX  
**Sent:** November-29-13 2:56 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** REQ 16985 CLK 09R Analyst, Human Resources - Offer/Eligibility/Final Regrets Issued [Your reference: 131011-000419]  
**Attachments:** Offer Letter\_B Lu\_Req 16985.pdf; Eligibility\_Final Regret\_Req 16985.docx

Hi again Natalya

This notification is to inform you that the eligibility and regrets have been sent and the offer letter has been created for Requisition 16985 the CLK 09R Analyst, Human Resources position. Attached to this notification you will find a copy of the eligibility and regret sent to unsuccessful applicants along with a list of those who received them. I have also attached a copy of the offer letter which is now ready for approval within the Recruitment System.

The Public Service Act provides all employee applicants the right to request, in writing, a review of the staffing decision by the Deputy Minister if they are not satisfied with the feedback provided. Therefore, we must count an additional 5 days from the date that feedback was provided before confirming the offer to your successful candidate.

The review period for this requisition will end at Midnight on Wednesday December 4, 2013. Geraldine will contact you on Thursday December 5, 2013 to confirm the conclusion of the review period and to confirm the successful completion of the Criminal Record Check. Once this has been confirmed Geraldine will then be able to send the confirmation letter on your behalf.

You will now be able to review and approve of the offer letter within the Recruitment System. To do this you will need to log into the Employment Web site (Recruitment System) as a Hiring Manager and select "My Offers" to view and approve the offer. A system generated notification will also be sent detailing this.

It is important that if there are questions or concerns regarding the offer, that it is not approved within the Recruitment System. Please come to me via reply to this notification to discuss any questions you may have first as an approval within the system cannot be undone.

Once the letter has been approved within the system a notification will be electronically sent to Barbara Lu which indicates she will need to log into the Employment Web site and select "My Offers" to view and accept the offer letter.

Here are your next steps:

1. Provide feedback to unsuccessful applicants as requested. Document the date you provide feedback to each candidate and keep notes about the feedback provided.
2. Have the successful applicant complete the Consent for Criminal Record check form (the link is included within the offer) and return it to you.
3. Submit the request for record check by following the steps outlined on the form.
4. Once the security clearance and the five day review period have been completed we can send the confirmation letter and request data entry into PeopleSoft.

As mentioned above, Geraldine will contact you at the end of the review period to check in.

Please *\*do not\** send in a separate request to have the details of the offer letter entered into PeopleSoft. I will ensure this step is completed within this same request at the correct time later in the process. Sending in a new request causes

duplication, confusion and can actually slow down the entry of your hire.

We will continue to work and correspond through this service request. It is critical that when communicating regarding this hire, you are replying directly to this notification rather than creating a new email or service request to MyHR as I will not see it if you do. When you hit reply it will show as if you are replying to MyHR and that is ok - it will still come back directly to me.

If you have any questions about this process, I would be happy to answer them. Otherwise have a great weekend  
Natalya and Geraldine will be in touch with you again next week Thursday to confirm the Review Period details.

Sincerely,

Holly Knopf

BC Public Service Agency

Visit **AskMyHR** ([click here](#)) to view and update your service requests

November 29, 2013

Barbara Lu

S. 22

Dear Barbara:

Re: Requisition #16985, Position #00095139  
CLK 09R Analyst, Human Resources  
Vancouver, BC  
Tech, Innov & Citizens' Serv

Further to your interview, I am pleased to inform you that you have been selected for the position noted above.

The current salary range for this permanent full time appointment is \$37,993.59 to \$42,987.34 annually. Your salary upon appointment will remain as \$40,155.61 annually (\$1,539.16 bi-weekly), which represents Grid 9, Step 3 of the salary range.

Please confirm the salary rate reflected in your first full pay with the rate quoted in this letter. Any discrepancy should immediately be reported to Payroll Services (1-877-277-0772).

I will be your supervisor upon appointment.

As the duties of this position meet the requirements of the Security Screening Policy, a check must be completed. Please go to [Consent for Disclosure of Criminal Record Information form](#). Complete this form and return it to me as soon as possible, so that I can send it to the Criminal Records Review Program. This offer of employment is subject to a satisfactory outcome of this search.

During your employment with the BC Public Service, you will be required to notify the Personnel Security Screening Office (Call 1-855-587-0185 and select menu option 2) in the event that you are arrested, charged or convicted of any criminal offence.

You will be excluded from union membership. The terms and conditions of your employment are available on the employee intranet and available to you when you start work, so that you will be familiar with them.

Consistent with normal practice, you will be subject to a probationary period of 913 hours, which is equivalent to six (6) months of full-time employment, following which you will be recommended for confirmation provided that your performance is satisfactory.

Unsuccessful employee applicants may request a review of the staffing decision. Please ensure you do not make any final commitments in your present circumstances until you have been informed that this offer of employment can be finalized.

Barbara, I wish you every success in your new position.

Please contact me at [Natalya.Brodie@gov.bc.ca](mailto:Natalya.Brodie@gov.bc.ca) if you have any questions or concerns.

Yours truly,

Natalya Brodie



# Where ideas work

Re: Requisition # 16985  
CLK 09R Analyst, Human Resources  
Vancouver, BC  
Tech, Innov & Citizens' Serv

Thank you for your interest in a new opportunity with the BC Public Service. We are writing to inform you that our process is now complete, and another candidate will be appointed to the position.

We are pleased to advise you, however, that your name has been placed first on an eligibility list for similar vacancies over the next six months. You will be informed if you are to be offered a position from this list. If you wish to have your name removed from this list or have a change in how we can contact you, please advise me as soon as possible.

If you would like more information about our selection process or have questions regarding feedback, please go to [Our Hiring Process](#) or view the [Help](#) section found in your Career Centre.

Your participation in the selection process has been greatly appreciated, and we encourage you to apply for future employment opportunities with the BC Public Service.

Yours truly,

Natalya Brodie

## Final Regret, Req 16985



# Where ideas work

Re: Requisition # 16985  
CLK 09R Analyst, Human Resources  
Vancouver, BC  
Tech, Innov & Citizens' Serv

Thank you for your interest in a new opportunity with the BC Public Service. We are writing to inform you that our process is now complete, and another candidate will be appointed to the position.

An eligibility list for similar vacancies has been established, and unfortunately at this time you have not been placed on this eligibility list.

If you would like more information about our selection process or have questions regarding feedback, please go to [Feedback for Unsuccessful Applicants](#) or view the [Help](#) section found in your Career Centre.

Your participation in the selection process has been greatly appreciated, and we encourage you to apply for future employment opportunities with the BC Public Service.

Yours truly,

Natalya Brodie

#### List of Recipients of Final Regret, Req 16985

for Applicants/prospects of job 16985: CLK 09R Analyst, Human Resources

- **From 4 possible recipients, 4 email(s) sent**

ID	Candidate Name	Email
S. 22		



**Foster, Bruce GCPE:EX**

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** November-29-13 2:47 PM  
**To:** MYHR PSA:EX  
**Subject:** RE: REQ 16985 CLK 09R Analyst, Human Resources - Offer and regret notifications  
[Your reference: 131011-000419]

Hi Holly,

Could you please give me a call as soon as you can?

604-775-1683.

Thank you,

**Natalya Brodie**  
BRDO  
Direct line: 604-775-1683  
Cell: S. 17  
[www.gov.bc.ca/brdo](http://www.gov.bc.ca/brdo)

---

**From:** MyHR [<mailto:myhr@gov.bc.ca>]  
**Sent:** November-29-13 2:11 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** REQ 16985 CLK 09R Analyst, Human Resources - Offer and regret notifications [Your reference: 131011-000419]

Hi again Natalya

I just noticed your Eligibility List candidates, since Barbara is getting a full time permanent offer, we wouldn't place on her on the eligibility list for future vacancies. We would place S. 22 as 1st on the list for any future vacancies.

Please let me know if this doesn't make sense, or if you have any questions as I will issue the letters shortly for you.

Thanks again,

Holly

Visit [AskMyHR \(click here\)](#) to view and update your service requests

Page 10 redacted for the following reason:

-----

S. 22

## **Foster, Bruce GCPE:EX**

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** November-29-13 11:56 AM  
**To:** MYHR PSA:EX  
**Cc:** Swanson, Sacha PSA:EX  
**Subject:** RE: REQ 16985 CLK 09R Analyst, Human Resources - Offer and regret notifications [Your reference: 131011-000419]  
**Attachments:** Offer Regret Form v5 0 - HR Analyst position BRDO Nov 2013.doc

Good day Geraldine,

Thank you for your note. Steps 1, 2, 3 have been completed. Please proceed with the offer letter as soon as you can.

Thank you,

**Natalya Brodie**  
BRDO  
Direct line: 604-775-1683  
Cell: S. 17  
[www.gov.bc.ca/brdo](http://www.gov.bc.ca/brdo)

---

**From:** MyHR [<mailto:myhr@gov.bc.ca>]  
**Sent:** November-27-13 4:17 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** REQ 16985 CLK 09R Analyst, Human Resources - Offer and regret notifications [Your reference: 131011-000419]

Hello Natalya

My name is Geraldine Sangalang and I will be assisting you with the remaining portion of this recruitment process. This will include preparing the offer, regrets and confirmation letters, monitoring the review period and requesting data entry of your candidate into PeopleSoft.

Here are your next steps:

1. Provide verbal offer to successful applicant.
2. Connect with the candidates that were interviewed to advise that they were not successful (this is your choice to do as a courtesy before they receive formal regrets) and if applicable advise if they are on an eligibility list.
3. Fill out the Offer/ Regret form attached and return to me in the Microsoft Word format that it is in along with a copy of your final rating guide.

Once you have returned the completed form, I can then get started on preparing your letters. The completed form will provide me with the information required to send the formal offer and regret notifications which will be created and

sent on your behalf. If you choose to connect with unsuccessful candidates, you will want to ensure this is completed before you return your form to me.

We will continue to work and correspond through this service request. Please note that it is imperative that when communicating regarding this hire, you are replying directly to this notification rather than creating a new email or service request to MyHR as I will not see it if you do. When you hit reply it will show as if you are replying to MyHR and that is ok - it will still come back directly to me.

If you will be away at any point during these final stages it is important that you let me know at the point you are going to be away and who I should connect with during your absence. Since we work through the CRM system we do not receive any automatic out of office messages you may have set.

If you have any questions about this process, I would be happy to answer them.

Sincerely,

Geraldine Sangalang

BC Public Service Agency

Visit **AskMyHR** ([click here](#)) to view and update your service requests

## Information for Offer and Regret Notifications

This template is to be used to request the offer and regret notifications. Please fill in the appropriate information and send to me via reply to your service request.

***Please do not return your completed form until the verbal offer has been accepted and you are ready for us to complete your letters as soon as we are able to do so.***

Letters will be completed within the Recruitment System and the signing authority will receive an automated notification advising that an offer is ready to be approved. Once the offer is approved, then the offer is sent to the applicant for their electronic acceptance.

Please note that for a single hire, notifications will be completed within 2 business days.  
If there are multiple hires it can take up to 3-4 days for completion.

Competition Details	
Requisition Number:	16985
Position Number:	
Name of Successful Applicant:	Barbara Lu
Salary	
Starting Salary <i>for Management or Growth Series only</i> <i>please indicate biweekly</i>	\$1636.99
Starting Salaries for <b>included positions</b> will be calculated by the BC Public Service Agency unless the position is in a growth series.	
Hire Details	
Please <b>highlight or bold ONE</b> of the following that applies to this hire...	<i>This hire is a...</i> <b>Permanent</b> Temporary Assignment Auxiliary Auxiliary As and When
Please <b>highlight or bold ONE</b> of the following that applies to this hire...	<b>Full Time</b> Part Time
Supervisor's Name	Natalya Brodie
Anticipated start date	December 2, 2013
Specific Circumstances <i>please indicate or if not applicable, simply write N/A</i>	
Isolation Allowance? <i>(yes or no)</i>	No
Temporary Market Adjustment? <i>(yes or no)</i>	No

IF <u>Part Time only</u> - please indicate Biweekly hours	Not applicable
IF <u>TA or Auxiliary only</u> - please indicate end date	Not applicable
IF <u>Growth position</u> please indicate either training level (Level 1, 2, 3 or 4) OR full working level	Not applicable
IF Relocation offered? <i>(yes, no, amount)</i>	No
Eligibility List (if applicable)	
Please indicate all names and rankings on the list <i>(ie. 1. Jane Doe, 2. John Doe etc)</i>	1. Barbara Lu 2. S. 22
Length of time for eligibility list <i>( 6 months or 1 year)</i>	6 months
Have you completed Past Work Performance checks on all candidates to be placed on eligibility list?	yes
Letter Approvers/ Signatories	
Name of Delegated Expense Authority to approve offer notification  <i>Officers with Expense Authority must authorize staffing and other requests involving payments to government personnel under their responsibility. This person's name will appear as the signatory on the offer letter and is responsible for approving the offer letter</i> <a href="#">click here for more information</a>	Natalya Brodie
Name person providing feedback on regret letters  <i>this person's name will appear as the signatory on the regret letters</i>	Natalya Brodie
Names of all applicants who withdrew from competition <i>if applicable</i>	S. 22

**Foster, Bruce GCPE:EX**

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** November-27-13 3:50 PM  
**To:** Swanson, Sacha PSA:EX  
**Subject:** HR Analyst position  
**Attachments:** 20131127155210.pdf

As requested - please see attached. We would like to proceed with Barbara right away please.

Thank you,

**Natalya Brodie**  
BRDO  
Direct line: 604-775-1683  
Cell: S. 17  
[www.gov.bc.ca/brdo](http://www.gov.bc.ca/brdo)

**Foster, Bruce GCPE:EX**

---

**From:** MYHR PSA:EX  
**Sent:** November-27-13 3:20 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** REQ 16985 CLK 09R Analyst, Human Resources - Please forward your final rating guide [Your reference: 131011-000419]

Hello Natalya,

Please forward me your rating guide for the two applicants who you interviewed. We will need this information to go forward to issue your offer and regret notifications.

If you have any questions, please do not hesitate to contact me on my direct line - 250-390-6272.

Cheers Sacha

Sacha Swanson, Hiring Advisor  
Hiring Services | Service Operations Division | BC Public Service Agency  
2nd Floor 6475 Metral Drive | Nanaimo, BC | V9T 2L9 | 250 390-6272  
[MyHR@gov.bc.ca](mailto:MyHR@gov.bc.ca) | 250.952.6000 | Toll Free 1.877.277.0772  
Visit **AskMyHR** ([click here](#)) to view and update your service requests



## **Foster, Bruce GCPE:EX**

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** November-27-13 3:17 PM  
**To:** Swanson, Sacha PSA:EX  
**Subject:** RE: REQ 16985 - Analyst, HR - Interview has been schedule for Wed Nov 27 at 1 and 2 pm

Hi Sacha,

We have completed our interviews and would like to offer the position to Barbara Lu. We would like to proceed as soon as possible please. Let me know what you need from me to action this today.

Thank you,

**Natalya Brodie**  
BRDO  
Direct line: 604-775-1683  
Cell: S. 17  
[www.gov.bc.ca/brdo](http://www.gov.bc.ca/brdo)

**From:** Swanson, Sacha PSA:EX  
**Sent:** November-26-13 12:43 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** REQ 16985 - Analyst, HR - Interview has been schedule for Wed Nov 27 at 1 and 2 pm

Hi Natalya,

I wanted to confirm with you that both of your applicants have confirmed that they will attend your interview tomorrow. Please see attached emails.

Cheers Sacha

**Sacha Swanson, Hiring Advisor**  
Hiring Services | Service Operations Division | BC Public Service Agency  
2nd Floor 6475 Metral Drive | Nanaimo, BC | V9T 2L9 | 250 390-6272  
[MyHR@gov.bc.ca](mailto:MyHR@gov.bc.ca) | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

## **Foster, Bruce GCPE:EX**

---

**Subject:** Interview with Barbara Lu  
**Location:** Grouse room  
  
**Start:** Wed 27/11/2013 1:00 PM  
**End:** Wed 27/11/2013 2:00 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Brodie, Natalya BRDO:EX  
**Required Attendees:** MacKenzie-Ast, Larkin FIN:EX; Lu, Barbara BRDO:EX

Page 19 redacted for the following reason:

-----

S. 22

## **Foster, Bruce GCPE:EX**

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** November-21-13 10:45 AM  
**To:** Swanson, Sacha PSA:EX  
**Subject:** RE: Requisition 16985 - Analyst, Human Resources - Written Assignment  
**Attachments:** Interview Schedule Request Form Nov 2013 BRDO.docx

---

**From:** Swanson, Sacha PSA:EX  
**Sent:** November-20-13 3:57 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** RE: Requisition 16985 - Analyst, Human Resources - Written Assignment

Hi Natalya,

Can you please fill out the attached form which will provide us with all of the information that we need to schedule your interviews for you.

Cheers Sacha

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** Wednesday, November 20, 2013 3:56 PM  
**To:** Swanson, Sacha PSA:EX  
**Subject:** RE: Requisition 16985 - Analyst, Human Resources - Written Assignment

Hi Sasha,

Thank you so much for forwarding me consolidated resumes.

Based on my review of the assignment and another review of relevant experience, I would like to proceed with in person interviews with the following candidates:

- S. 22
- Barbara Lu

All others can be sent regrets at this point.

I am available from 1-3pm on Mon and Wed next week, suite 730, 999 Canada Place, Vancouver.

Thank you kindly,

**Natalya Brodie**  
BRDO  
Direct line: 604-775-1683  
Cell: S. 17  
[www.gov.bc.ca/brdo](http://www.gov.bc.ca/brdo)

**From:** Swanson, Sacha PSA:EX  
**Sent:** November-20-13 11:06 AM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** RE: Requisition 16985 - Analyst, Human Resources - Written Assignment

Hi Natalya,

I have requested 2 printable batches from the system to be sent directly to you with the resumes.

Here is the link to access the system: ( please sign in as a hiring manager)

<http://www2.gov.bc.ca/myhr/article.page?ContentID=620ede5d-b0cf-6c2e-fe75-4cd557824566>

Cheers Sacha

**From:** Brodie, Natalya BRDO:EX  
**Sent:** Wednesday, November 20, 2013 10:56 AM  
**To:** Swanson, Sacha PSA:EX  
**Subject:** RE: Requisition 16985 - Analyst, Human Resources - Written Assignment

Hi Sacha,

It would be wonderful if you could send me that link again to the page where I can access resumes.

Thank you,

N

**From:** Swanson, Sacha PSA:EX  
**Sent:** November-20-13 10:26 AM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** FW: Requisition 16985 - Analyst, Human Resources - Written Assignment

Natalya,

S. 22 has withdrawn from your competition. I will update her status in the recruitment system.

Cheers Sacha

S. 22

**From:** Swanson, Sacha PSA:EX  
**Sent:** Tuesday, November 19, 2013 12:05 PM  
**Subject:** Requisition 16985 - Analyst, Human Resources - Written Assignment

**Re:** Requisition 16985  
Analyst, Human Resources  
Ministry of Technology, Innovation & Citizens' Services

Good morning,

Further to our previous email correspondence, this message contains the written exercise for you to complete as part of the competition process for the above position. Your completed exercise must be returned to **Natalya Brodie** at [Natalya.Brodie@gov.bc.ca](mailto:Natalya.Brodie@gov.bc.ca) by email no later than **Wednesday November 20, 2013 at 12:00 pm**. Please allocate a **maximum of 45 minutes for this task**.

**Instructions:**

Please send an email to [Natalya.Brodie@gov.bc.ca](mailto:Natalya.Brodie@gov.bc.ca) just before you start this assignment. Please allocate a **maximum of 45 minutes** for this assignment. When you have completed this assignment with the 45 minute maximum submit your assignment to **Natalya Brodie** at [Natalya.Brodie@gov.bc.ca](mailto:Natalya.Brodie@gov.bc.ca).

Please note that you must complete the exercise to continue to be considered as a candidate in this competition.

Good luck,

Cheers Sacha

Sacha Swanson, Hiring Advisor  
Hiring Services | Service Operations Division | BC Public Service Agency  
[MyHR@gov.bc.ca](mailto:MyHR@gov.bc.ca) | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Pages 23 through 25 redacted for the following reasons:

-----

S. 22

S. 3

**Foster, Bruce GCPE:EX**

---

**From:** MYHR PSA:EX  
**Sent:** November-20-13 10:35 AM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** REQ 16985 CLK 09R Analyst, Human Resources - Marking your written assignment and your next steps [Your reference: 131011-000419]

Good morning Natalya,

Applicants have until noon today to send you their written assignment. The instructions in the email sent out to applicants indicated that applicants need to complete the assignment within this time frame to be considered further in the competition. Please let me know if any applicants do not submit an assignment to you and I can send them a notification letting them know that they will not be considered further.

Your next steps moving forward will be to mark the written assignments. Typically, a pass score on a written assignment would be 60 or 70% with some flexibility of course. All of the applicants who meet this score or higher would move forward to the interview stage. If four of your applicants scored 80 - 90% on their written assignment you would bring all four in for interviews.

If you have any questions, please do not hesitate to contact me on my direct line - 250-390-6272.

Cheers Sacha

Sacha Swanson, Hiring Advisor  
Hiring Services | Service Operations Division | BC Public Service Agency  
2nd Floor 6475 Metral Drive | Nanaimo, BC | V9T 2L9 | 250 390-6272  
[MyHR@gov.bc.ca](mailto:MyHR@gov.bc.ca) | 250.952.6000 | Toll Free 1.877.277.0772  
Visit [AskMyHR \(click here\)](#) to view and update your service requests



## **Foster, Bruce GCPE:EX**

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** November-20-13 10:24 AM  
**To:** Swanson, Sacha PSA:EX  
**Subject:** RE: Written Assignment - REQ 16985 CLK 09R Analyst, Human Resources

Hi Sacha,

Hope this note finds you well.

I am getting a few responses. Just want to confirm the time when the assignment was sent out to make sure I know which applications to consider based on the time of response.

I also would like to confirm that we would like to proceed with a panel interview for 3 individuals. I am going to be selecting which ones proceed to the interview stage based on their performance on the assignment and also on their qualifications and experience.

Cheers,

Natalya

---

**From:** Swanson, Sacha PSA:EX  
**Sent:** November-19-13 11:17 AM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** RE: Written Assignment - REQ 16985 CLK 09R Analyst, Human Resources  
**Importance:** High

Natalya,

I have tried to call you at your desk in hopes that I would be able to connect with you. How would you like me to proceed?

Option 1 - give applicants a few choices of when to complete the assignment

Option 2 - applicants 24 hours to complete a 45 minute written assignment with provided instructions for them to send you a note as to when they start the assignment and when they finish it.

Cheers Sacha

---

**From:** Swanson, Sacha PSA:EX  
**Sent:** Tuesday, November 19, 2013 8:47 AM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** Written Assignment - REQ 16985 CLK 09R Analyst, Human Resources

Good morning Natalya,

I have not sent anything out to applicants yet for the assignment. The decision rests with as you as the Hiring manager. Please let me know what action you would like to take and I will send out a communication to applicants

Cheers Sacha

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** Monday, November 18, 2013 4:17 PM  
**To:** Swanson, Sacha PSA:EX  
**Subject:** RE: REQ 16985 CLK 09R Analyst, Human Resources

I have provided instructions for them to send me a note as to when they start the assignment and when they finish it. I will be able to tell from their submission if they spent more than the allotted time.

s 3

s 3

---

**From:** Swanson, Sacha PSA:EX  
**Sent:** November-18-13 4:10 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** RE: REQ 16985 CLK 09R Analyst, Human Resources

Natalya,

In reviewing your instructions, it appears that you would like the applicants to conduct the assignment in 45 minutes. Could I sent out this assignment at 12:00 tomorrow and have then have them respond by 12:45?

Cheers Sacha

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** Monday, November 18, 2013 4:01 PM  
**To:** Swanson, Sacha PSA:EX  
**Subject:** RE: REQ 16985 CLK 09R Analyst, Human Resources

Here is the assignment. It can be distributed as soon as you are ready.

---

**From:** Swanson, Sacha PSA:EX  
**Sent:** November-18-13 3:39 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** REQ 16985 CLK 09R Analyst, Human Resources

Natalya,

Your applicants were sent an email letting them know that they would receive a written assignment today at noon.

Cheers Sacha

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** Monday, November 18, 2013 3:37 PM

**To:** Swanson, Sacha PSA:EX

**Subject:** RE: URGENT - I need the written assignment that you would like sent out at noon today - REQ 16985 CLK 09R Analyst, Human Resources

Why? We should have not communicated anything in advance.

---

**From:** Swanson, Sacha PSA:EX

**Sent:** November-18-13 3:28 PM

**To:** Brodie, Natalya BRDO:EX

**Subject:** RE: URGENT - I need the written assignment that you would like sent out at noon today - REQ 16985 CLK 09R Analyst, Human Resources

Natalya,

Thank you for the update. I will let the applicants know that there has been a delay.

Cheers Sacha

---

**From:** Brodie, Natalya BRDO:EX

**Sent:** Monday, November 18, 2013 3:12 PM

**To:** Swanson, Sacha PSA:EX

**Subject:** RE: URGENT - I need the written assignment that you would like sent out at noon today - REQ 16985 CLK 09R Analyst, Human Resources

I've had to conduct a number of in-person unscheduled Ministerial briefings today. I understand that this delays our process. Our office operations have to take priority.

---

**From:** Swanson, Sacha PSA:EX

**Sent:** November-18-13 2:08 PM

**To:** Brodie, Natalya BRDO:EX

**Subject:** RE: URGENT - I need the written assignment that you would like sent out at noon today - REQ 16985 CLK 09R Analyst, Human Resources

Hi Natalya,

Do you have an update on your timeline for sending out the written assignment?

Cheers Sacha

---

**From:** Brodie, Natalya BRDO:EX

**Sent:** Monday, November 18, 2013 11:45 AM

**To:** Swanson, Sacha PSA:EX

**Subject:** RE: URGENT - I need the written assignment that you would like sent out at noon today - REQ 16985 CLK 09R Analyst, Human Resources

I had some urgent meetings come up this morning. Still working on a draft for you.

---

**From:** Swanson, Sacha PSA:EX

**Sent:** November-18-13 11:24 AM

**To:** Brodie, Natalya BRDO:EX

**Subject:** URGENT - I need the written assignment that you would like sent out at noon today - REQ 16985 CLK 09R Analyst, Human Resources

**Importance:** High

Good morning Natalya,

I need you to send me the written assignment that you would like sent out to your applicants at noon today

Cheers Sacha

**Sacha Swanson, Hiring Advisor**

Hiring Services | Service Operations Division | BC Public Service Agency

2nd Floor 6475 Metral Drive | Nanaimo, BC | V9T 2L9 | 250 390-6272

[MyHR@gov.bc.ca](mailto:MyHR@gov.bc.ca) | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Pages 31 through 41 redacted for the following reasons:

-----

S. 22

S. 3

s 3

## **Foster, Bruce GCPE:EX**

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** November-19-13 11:26 AM  
**To:** Swanson, Sacha PSA:EX  
**Subject:** RE: Written Assignment - REQ 16985 CLK 09R Analyst, Human Resources

Option 2 please

---

**From:** Swanson, Sacha PSA:EX  
**Sent:** November-19-13 11:17 AM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** RE: Written Assignment - REQ 16985 CLK 09R Analyst, Human Resources  
**Importance:** High

Natalya,

I have tried to call you at your desk in hopes that I would be able to connect with you. How would you like me to proceed?

Option 1 - give applicants a few choices of when to complete the assignment

Option 2 - applicants 24 hours to complete a 45 minute written assignment with provided instructions for them to send you a note as to when they start the assignment and when they finish it.

Cheers Sacha

---

**From:** Swanson, Sacha PSA:EX  
**Sent:** Tuesday, November 19, 2013 8:47 AM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** Written Assignment - REQ 16985 CLK 09R Analyst, Human Resources

Good morning Natalya,

s 13

I have not sent anything out to applicants yet for the assignment. The decision rests with as you as the Hiring manager. Please let me know what action you would like to take and I will send out a communication to applicants

Cheers Sacha

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** Monday, November 18, 2013 4:17 PM

## **Foster, Bruce GCPE:EX**

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** November-18-13 4:11 PM  
**To:** Swanson, Sacha PSA:EX  
**Subject:** RE: REQ 16985 CLK 09R Analyst, Human Resources

I think it is best to offer 24 hours and allow applicants to decide when they have ability to complete this. I want to make sure that I am respectful of their work time and that I allow for sufficient time for them to work on this during their personal time.

---

**From:** Swanson, Sacha PSA:EX  
**Sent:** November-18-13 4:03 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** RE: REQ 16985 CLK 09R Analyst, Human Resources

When would you like the written assignment back from your applicants? Did you want the return time to be at noon tomorrow or did you want to give them 24 hours and have them return it to you at 4:30 pm?

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** Monday, November 18, 2013 4:01 PM  
**To:** Swanson, Sacha PSA:EX  
**Subject:** RE: REQ 16985 CLK 09R Analyst, Human Resources

Here is the assignment. It can be distributed as soon as you are ready.

---

**From:** Swanson, Sacha PSA:EX  
**Sent:** November-18-13 3:39 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** REQ 16985 CLK 09R Analyst, Human Resources

Natalya,

Your applicants were sent an email letting them know that they would receive a written assignment today at noon.

Cheers Sacha

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** Monday, November 18, 2013 3:37 PM  
**To:** Swanson, Sacha PSA:EX  
**Subject:** RE: URGENT - I need the written assignment that you would like sent out at noon today - REQ 16985 CLK 09R Analyst, Human Resources

Why? We should have not communicated anything in advance.

---

**From:** Swanson, Sacha PSA:EX  
**Sent:** November-18-13 3:28 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** RE: URGENT - I need the written assignment that you would like sent out at noon today - REQ 16985 CLK 09R Analyst, Human Resources

## **Foster, Bruce GCPE:EX**

---

**From:** Swanson, Sacha PSA:EX  
**Sent:** November-18-13 4:03 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** RE: REQ 16985 CLK 09R Analyst, Human Resources

When would you like the written assignment back from your applicants? Did you want the return time to be at noon tomorrow or did you want to give them 24 hours and have them return it to you at 4:30 pm?

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** Monday, November 18, 2013 4:01 PM  
**To:** Swanson, Sacha PSA:EX  
**Subject:** RE: REQ 16985 CLK 09R Analyst, Human Resources

Here is the assignment. It can be distributed as soon as you are ready.

---

**From:** Swanson, Sacha PSA:EX  
**Sent:** November-18-13 3:39 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** REQ 16985 CLK 09R Analyst, Human Resources

Natalya,

Your applicants were sent an email letting them know that they would receive a written assignment today at noon.

Cheers Sacha

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** Monday, November 18, 2013 3:37 PM  
**To:** Swanson, Sacha PSA:EX  
**Subject:** RE: URGENT - I need the written assignment that you would like sent out at noon today - REQ 16985 CLK 09R Analyst, Human Resources

Why? We should have not communicated anything in advance.

---

**From:** Swanson, Sacha PSA:EX  
**Sent:** November-18-13 3:28 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** RE: URGENT - I need the written assignment that you would like sent out at noon today - REQ 16985 CLK 09R Analyst, Human Resources

Natalya,

Thank you for the update. I will let the applicants know that there has been a delay.

Cheers Sacha

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** Monday, November 18, 2013 3:12 PM  
**To:** Swanson, Sacha PSA:EX



**Foster, Bruce GCPE:EX**

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** November-18-13 3:40 PM  
**To:** Swanson, Sacha PSA:EX  
**Subject:** RE: REQ 16985 CLK 09R Analyst, Human Resources

Thank you for keeping me posted.

---

**From:** Swanson, Sacha PSA:EX  
**Sent:** November-18-13 3:39 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** REQ 16985 CLK 09R Analyst, Human Resources

Natalya,

Your applicants were sent an email letting them know that they would receive a written assignment today at noon.

Cheers Sacha

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** Monday, November 18, 2013 3:37 PM  
**To:** Swanson, Sacha PSA:EX  
**Subject:** RE: URGENT - I need the written assignment that you would like sent out at noon today - REQ 16985 CLK 09R Analyst, Human Resources

Why? We should have not communicated anything in advance.

---

**From:** Swanson, Sacha PSA:EX  
**Sent:** November-18-13 3:28 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** RE: URGENT - I need the written assignment that you would like sent out at noon today - REQ 16985 CLK 09R Analyst, Human Resources

Natalya,

Thank you for the update. I will let the applicants know that there has been a delay.

Cheers Sacha

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** Monday, November 18, 2013 3:12 PM  
**To:** Swanson, Sacha PSA:EX  
**Subject:** RE: URGENT - I need the written assignment that you would like sent out at noon today - REQ 16985 CLK 09R Analyst, Human Resources

I've had to conduct a number of in-person unscheduled Ministerial briefings today. I understand that this delays our process. Our office operations have to take priority.

## Foster, Bruce GCPE:EX

---

**From:** MYHR PSA:EX  
**Sent:** November-15-13 2:18 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** REQ 16985 CLK 09R Analyst, Human Resources - Screening and shortlisting your applicants [Your reference: 131011-000419]

Hi Natalya,

I just wanted to connect with you to confirm with you which applicants are moving forward to the interviews. Please forward me the name of those candidates once you have finalized screening.

If you have any questions, please do not hesitate to contact me on my direct line – 250-390-6272.

Cheers Sacha

Sacha Swanson, Hiring Advisor  
Hiring Services | Service Operations Division | BC Public Service Agency  
2nd Floor 6475 Metral Drive | Nanaimo, BC | V9T 2L9 | 250 390-6272  
[MyHR@gov.bc.ca](mailto:MyHR@gov.bc.ca) | 250.952.6000 | Toll Free 1.877.277.0772  
Visit [AskMyHR \(click here\)](#) to view and update your service requests

**Foster, Bruce GCPE:EX**

---

**From:** MYHR PSA:EX  
**Sent:** November-14-13 9:22 AM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** REQ 16985 CLK 09R Analyst, Human Resources - Your posting has closed - screening and next steps [Your reference: 131011-000419]

Good morning Natalya,

The posting for your Analyst, Human Resource position closed yesterday. There are 7 applicants, with 1 applicant appearing to have failed the questionnaire. Someone from my hiring administration team will email you an excel spreadsheet with a list of your applicants names along with their responses to the questionnaire.

From your emails yesterday you indicated that you wanted three applicants to go forward to interview.

Based on the responses to the questionnaire I ask that you review the resumes to ensure that applicants meet your education and experience requirements. For the experience statements applicants need to indicate that they have ANY experience in those areas to move forward. I have reviewed the first applicant's resume on the list S. 22 and her resumes indicates that she has experience in all of the areas indicated on the posting and she should be brought forward to the next phase in the assessment process. Please review all of the applicants profiles to verify the education and experience requirements to determine who should be brought forward to interview.

As per my email yesterday you could use PREVAL testing as one way to assess your applicants. If you have any questions, please do not hesitate to contact me on my direct line - 250-390-6272.

Cheers Sacha  
Sacha Swanson, Hiring Advisor  
Visit [AskMyHR \(click here\)](#) to view and update your service requests

**Foster, Bruce GCPE:EX**

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** November-13-13 2:49 PM  
**To:** MYHR PSA:EX  
**Subject:** RE: REQ 16985 CLK 09R Analyst, Human Resources - Your posting is live ( internal)  
[Your reference: 131011-000419]  
**Attachments:** Interview Schedule Request Form REQ 16985 NB edits.docx

Here are my edits.

**From:** MyHR [<mailto:myhr@gov.bc.ca>]  
**Sent:** November-13-13 2:45 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** REQ 16985 CLK 09R Analyst, Human Resources - Your posting is live ( internal) [Your reference: 131011-000419]

Natalya,

I have updated the form with the information that you have provided in your earlier e-mail. Please complete the remainder of the form and we can arrange your interviews for you.

If you have any questions, please do not hesitate to contact me on my direct line – 250-390-6272.

Cheers Sacha

Sacha Swanson, Hiring Advisor  
Hiring Services | Service Operations Division | BC Public Service Agency  
2nd Floor 6475 Metral Drive | Nanaimo, BC | V9T 2L9 | 250 390-6272  
[MyHR@gov.bc.ca](mailto:MyHR@gov.bc.ca) | 250.952.6000 | Toll Free 1.877.277.0772  
Visit [AskMyHR \(click here\)](#) to view and update your service requests

**Foster, Bruce GCPE:EX**

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** November-13-13 2:30 PM  
**To:** MYHR PSA:EX  
**Subject:** RE: REQ 16985 CLK 09R Analyst, Human Resources - Your posting is live ( internal)  
[Your reference: 131011-000419]

Do I have to complete this for every interviewed applicant?

---

**From:** MyHR [<mailto:myhr@gov.bc.ca>]  
**Sent:** November-13-13 2:29 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** REQ 16985 CLK 09R Analyst, Human Resources - Your posting is live ( internal) [Your reference: 131011-000419]

Natalya,

PREVAL form attached.

Sacha

Visit [AskMyHR \(click here\)](#) to view and update your service requests

## Foster, Bruce GCPE:EX

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** November-13-13 2:17 PM  
**To:** MYHR PSA:EX  
**Subject:** RE: REQ 16985 CLK 09R Analyst, Human Resources - Your posting is live ( internal)  
[Your reference: 131011-000419]

Please resend the attached form

---

**From:** MyHR [<mailto:myhr@gov.bc.ca>]  
**Sent:** November-13-13 2:12 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** REQ 16985 CLK 09R Analyst, Human Resources - Your posting is live ( internal) [Your reference: 131011-000419]

Hi Natalya,

Your competition does not close until midnight tonight. Applicants can apply to your opportunity up until that time. You will need to confirm tomorrow who is moving forward to the next stage in your competition.

All applicants in your competition who demonstrate in the resume that they meet your education and experience requirements as per your posting should move forward:

Screening your applicants:

"Education:

- Secondary school graduation or equivalent and some post-secondary courses in public administration, business administration, communications or other relevant disciplines.

Experience:

- Demonstrated experience providing administrative support to a project manager and team.
- Demonstrated experience interpreting legislation, evaluating options and recommending solutions.
- Demonstrated experience liaising with government officials and general public on a wide range of issues.
- Experience in human resource management including knowledge of recruitment processes, due diligence, and security checks required for board nominees.
- Experience with file management including a solid understanding of records management."

Assessing your applicants:

You may choose to use an assessment process to help assess your applicants. Once assessment that you could use is PREVAL testing. The PREVAL online testing offers a substantial library of evaluations. PREVAL testing provides a secure, centralized database of tests with validated content. Candidates can complete the testing remotely at their home/ or work computer. PREVAL testing system is intuitively administered, and provides a thorough, easy to interpret Results

Report. PREVAL testing is used AFTER applicants have been screened on education and experience. Only applicants who meet the minimum criteria outlined under Education/Experience should be invited for PREVAL testing.

If you would like to complete the PREVAL testing yourself to see the types of questions your applicants will be asked please pick 2 or 3 from the attached list and I can have my admin set you up to complete the testing. This would also help you identify if the PREVAL tests are appropriate for your competition. Please let me know if you would like to have this option otherwise we can just set up your screened in applicants to complete the assessment.

Pre-valueate online testing offers a substantial library of evaluations covering:  
clerical skills (i.e. Administrative support skills, proofreading, filing, grammar, data entry, typing)  
software skills (i.e. Microsoft Word, excel, power point)  
accounting skills (i.e. Accounts Payable, Accounts Receivable, Accounting terminology, Payroll, Bookkeeping),

Attached is the PREVAL Testing Request form that lists the most commonly used tests. Please complete the form and return to me once you have identified the applicants who have screened in to your competition and who you would like to have tested.

If you have any questions about the testing please do not hesitate to contact me on my direct line - 250-390-6272.

Cheers Sacha

Sacha Swanson, Hiring Advisor  
MyHR 250.952.6000 | Toll Free 1.877.277.0772  
AskMyHR: [www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact)  
Visit **AskMyHR** ([click here](#)) to view and update your service requests

## Foster, Bruce GCPE:EX

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** November-13-13 1:54 PM  
**To:** Swanson, Sacha PSA:EX  
**Subject:** RE: REQ 16985 - Your posting is live

I have reviewed the applications and am ready to proceed with in-person interviews with 3 of the applicants:

- S. 22
- Barbara Lu

It would be wonderful if those could be arranged for Tuesday, November 19, I am available between 10am and 2:30pm. Interviews are to take place at suite 790, 999 Canada Place. Applicants can report to reception. Please let each candidate know to allocate an hour for an interview, the first 20 minutes will be a conversational interview, the next 30 minutes would be dedicated to a written assignment, and the remaining 10 minutes would be reserved for questions and a discussion of next steps.

Please let me know if there is anything else that is required from me at this time. All other applicants can be sent regret notifications.

Thank you,

Natalya

---

**From:** Swanson, Sacha PSA:EX  
**Sent:** November-13-13 1:27 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** RE: REQ 16985 - Your posting is live

Hi Natalya,

You will be able to access the information from this link:

<http://www2.gov.bc.ca/myhr/article.page?ContentID=620ede5d-b0cf-6c2e-fe75-4cd557824566>

Please log into the system as a hiring manager and your requisition will show up. Click on the #7 for the number of applicants that you have to access the profiles (resumes and cover letters) of your applicants.

Cheers Sacha

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** Wednesday, November 13, 2013 1:24 PM  
**To:** Swanson, Sacha PSA:EX  
**Subject:** RE: REQ 16985 - Your posting is live

Great! I would love to start reviewing them. I believe it closes tomorrow.

Do you route applicants to me or am I able to access those applications directly?



Let me know what the next steps are.

---

**From:** Swanson, Sacha PSA:EX  
**Sent:** November-13-13 1:22 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** RE: REQ 16985 - Your posting is live

Hi Natalya,

So far there are 7 applicants who have applied to your competition.

Cheers Sacha

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** Wednesday, November 13, 2013 12:35 PM  
**To:** Swanson, Sacha PSA:EX  
**Subject:** RE: REQ 16985 - Your posting is live

Hi Sacha,

Hope this note finds you well. Just wanted to see how we are doing on applications to our posting.

Look forward to hearing from you,

**Natalya Brodie**  
BRDO  
Direct line: 604-775-1683  
Cell: S. 17  
[www.gov.bc.ca/brdo](http://www.gov.bc.ca/brdo)

---

**From:** Swanson, Sacha PSA:EX  
**Sent:** November-06-13 3:52 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** REQ 16985 - Your posting is live  
**Importance:** High

Hello Natalya,

This email is to confirm that your posting is now live and can be found at the following link: (Please let me know if you would like to have this posting extended.)

[https://search.employment.gov.bc.ca/cgi-bin/i/internal\\_highlightjob.cgi?jobid=16985](https://search.employment.gov.bc.ca/cgi-bin/i/internal_highlightjob.cgi?jobid=16985)

While you are waiting for the posting to close, you may be interested in information on assessments and documentation requirements. There is excellent information, tools and resources available on MyHR regarding documentation, making your selection and extending the offer.

Hiring Process: [http://www2.gov.bc.ca/myhr/content\\_hub.page?ContentID=4b76960f-3e09-2929-95bb-5e0e1bd6b050](http://www2.gov.bc.ca/myhr/content_hub.page?ContentID=4b76960f-3e09-2929-95bb-5e0e1bd6b050)

### **Competition Documentation**

**DOCUMENTATION:** The purpose of our requesting documentation throughout the competition is to create opportunities for us to provide advice on best practice for merit based competitions at key intervals throughout the hiring process. These points generally fall into one of the following three categories:

1. SCREENING (completion of short- listing by the hiring manager)
2. ASSESSMENT (Invitations, questions, applicant responses to written assignments, etc)
3. INTERVIEW (Invitations, questions, panel notes, PWP, etc)

It is vital that we receive the request documentation at these intervals in order to provide useful advice. It also allows us to assist you in producing a complete file for the Office of the Merit Commissioner in the event of an audit. Please note as the Hiring Manager you are considered the Office of Primary Responsibility and must retain your original competition documentation for up to two years.

You are able to review the activity for your competition while your posting is open. You can monitor how many people have viewed your posting as well as review the current applicants/prospects. This information can be found under "View by Job" you can then click on the indicated number of applicants/prospects to review resumes etc...If you require assistance with this step please go to the manager's help page.

[http://www2.gov.bc.ca/myhr/topic\\_hub.page?ContentID=8b004c31-9857-0cf6-cee2-832598baad5d](http://www2.gov.bc.ca/myhr/topic_hub.page?ContentID=8b004c31-9857-0cf6-cee2-832598baad5d)

As always please feel free to contact me if you have any questions.

Sincerely,

Sacha Swanson  
BC Public Service Agency

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** Wednesday, November 6, 2013 3:49 PM  
**To:** Swanson, Sacha PSA:EX  
**Subject:** Re: Your final approval is required - REQ 16985

Approved

On Nov 6, 2013, at 1:37 PM, "Swanson, Sacha PSA:EX" <[Sacha.Swanson@gov.bc.ca](mailto:Sacha.Swanson@gov.bc.ca)> wrote:

Hi Natalya,

Classification has approved your job profile. I have added the approved job profile to your posting.

I have updated the wording slightly on the qualification section of your posting updating the project management experience two 2 different experience requirement bullets "Demonstrated experience providing administrative support to a project manager and team" and "Demonstrated experience interpreting legislation, evaluating options and recommending solutions". I need you to **review and approve** the attached posting and questionnaire and then we will be ready to post your opportunity live to the recruitment site.

Please note an update to your posting timelines: ( 1 week)

Posting Live date: Wednesday November 6, 2013  
Posting Close date: Wednesday November 13, 2013  
Summary of Applicant Report: Thursday November 13, 2013

If you have any questions, please do not hesitate to contact me on my direct line – 250-390-6272.

Cheers Sacha

Sacha Swanson, Hiring Advisor  
Hiring Services | Service Operations Division | BC Public Service Agency  
2nd Floor 6475 Metral Drive | Nanaimo, BC | V9T 2L9 | 250 390-6272  
[MyHR@gov.bc.ca](mailto:MyHR@gov.bc.ca) | 250.952.6000 | Toll Free 1.877.277.0772  
<image002.png>

<REQ 16985 - Posting.docx>

<REQ 16985 - Questionnaire.docx>

## **Foster, Bruce GCPE:EX**

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** November-06-13 2:11 PM  
**To:** Swanson, Sacha PSA:EX  
**Subject:** RE: Your final approval is required - REQ 16985

No problem. I have sent both attachments to my deputy and will approve as soon as I get a green light. We are hoping that the posting can go live today or tomorrow morning at the very latest. Today would very much be our preference.

---

**From:** Swanson, Sacha PSA:EX  
**Sent:** November-06-13 2:09 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** RE: Your final approval is required - REQ 16985

Natalya,

My apologies, I incorrectly sent you an email indicating that your posting is live. Please disregard.

I need your final approval on the posting and questionnaire before we can post the opportunity live.

Cheers Sacha

---

**From:** Swanson, Sacha PSA:EX  
**Sent:** Wednesday, November 6, 2013 1:37 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** Your final approval is required - REQ 16985

Hi Natalya,

Classification has approved your job profile. I have added the approved job profile to your posting.

I have updated the wording slightly on the qualification section of your posting updating the project management experience two 2 different experience requirement bullets "Demonstrated experience providing administrative support to a project manager and team" and "Demonstrated experience interpreting legislation, evaluating options and recommending solutions". I need you to **review and approve** the attached posting and questionnaire and then we will be ready to post your opportunity live to the recruitment site.

Please note an update to your posting timelines: ( 1 week)

Posting Live date: Wednesday November 6, 2013  
Posting Close date: Wednesday November 13, 2013  
Summary of Applicant Report: Thursday November 13, 2013

If you have any questions, please do not hesitate to contact me on my direct line – 250-390-6272.

Cheers Sacha

Sacha Swanson, Hiring Advisor  
Hiring Services | Service Operations Division | BC Public Service Agency  
2nd Floor 6475 Metral Drive | Nanaimo, BC | V9T 2L9 | 250 390-6272



Where ideas work

## Foster, Bruce GCPE:EX

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** November-06-13 1:42 PM  
**To:** Mentzelopoulos, Athana GCPE:EX  
**Subject:** FW: Your final approval is required - REQ 16985  
**Attachments:** REQ 16985 - Posting.docx; REQ 16985 - Questionnaire.docx

This is for the position currently occupied by Barbara. I will be approving this later this afternoon pending your ok.

---

**From:** Swanson, Sacha PSA:EX  
**Sent:** November-06-13 1:37 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** Your final approval is required - REQ 16985

Hi Natalya,

Classification has approved your job profile. I have added the approved job profile to your posting.

I have updated the wording slightly on the qualification section of your posting updating the project management experience two 2 different experience requirement bullets "Demonstrated experience providing administrative support to a project manager and team" and "Demonstrated experience interpreting legislation, evaluating options and recommending solutions". I need you to **review and approve** the attached posting and questionnaire and then we will be ready to post your opportunity live to the recruitment site.

Please note an update to your posting timelines: ( 1 week)

Posting Live date: Wednesday November 6, 2013  
Posting Close date: Wednesday November 13, 2013  
Summary of Applicant Report: Thursday November 13, 2013

If you have any questions, please do not hesitate to contact me on my direct line – 250-390-6272.

Cheers Sacha

Sacha Swanson, Hiring Advisor  
Hiring Services | Service Operations Division | BC Public Service Agency  
2nd Floor 6475 Metral Drive | Nanaimo, BC | V9T 2L9 | 250 390-6272  
[MyHR@gov.bc.ca](mailto:MyHR@gov.bc.ca) | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

**Foster, Bruce GCPE:EX**

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** November-06-13 9:47 AM  
**To:** Swanson, Sacha PSA:EX  
**Subject:** Re: Updated job profile for you approval - REQ 16985 CLK 09R Analyst, Human Resources

Approved

On Nov 6, 2013, at 9:27 AM, "Swanson, Sacha PSA:EX" <[Sacha.Swanson@gov.bc.ca](mailto:Sacha.Swanson@gov.bc.ca)> wrote:

Good morning Natalya,

I forwarded your job profile to classification yesterday afternoon and they have come back to me this morning requesting a few changes to your profile. The changes they are looking for are in the accountabilities section of your job profile. I went back to the original profile # 203 from the job store and use the accountabilities in that profile. I then removed and tried my best to closely match the accountabilities you forwarded me yesterday. I have tried to ensure that all of your accountabilities have been included in this updated job profile using the wording that classification has approved for the job profile.

Please review and approve this updated job profile. Once I have your approval I will forward to classification for their approval.

Cheers Sacha

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** Tuesday, November 5, 2013 4:46 PM  
**To:** Swanson, Sacha PSA:EX  
**Subject:** RE: REQ 16985 CLK 09R Analyst, Human Resources - Job profile

I am good with it.

---

**From:** Swanson, Sacha PSA:EX  
**Sent:** Tuesday, November 5, 2013 4:23 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** REQ 16985 CLK 09R Analyst, Human Resources - Job profile

Hi Natalya,

As per our conversation, I have added the behavioural competencies I sent you earlier as well as the statement regarding having a criminal record check.

Please review and let me know if you approve.

Cheers Sacha

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** Tuesday, November 5, 2013 4:09 PM  
**To:** Swanson, Sacha PSA:EX  
**Subject:** FW: REQ 16985 CLK 09R Analyst, Human Resources - Job profile [Your reference: 131011-000419]

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** Tuesday, November 5, 2013 4:07 PM  
**To:** MYHR PSA:EX  
**Subject:** RE: REQ 16985 CLK 09R Analyst, Human Resources - Job profile [Your reference: 131011-000419]

Hi Sacha,

I have drafted a job description, please let me know if this the last document required before this posting can go live. I am hoping you have everything you need to proceed. Please confirm.

Thank you,

**Natalya Brodie**

Board Resourcing and Development Office

**Tel:** 604.775.1683

**Cell:** S. 17

**Email:** [natalya.brodie@gov.bc.ca](mailto:natalya.brodie@gov.bc.ca)

[www.gov.bc.ca/brdo](http://www.gov.bc.ca/brdo)

---

**From:** MyHR [<mailto:myhr@gov.bc.ca>]  
**Sent:** Tuesday, November 5, 2013 9:14 AM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** REQ 16985 CLK 09R Analyst, Human Resources - Job profile [Your reference: 131011-000419]

Good morning Natalya,

Thank you so much for approving the questionnaire and the posting. I have made the changes to the posting as per the attached posting you sent me. The posting and questionnaire are ready to go. The only thing that I am waiting on to post your opportunity is an approved job profile. Once I have an approved job profile from you and classification we will be in a position to post your opportunity live to the recruitment system.

If you have any questions, please do not hesitate to contact me on my direct line – 250-390-6272.

Cheers Sacha

Sacha Swanson, Hiring Advisor



Hiring Services | Service Operations Division | BC Public Service Agency  
2nd Floor 6475 Metral Drive | Nanaimo, BC | V9T 2L9 | 250 390-6272  
[MyHR@gov.bc.ca](mailto:MyHR@gov.bc.ca) | 250.952.6000 | Toll Free 1.877.277.0772  
Visit **AskMyHR** ([click here](#)) to view and update your service requests

<JBP\_REQ16985.docx>

**Foster, Bruce GCPE:EX**

---

**From:** Swanson, Sacha PSA:EX  
**Sent:** November-05-13 8:29 AM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** RE: REQ 16985 CLK 09R Analyst, Human Resources - Job profile

Hi Natalya,

Here is the link to the Job store:

<https://hr.gov.bc.ca/jobstor/default.aspx>

Leslie Cox, Classification Specialist, recommended that you could use Administrative Assistant as one of the possible options for a job store template. You could use portions of the job description from the Senior Executive Assistant job description. But there are going to be parts of the job description that do not line up with the responsibilities of the Analyst, Human Resources.

Please let me know if you would like me to arrange an appointment with someone from classification who can help you create a job profile.

Cheers Sacha

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** Monday, November 4, 2013 4:15 PM  
**To:** Swanson, Sacha PSA:EX  
**Subject:** RE: REQ 16985 CLK 09R Analyst, Human Resources - Job profile

Hi Sacha,

Just working on this now. Could you resend me the link please?

Thank you,

N

---

**From:** Swanson, Sacha PSA:EX  
**Sent:** Monday, November 4, 2013 4:06 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** REQ 16985 CLK 09R Analyst, Human Resources - Job profile

Hi Natalya,

I just wanted to send you an email to check in with you regarding your job profile. Please let me know if I can help you at all with creating a job profile for your Analyst, Human Resources position. If you have any questions, please do not hesitate to contact me on my direct line – 250-390-6272.

Cheers Sacha

Sacha Swanson, Hiring Advisor

Hiring Services | Service Operations Division | BC Public Service Agency  
2nd Floor 6475 Metral Drive | Nanaimo, BC | V9T 2L9 | 250 390-6272  
[MyHR@gov.bc.ca](mailto:MyHR@gov.bc.ca) | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

## **Foster, Bruce GCPE:EX**

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** November-04-13 4:30 PM  
**To:** MYHR PSA:EX  
**Subject:** RE: REQ 16985 CLK 09R Analyst, Human Resources - Wording for your Analyst, Human Resources job profile [Your reference: 131011-000419]

Sacha,

Thank you so much for doing research on similar positions. Sections below apply the most.

### **Recruitment and Selection**

- Coordinates interview/hiring panels. Responsibilities include: preparing and organizing competition related materials; booking interview facilities; coordinating candidate participation including interview times and travel arrangements; preparing all related documentation; and ensuring competition records are in keeping with PSA requirements.
- May participate on interview panels to select staff.
- Maintains competition files for the Division. Ensures files are complete and audit ready.
- Ensures orientation/training is provided for all new employees and new employee documentation is completed.
- Maintains New Employee Orientation Manual.

### **Behavioural Competencies**

Listening, Understanding and Responding is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to both spoken and unspoken or partly expressed thoughts, feelings and concerns of others. People who demonstrate high levels of this competency show a deep and complex understanding of others, including cross-cultural sensitivity.

Improving Operations is the ability and motivation to apply one's knowledge and past experience for improving upon current modes of operation within the Ministry. This behaviour ranges from adapting widely used approaches to developing entirely new value-added solutions.

Flexibility is the ability and willingness to adapt to and work effectively within a variety of diverse situations, and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job or organization. Planning, Organizing and Co-ordinating involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

Analytical Thinking is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organise and compare the various aspects of a problem or situation, and determines cause-and-effect relationships to resolve problems in a sound, decisive manner. Problem Solving/Judgment is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

Relationship Building is working to build or maintain ethical relationships or networks or contacts with people who are, or may be, potentially helpful in achieving work-related goals and establishing advantages. These people may include customers, clients, counterparts, colleagues, etc.

Please let me know what the next steps are to have the posting go live.

Thank you,

## Natalya Brodie

Board Resourcing and Development Office

Tel: 604.775.1683

Cell: S. 17

Email: [natalya.brodie@gov.bc.ca](mailto:natalya.brodie@gov.bc.ca)

[www.gov.bc.ca/brdo](http://www.gov.bc.ca/brdo)

---

**From:** MyHR [mailto:[myhr@gov.bc.ca](mailto:myhr@gov.bc.ca)]

**Sent:** Thursday, October 31, 2013 1:45 PM

**To:** Brodie, Natalya BRDO:EX

**Subject:** REQ 16985 CLK 09R Analyst, Human Resources - Wording for your Analyst, Human Resources job profile [Your reference: 131011-000419]

Hi Natalya,

I searched the recruitment system for any Clerk 9 human resources positions that we have previously posted and I was only able to find one. The title of that position is Human Resources & Admin Analyst. From the job description of this position, I have taken out the human resource accountability statements and pasted them below for your reference. You may choose to add a few of them to your job profile (if you feel they are fit with the accountabilities of your position). I hope that the statements help you in drafting your job profile.

### Accountabilities

Provides HR Administration and Expertise

- Provides advice on HR policy, procedures and standards including: leave and benefit entitlements, retirement, statutory holidays, and vacation etc. Liaise inquiries to the BCPSA or appropriate staff.
- Drafts and/or types both routine and confidential correspondence such as offer letters, Merit Commissioner Audits, grievance responses, etc.

### Payroll/Employee Benefits

- Assist staff with leave requests, entitlement, leave transactions, in Time-on-Line/CHIPS system.
- Provide CHIPS reports as required.
- Develops and produces monthly leave and STIP summary reports to management.
- Works with the Financial Analyst for salary forecasting purposes.
- Updates organization charts.

### Recruitment and Selection

- Coordinates interview/hiring panels. Responsibilities include: preparing and organizing competition related materials; booking interview facilities; coordinating candidate participation including interview times and travel arrangements; preparing all related documentation; and ensuring competition records are in keeping with PSA requirements.
- May participate on interview panels to select staff.
- Maintains competition files for the Division. Ensures files are complete and audit ready.
- Ensures orientation/training is provided for all new employees and new employee documentation is completed.
- Maintains New Employee Orientation Manual.

### Behavioural Competencies

Listening, Understanding and Responding is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to both spoken and

unspoken or partly expressed thoughts, feelings and concerns of others. People who demonstrate high levels of this competency show a deep and complex understanding of others, including cross-cultural sensitivity.

Improving Operations is the ability and motivation to apply one's knowledge and past experience for improving upon current modes of operation within the Ministry. This behaviour ranges from adapting widely used approaches to developing entirely new value-added solutions.

Flexibility is the ability and willingness to adapt to and work effectively within a variety of diverse situations, and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job or organization.

Planning, Organizing and Co-ordinating involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

Analytical Thinking is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organise and compare the various aspects of a problem or situation, and determines cause-and-effect relationships to resolve problems in a sound, decisive manner.

Problem Solving/Judgment is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

Relationship Building is working to build or maintain ethical relationships or networks or contacts with people who are, or may be, potentially helpful in achieving work-related goals and establishing advantages. These people may include customers, clients, counterparts, colleagues, etc.

If you have any questions, please do not hesitate to contact me on my direct line - 250-390-6272.

Cheers Sacha

Sacha Swanson, Hiring Advisor

Hiring Services | Service Operations Division | BC Public Service Agency

2nd Floor 6475 Metral Drive | Nanaimo, BC | V9T 2L9 | 250 390-6272

[MyHR@gov.bc.ca](mailto:MyHR@gov.bc.ca) | 250.952.6000 | Toll Free 1.877.277.0772

Visit [AskMyHR \(click here\)](#) to view and update your service requests

## **Foster, Bruce GCPE:EX**

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** November-04-13 4:26 PM  
**To:** MYHR PSA:EX  
**Subject:** RE: REQ 16985 CLK 09R Analyst, Human Resources - Please approve your posting and questionnaire [Your reference: 131011-000419]  
**Attachments:** REQ 16985 - Posting (2) Revised by NB.docx

Hi Sacha,

I am comfortable with the questionnaire document and I am attaching the posting document with a couple of minor revisions.

Please let me know if this is all you need for the posting to go live. I am really hoping it could be live early this week.

Thank you,

### **Natalya Brodie**

Board Resourcing and Development Office

**Tel:** 604.775.1683

**Cell:** S. 17

**Email:** [natalya.brodie@gov.bc.ca](mailto:natalya.brodie@gov.bc.ca)

[www.gov.bc.ca/brdo](http://www.gov.bc.ca/brdo)

---

**From:** MyHR [<mailto:myhr@gov.bc.ca>]  
**Sent:** Thursday, October 31, 2013 2:41 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** REQ 16985 CLK 09R Analyst, Human Resources - Please approve your posting and questionnaire [Your reference: 131011-000419]

Hello Natalya,

Attached you will find a draft copy of your prepared posting and questionnaire. I have inserted all required language as well as the standard policy statements we discussed. There are two areas highlighted in red where you will need to add some wording around the position accountabilities and responsibilities.

Please review the information and let me know if you approve as is or approve with edits.

Please send your response by replying to this email. It helps us to serve you better if you quote your reference number 131011-000419 in the response.

To track, update or review your service requests and history visit AskMyHR.

(<https://sfs.gov.bc.ca/affwebservices/public/saml2sso?SPID=urn:ca:bc:gov:customerportal:prod>)

Please note that AskMyHR has been set-up to replace [MyHR@gov.bc.ca](mailto:MyHR@gov.bc.ca).

Sincerely,

Sacha Swanson

BC Public Service Agency

Visit **AskMyHR** ([click here](#)) to view and update your service requests



**Foster, Bruce GCPE:EX**

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** November-04-13 4:21 PM  
**To:** Swanson, Sacha PSA:EX  
**Subject:** RE: REQ 16985 CLK 09R Analyst, Human Resources - Job profile  
**Attachments:** Senior EA\_Appoints Coordinator Job Description.June\_2007.doc

Could this work?

---

**From:** Swanson, Sacha PSA:EX  
**Sent:** Monday, November 4, 2013 4:06 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** REQ 16985 CLK 09R Analyst, Human Resources - Job profile

Hi Natalya,

I just wanted to send you an email to check in with you regarding your job profile. Please let me know if I can help you at all with creating a job profile for your Analyst, Human Resources position. If you have any questions, please do not hesitate to contact me on my direct line – 250-390-6272.

Cheers Sacha

Sacha Swanson, Hiring Advisor  
Hiring Services | Service Operations Division | BC Public Service Agency  
2nd Floor 6475 Metral Drive | Nanaimo, BC | V9T 2L9 | 250 390-6272  
[MyHR@gov.bc.ca](mailto:MyHR@gov.bc.ca) | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

**Foster, Bruce GCPE:EX**

---

**From:** Swanson, Sacha PSA:EX  
**To:** Brodie, Natalya BRDO:EX  
**Sent:** November-04-13 4:17 PM  
**Subject:** Message Recall Success: REQ 16985 CLK 09R Analyst, Human Resources - Job profile

## Foster, Bruce GCPE:EX

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** November-04-13 4:15 PM  
**To:** Swanson, Sacha PSA:EX  
**Subject:** RE: REQ 16985 CLK 09R Analyst, Human Resources - Job profile

Hi Sacha,

Just working on this now. Could you resend me the link please?

Thank you,

N

---

**From:** Swanson, Sacha PSA:EX  
**Sent:** Monday, November 4, 2013 4:06 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** REQ 16985 CLK 09R Analyst, Human Resources - Job profile

Hi Natalya,

I just wanted to send you an email to check in with you regarding your job profile. Please let me know if I can help you at all with creating a job profile for your Analyst, Human Resources position. If you have any questions, please do not hesitate to contact me on my direct line – 250-390-6272.

Cheers Sacha

**Sacha Swanson, Hiring Advisor**  
Hiring Services | Service Operations Division | BC Public Service Agency  
2nd Floor 6475 Metral Drive | Nanaimo, BC | V9T 2L9 | 250 390-6272  
[MyHR@gov.bc.ca](mailto:MyHR@gov.bc.ca) | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

## Foster, Bruce GCPE:EX

---

**From:** MYHR PSA:EX  
**Sent:** October-30-13 2:28 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** REQ 16985 CLK 09R Analyst, Human Resources - Job profile update [Your reference: 131011-000419]

Hi Natalya

I have confirmed with classification that they do not have a job profile on file for this opportunity, The lady I spoke with indicated that you have 2 options:

The first option, is that you work with someone at classification to develop a job profile that matches the accountabilities of your position to a job profile. If you would like to work with someone at classification I can create a request for you to work with them. This option may take a few business days as you would need to schedule an appointment with someone at classification.

The second option, is that you use a job profile at the clerk 9 level from the job store. see link here: <https://hr.gov.bc.ca/jobstor/Job%20Store%20documents/Forms/Administrative%20Services.aspx> A sample job profile from the job store at the clerk 9 level could be the Program Assistant or the Intake Support Clerk. For either of these job profiles you would be able to add a few accountabilities to match the responsibilities of your specific job. In this scenario we would add the experience statements from the posting to the job profile.

Based on our conversation about you combining the responsibilities from a couple of different positions into this position I think that you should work with someone at classification to create a job profile unique for your position. Please let me know what option you would like to go with.

If you have any questions, please do not hesitate to contact me on my direct line - 250-390-6272.

Cheers Sacha

Sacha Swanson, Hiring Advisor  
Hiring Services | Service Operations Division | BC Public Service Agency  
2nd Floor 6475 Metral Drive | Nanaimo, BC | V9T 2L9 | 250 390-6272  
[MyHR@gov.bc.ca](mailto:MyHR@gov.bc.ca) | 250.952.6000 | Toll Free 1.877.277.0772  
Visit [AskMyHR \(click here\)](#) to view and update your service requests

## **Foster, Bruce GCPE:EX**

---

**From:** MYHR PSA:EX  
**Sent:** October-30-13 1:14 PM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** REQ 16985 CLK 09R Human Resources Analyst - Recruitment Plan [Your reference: 131011-000419]

Hello Natalya,

It was a pleasure speaking with you this morning. As per our recruitment planning conversation I will now create your job ad for you. I will send this ad draft to you for final approval before posting live.

Below are the Competition Timelines as discussed:

Posting Live date: as soon as possible Thursday October 31, 2013

Posting Close date: one week Thursday November 7, 2013

Summary of Applicant Report: Friday November 8, 2013

Here are the services that the Hiring Services can provide:

- Pre-screen applicants via a questionnaire
- Scheduling interviews and or assessments when you request
- Preparing and sending all notifications (offer, regrets and confirmation)
- Maintain electronic competition files

Here are your responsibilities:

- Obtain your ministry internal approvals
- Approval of posting
- Final shortlisting of applicants
- Conducting assessments, including the interview
- Completing Past Work Performance checks
- Final selection of applicant
- Providing verbal offer
- Completing Criminal Record Check (CRC) document
- Providing applicant feedback
- Approving offer notification
- Sending your competition file to the Hiring Services

PLEASE NOTE: As discussed, you will be required to provide electronic copies of your documentation. The purpose of our requesting documentation throughout the competition is to create opportunities for us to provide advice on best practice for merit based competitions at key intervals throughout the hiring process. These points generally fall into one of the following three categories:

1. SCREENING (completion of short- listing by the hiring manager)
2. ASSESSMENT (Invitations, questions, applicant responses to written assignments, etc)
3. INTERVIEW (Invitations, questions, panel notes, PWP, etc)

It is vital that we receive the requested documentation at these intervals in order to provide useful advice. It also allows us to assist you in producing a complete file for the Office of the Merit Commissioner in the event of an audit. Please note as the Hiring Manager you are considered the Office of Primary Responsibility and must retain your original

competition documentation for up to two years.

Although you have been approved to move forward with filling this vacancy, please understand that our Talent Mobility Team is reviewing all vacancies for qualified employees who require reassignment. It is possible that a referral could come to you up until the time you have made a written offer. Should you receive a referral, you will need to consider the referral prior to moving any further with your competition. Please let me know if you have any questions.

If you need to provide us with more information, please reply to this email. It helps us to serve you better if you quote your reference number 131011-000419 in the response.

Please contact me if you have any questions or concerns.

To track, update or review your service requests and history visit AskMyHR.

(<https://sfs.gov.bc.ca/affwebservices/public/saml2sso?SPID=urn:ca:bc:gov:customerportal:prod>)

Please note that AskMyHR has been set-up to replace [MyHR@gov.bc.ca](mailto:MyHR@gov.bc.ca).

Sincerely,

Sacha Swanson

BC Public Service Agency

Visit **AskMyHR** ([click here](#)) to view and update your service requests

**Foster, Bruce GCPE:EX**

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** October-25-13 9:30 AM  
**To:** Swanson, Sacha PSA:EX  
**Subject:** Accepted: Initial consult for your REQ 16985 CLK 09R Human Resources Analyst position

## **Foster, Bruce GCPE:EX**

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** September-03-13 1:34 PM  
**To:** S. 22  
**Subject:** Welcome to BRDO

Hi Barbara,

It was great to connect with you a few moments ago, we are thrilled that you are going to be officially joining our team this week.

Your start date is tomorrow, September 4 and since we are still working on getting your electronic ID/login set up, it would be great if we could have you start reviewing some materials from home.

Here is our website.

It would be wonderful if you could review everything under these sections (they can be found under the left navigation bar):

- Corporate Governance
- Appointment Process
- Conduct Principles
- Directory of Agencies
- Advertised Vacancies
- How to Apply
- Recent Appointments

One of the most important documents to review is our Best Practices Guidelines and also our Profile and Declaration Form – one of the forms under the Appointment Process.

Under the Directory of Agencies you will find a directory of all boards that we currently appoint to. There are close to 300. If you have time, scan through the mandate section of a few boards that jump out at you to get an initial understanding of what these boards actually do. Read through a few biographies to get an understanding of how they are structured. For the majority of appointees, our office writes each person's biography following a structured format. There are a few exceptions, of course.

If you like and happen to have time, you are welcome to submit a test application to one of our current postings, please make the first name Test and the last name September. It is a very good way of gaining expertise on how to assist individuals that are trying to submit an application.

On Thursday, September 5 it would be great if you could come to 999 Canada Place, Suite 730 for 9:30am. Just let reception know that you are here to see me. If anything changes or if you have any questions, please feel free to call my cell at S. 17

Thank you so much and we are really looking forward to having you join our team!

Kind regards,



Natalya

## **Natalya Brodie**

Board Resourcing and Development Office

**Tel: 604.775.1683**

Cell: S. 17

Email: [natalya.brodie@gov.bc.ca](mailto:natalya.brodie@gov.bc.ca)

[www.gov.bc.ca/brdo](http://www.gov.bc.ca/brdo)

**Foster, Bruce GCPE:EX**

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** September-03-13 12:46 PM  
**To:** 'Barbara Lu'  
**Subject:** RE: Letter of offer

About to call you now if that is ok. What is the best number to reach you at?

---

**From:** Barbara Lu S. 22  
**Sent:** Tuesday, September 3, 2013 10:34 AM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** Re: Letter of offer

Hi Natalya,

I just left you a message with the information you requested. Lunchtime(12:30-1:30) would probably be best but I can make myself available anytime if you just give me a few minutes' notice.

Regards,  
Barbara

On Tue, Sep 3, 2013 at 10:08 AM, Brodie, Natalya BRDO:EX <[Natalya.Brodie@gov.bc.ca](mailto:Natalya.Brodie@gov.bc.ca)> wrote:  
Hi Barbara,

Hope all is well. Our HR department is processing your documents and asked for your date of birth and SIN number.

You are welcome to leave them on my voice mail - 604-775-1683.

I hope to give you a call later today. Is there a time that works best for you?

Cheers,

Natalya

On 2013-08-30, at 9:37 AM, "Barbara Lu" S. 22  
wrote:

Of course, I forgot the attachment. Here it is.

On Fri, Aug 30, 2013 at 9:37 AM, Barbara Lu S. 22  
wrote:  
Hi Natalya,

S. 22

Attached is a signed copy of the offer you sent me. Please let me know if you need anything else before Wednesday (I will start going through the forms on the "paperwork" link).

Just to clarify, I will be coming in starting Wednesday morning then correct? - If so, do I use the same entrance to the Premier's Office?

Looking forward to meeting you in person,  
Barbara

On Thu, Aug 29, 2013 at 2:04 PM, Brodie, Natalya BRDO:EX  
<[Natalya.Brodie@gov.bc.ca](mailto:Natalya.Brodie@gov.bc.ca)<<mailto:Natalya.Brodie@gov.bc.ca>>> wrote:  
Hi Barbara,

Hope this note finds you well. I am pleased to enclose a letter of offer for the position we discussed. It would be wonderful if you could give me a call when you get this note, I can be reached at

S. 17

S. 17

Look forward to connecting with you,

Natalya Brodie  
Board Resourcing and Development Office  
Tel: [604.775.1683](tel:604.775.1683)<<tel:604.775.1683>>  
Cell: S. 17  
Email: [natalya.brodie@gov.bc.ca](mailto:natalya.brodie@gov.bc.ca)<<mailto:natalya.brodie@gov.bc.ca>>  
[www.gov.bc.ca/brdo](http://www.gov.bc.ca/brdo)<<http://www.fin.gov.bc.ca/brdo>>

<BRDO Offer\_Signed.pdf>

## Foster, Bruce GCPE:EX

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** August-29-13 2:04 PM  
**To:** S. 22  
**Subject:** Letter of offer

**Importance:** High

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Barbara,

Hope this note finds you well. I am pleased to enclose a letter of offer for the position we discussed. It would be wonderful if you could give me a call when you get this note, I can be reached at S. 17

Look forward to connecting with you,

### Natalya Brodie

Board Resourcing and Development Office

**Tel: 604.775.1683**

S. 17

Email: [natalya.brodie@gov.bc.ca](mailto:natalya.brodie@gov.bc.ca)

[www.gov.bc.ca/brdo](http://www.gov.bc.ca/brdo)



20130829125613....



August 29, 2013

File: 1385-20/Lu

Barbara Lu

s 22

Dear Barbara:

Re: Auxiliary Position  
Clerk R9, Step 3  
Position Number: 00095139, BC-112-5232  
Board Resourcing and Development Office, Vancouver  
Ministry of Technology, Innovation & Citizens' Services

I am pleased to offer you the above noted appointment effective September 4, 2013. Your salary will be \$40,155.61 annually (which is \$1,539.06 bi-weekly).

The term of this appointment is limited to March 31, 2014, however as employment is dependent on work requirements, salary funds being available, this date may change. If the date is changed, you will be notified as soon as possible.

You will be subject to a probationary period of 913 hours.

Your supervisor will be Natalya Brodie, Manager, Board Resourcing and Development Office.

You will be excluded from union or association membership. The terms and conditions of your employment are available on the employee intranet and available to you when you start work, so that you will be familiar with them.

As a new employee, there are certain documents necessary to commence payroll and others that are required as a condition of employment. The documents and instructions for completing and submitting them are available through the following website:

[http://employment.gov.bc.ca/employee\\_paperwork/](http://employment.gov.bc.ca/employee_paperwork/). Please complete and submit these documents as directed as quickly as possible after your start date to ensure timely payroll processing.

Please call Natalya Brodie at 604-775-1683 to confirm your acceptance of this offer and to discuss further actions.

I wish you success in your employment.

Yours truly,



Athana Mentzelopoulos  
Deputy Minister

p.c.: HR Consultant, BC Public Service Agency

I accept \_\_\_\_\_ Date: \_\_\_\_\_  
Barbara Lu

I decline \_\_\_\_\_ Date: \_\_\_\_\_  
Barbara Lu

Pages 83 through 86 redacted for the following reasons:

-----

S. 3

# Consent for Disclosure of Criminal Record Information



Where ideas work

## PART 1 (To be completed by applicant/employee)

Surname <b>Lu</b>		Given Name (1) <b>Barbara</b>		Given Name (2) S. 22	
Sex <input checked="" type="checkbox"/> F <input type="checkbox"/> M	Date of Birth S. 22	Gov't Employee ID (if current employee) S. 22	Driver's Licence No. S. 22	Phone Number (incl. area code) S. 22	Email Address S. 22
Address (no., street, apt.) S. 22		City S. 22	Province	Postal Code	Country
Place of Birth		Usual First Name or Alias S. 22		Maiden Name/Other Surnames	

Failure to accurately disclose the above information is grounds for disqualification from employment or dismissal in the event that the information is discovered after employment.

### PERMISSION, WAIVER and RELEASE:

Pursuant to Section 8(1) of the Privacy Act of Canada, and Sections 32(b) and 33.1(1)(b) of the British Columbia Freedom of Information and Protection of Privacy Act (FOIPPA), by my signature below I hereby consent to a check for records of criminal convictions, outstanding charges, and/or arrests. Other documents in the custody of the police, the court, or crown counsel may be accessed in order to assess any information found as a result of the criminal record check.

I authorize the release of this information to the Personnel Security Screening Office of the Ministry of Public Safety and Solicitor General for the purposes of determining my suitability for a position in the BC Public Service. I understand that my consent will be retained on file, that if I am charged or convicted of an offence subsequent to this record check I agree to report the charge or conviction to my organization, and that I will be required to submit to periodic rechecks to retain my position. This information is collected by the British Columbia Public Service under s.26(c) of FOIPPA. Any questions about the collection and use of this information can be directed to an HR Service Representative at the BC Public Service Agency by submitting a request at [AskMyHR](mailto:AskMyHR), phoning: 1-877-277-0772 or writing to: Manager, Contact Centre Operations, BC Public Service Agency 810 Blanshard St. Victoria, B.C. V8W 2H2

I hereby release and forever discharge (i) Her Majesty the Queen in Right of Canada, the Royal Canadian Mounted Police, their members, employees, agents and assigns, and (ii) Her Majesty the Queen in Right of the Province of British Columbia and all employees and agents of the Province of British Columbia from any and all actions, causes of actions, claims, complaints and demands for any form of relief, damages, loss or injury which may hereafter be sustained by myself, howsoever arising from the above authorized disclosure of information and waive all rights thereto.

*Barbara Lu*  
Applicant/Employee Signature

**2013/11/29**

Date (Year, Month, Day)

## PART 2 (To be completed by hiring manager)

Hiring Manager Surname <b>BRODIE</b>		Hiring Manager Given name <b>NATALYA</b>	
Ministry/Organization <b>BRDO</b>	Hiring Manager Phone Number <b>604 775 1683</b>	Hiring Manager Email Address (government email only) <b>natalya.brodie@gov.bc.ca</b>	

1. Initiate the criminal record check on this applicant by entering the information on this form into the Personnel Security Screening Office (PSSO) on-line service at this address: <https://eservice.pssg.gov.bc.ca/pssso/>.

2. Record entry into PSSO on-line service.

☐ Check here to confirm criminal record check request entered into PSSO online service

Reference Number (from PSSO online service after submission)

3. Scan the first page of this form plus the photocopies of the applicant's ID and send them to the BCPSA using an [AskMyHR](mailto:AskMyHR) service request. Enter "Consent for Security Screening" in the subject line. Select "Jobs & Hiring" then "Criminal Record Check Consent Form" in the service list. Attach the scanned documents. Securely destroy the originals.



# Consent for Disclosure of Criminal Record Information



## Where ideas work

### NOTE:

- 1) Identity confirmation requirements. Originals (**NOT PHOTOCOPIES**) of your Identification will be required by your hiring manager for copying.
- 2) In the event that you know that records will be discovered in the course of a search, please note directions below (under **Records**) for providing a submission for adjudication of a record.
- 3) Material collected under this consent may include other relevant law enforcement records as well as court records normally accessible to the public.

### Identity Confirmation Requirements

A minimum of one primary and one secondary identification must be provided to the hiring manager for photocopying.

Primary ID	Secondary ID
<b>Issued by ICBC:</b> <ul style="list-style-type: none"><li>• B.C. driver's licence or learner's licence (must have your photo)</li><li>• B.C. Identification (BCID) card</li></ul> <b>Issued by provincial or territorial government:</b> <ul style="list-style-type: none"><li>• Canadian birth certificate</li></ul> <b>Issued by Government of Canada:</b> <ul style="list-style-type: none"><li>• Passport</li><li>• Canadian Citizenship Card</li><li>• Permanent Resident Card</li><li>• Canadian Record of Landing/Canadian Immigration Identification Record</li></ul>	<ul style="list-style-type: none"><li>• School ID card (student card)</li><li>• Bank card (only if applicant's name is on card)</li><li>• Credit card (only if applicant's name is on card)</li><li>• Foreign birth certificate (a baptismal certificate is not acceptable)</li><li>• Canadian or U.S. driver's licence</li><li>• Naturalization certificate</li><li>• Canadian Forces Identification</li><li>• Police Identification</li><li>• Foreign Affairs Canada or consular identification</li><li>• Vehicle registration (only if applicant's signature is shown)</li><li>• Picture employee ID card</li><li>• Firearms Acquisition Certificate</li><li>• Social Insurance Card (new style without signature strip not acceptable)</li><li>• B.C. CareCard</li><li>• Native Status Card</li><li>• Parole Certificate ID</li><li>• Correctional Service Conditional Release Card</li></ul>

### Records

A criminal records check will only occur as the last stage before an offer is made. If you are aware that records will be discovered, consider preparing the following information for the purposes of adjudicating the record and have it ready to submit when it is requested by the Personnel Security Screening Office of the Ministry of Public Safety and Solicitor General:

- 1) A description of the records including, date and nature of occurrence and subsequent charges, convictions or administrative penalties.
- 2) A rationale as to why these records should not be considered relevant for this position.
- 3) A description of changes that have occurred in your life that makes these records of less relevance.
- 4) The names and contact information of additional personal references.

## POSITION DESCRIPTION

Board Resourcing and Development Office

POSITION TITLE:	Senior Executive Assistant/Appointments Coordinator	POSITION NUMBER(S):	74095
DIVISION: (e.g., Division, Region, Department)	Board Resourcing and Development (BRDO)		
UNIT: (e.g., Branch, Area, District)	Ministry of Labour and Citizens' Services	LOCATION:	Vancouver
SUPERVISOR'S TITLE:	Athana Mentzelopoulos	POSITION NUMBER	DM
SUPERVISOR'S CLASSIFICATION:	Managing Director, Board Resourcing	PHONE NUMBER:	604-775-1683

### PROGRAM

The Board Resourcing and Development Office (BRDO) is responsible for establishing guidelines for Provincial government recruitment, nominations, and appointments to agencies, boards and commissions ("agencies"); identifying, recruiting and recommending qualified candidates for agency positions; ensuring that candidates are chosen based on merit following an open, transparent and consistent appointment process; establishing corporate governance guidelines for agencies that focus on increasing the effectiveness of the governing board of the agency; and establishing and overseeing necessary orientation and training for agency members.

### PURPOSE OF POSITION

The Senior Executive Assistant/Appointments Coordinator (SEA) is responsible for all planning, development and coordination of administrative duties performed on behalf of the Managing Director (Deputy Minister). The position ensures smooth coordination of work and information requirements between BRDO, Ministers' Offices, various Ministry offices, and Board senior management as well as senior officials in other ministries. The SEA exercises considerable independence in making decisions regarding what is delegated and to whom, and is responsible for tracking and following-up to ensure deadlines are met. The work requires excellent communications and interpersonal skills coupled with a working knowledge of BRDO and the Ministry. Additionally, the SEA coordinates the referencing of candidates, the appointment process, and serves as a contact, liaison and resource person for senior government officials, private sector and members of the public on a wide variety of sensitive and complex issues.

## **NATURE OF WORK**

The Board Resourcing and Development Office (BRDO) was established in 2001 to bring professional processes to the area of board governance in the public sector. The BRDO oversees the nomination of over 2000 individuals to more than 300 provincial boards, agencies and commissions. Most appointments are for a period of 1-3 years with a maximum appointment/re-appointment time period of 6 years. The goal of the BRDO Appointment Process is to select the most qualified individuals having the highest personal and professional integrity to serve the public on the Province's boards, agencies and commissions.

The Senior Executive Assistant/Appointments Coordinator (SEA) reports to the Managing Director (Deputy Minister) and works closely with the Manager of Board Resourcing.

This position operates in a sensitive and confidential environment. The SEA must demonstrate substantial initiative, judgement, tact and diplomacy. The SEA is a professional who can work under pressure while ensuring high standards and strict adherence to deadlines.

The position requires the SEA to act independently, use significant discretion, and sound judgement. The SEA must achieve a significant level of mutual trust and respect with Ministry staff and staff of central agencies.

The SEA must be flexible and possess sound judgement to continually adapt to constantly changing priorities and timelines. Additionally, the SEA must be conscious of representing the Managing Director and BRDO in all professional matters and relationships, both internal and external.

The SEA responds to senior government level contacts in a sensitive, expeditious manner, maintaining confidentiality and attending to the appropriate protocol in interaction with internal staff (i.e. Minister's & Assistants, Deputy Ministers, Ministries), external stakeholders (agencies, tribunals, etc) and the general public.

## **POSITION LINKS**

- Public (Appointees and Stakeholders) – provides information on board member nomination process and policy. Resolves complaints and FOI requests.
- MLAs – provides information on board member nomination process. Resolves complaints and handles candidate recommendations.
- Ministry staff – provides information on board member nomination policy and coordinates the completion of appointment orders.

## **SPECIFIC ACCOUNTABILITIES / DELIVERABLES**

1. Responds to emerging issues, information requests and inquiries on behalf of the Managing Director's office. Requires an excellent knowledge of the BRDO office as well as the Managing Director's priorities, concerns, and management style to respond effectively and appropriately.
2. Manages the Managing Director's calendar and prioritizes meetings, schedules and assignments; makes changes including rescheduling meetings and appointments, on own initiative and as required to meet changing priorities, issues and BRDO requirements.
3. Reviews/screens Managing Director's correspondence, flags urgent or priority items, and sets appropriate deadlines; when required retrieves background information, notes or previous correspondence; is responsible for routine inquiries, and/or redirects items and issues appropriately.
4. Screens the incoming demands of the Managing Director's office and decides priorities with particular awareness of issues of operational sensitivity.
5. Prepares Managing Director's confidential correspondence, routine correspondence; screens calls; prepares agendas and minutes for the Managing Director's meetings; maintains Managing Director's records, filing etc.
6. Provides complete administrative and senior secretarial support to the Managing Director and ensures the efficient functioning of the office to enable the Managing Director to be unencumbered by administrative and

technical details.

7. Ensures information is available to enable the Managing Director to effectively deal with issues in an informed and productive manner.
8. Arranges Managing Director and staff travel - prepares vouchers, arrangements and documentation using correct travel regulations.
9. Liaises with Minister's Assistants, MLA's and Constituency Assistants in performing due diligence.
10. Ensure the appointments of approximately 300 boards fall within the appropriate timelines as set out in the Board Resourcing Guidelines. This includes cooperation with the Ministry appointment coordinators, the agencies and the Minister's office prior to any appointment approvals.
11. Assists the Manager with strategic planning and policy development.
12. Drafts Cabinet Briefing Notes within critical timeframes and maintains a working knowledge of Cabinet and legislative process, policy, and issues related to Cabinet administration and central government agencies. In addition, must demonstrate a high level of knowledge of government organizational structures to ensure Cabinet requirements are met.
13. Deals with frequent last minute changes in priorities, a high level of pressure, and must be proactive and anticipate unexpected and sometimes conflicting demands. Must demonstrate tact, discretion, and diplomacy with Ministers to balance often conflicting priorities and demands.
14. Organizes and maintains office facilities, space planning, telecommunication, furniture, and asset management, equipment maintenance and site and budget security.
15. Creates and updates data spreadsheets/reports of pertinent appointment information for the Manager of Board Resourcing (including researching and gathering data of candidates and/or boards).
16. Creates and edits public biographies for appointees to be placed on BRDO website.
17. With the Manager of Board Resourcing, ensures the Managing Director is fully prepared and briefed on all issues regarding appointments and information pertaining to the BRDO appointment process.
18. Provides support for the Managing Director on an ongoing basis with the facilitation of governance workshops and meetings. This includes large event planning and organization with the Managing Director/Manager of Board Resourcing.
19. Assists Manager of Board Resourcing in maintaining transparency to the appointment process by ensuring all appointments (including name, biography, term of appointment) and public Notice of Positions for BC public sector boards are listed on BRDO web site.
20. Works with the Manager of Board Resourcing in educating and training new Ministry Appointment Coordinators with the BRDO appointment process for each Ministry.
21. Works closely with Technology and Office Administrator in the development and maintenance of the BRDO website and Agency Management System.

#### **FINANCIAL RESPONSIBILITY**

Signing Authority (Maximum \$5,000)

#### **DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)**

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff		

Supervises staff through subordinate supervisors		
--	--	--

**PROJECT /TEAM LEADERSHIP OR TRAINING** (Check the appropriate boxes)

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input type="checkbox"/>		Provides formal training to other staff <input type="checkbox"/>	
Lead project teams <input type="checkbox"/>		Assigns, monitors and examines the work of staff <input checked="" type="checkbox"/>	1

**TOOLS / EQUIPMENT**

Office equipment (PC, Scanners, Phone, Fax, etc.)
---

**PREPARED BY**

NAME: Carol Robinson	DATE: June 28, 2007	
-------------------------	------------------------	--

**EXCLUDED MANAGER AUTHORIZATION**

I confirm that: 1. the accountabilities / deliverables were assigned to this position effective: <b>June 21, 2004.</b> 2. the information in this position description reflects the actual work performed. 3. a copy has / will be provided to the incumbent(s).		
NAME: Athana Mentzelopoulos	SIGNATURE:	DATE: June 28, 2007

**ORGANIZATION CHART**

Minister, Labour and Citizen Services  
 Managing Director, BRDO, Deputy Minister – Athana Mentzelopoulos  
 Manager, BRDO – Carol Robinson  
 Senior Executive Assistant/Appointments Coordinator  
 (reports to Managing Director)  
 Technology and Office Administrator  
 (reports to Manager)

**STAFFING CRITERIA**

<p><b>Education:</b>          University degree from a recognized institution or an equivalent combination of education and experience.</p> <p><b>Experience:</b>          Experience liaising with government officials, senior executives from the private and public sector and general public on a wide range of issues.          Experience assisting parties to achieve solutions.          Experience using PCs, scanners, CD readable drives, Photoshop, Dreamweaver, HTML.          Experience using Microsoft Office (Word, Excel, Powerpoint, Outlook) and database applications.          Experience in government procurement process, cash management (petty cash), financial accounting and budget.          Experience handling FOI requests and audits.</p> <p><b>Knowledge:</b>          Comprehensive knowledge of government organizations and appropriate protocol.          Knowledge of current and emerging issues affecting the organization and board governance.</p>
---

Knowledge of storage and filling procedures.

**Skills/Abilities:**

Demonstrated excellent oral and written communication skills including the ability to prepare general correspondence as well as high-level briefing notes

Strong organizational and planning skills.

Excellent interpersonal skills (ability to use tact and diplomacy)

Ability to appropriately handle highly confidential material within a sensitive environment.

Able to work independently, and as part of a team, under strict deadlines.

Ability to use sound judgment required for adapting to changing priorities and timelines.

Ability to manage complaints and enquiries in a diplomatic manner and recommend problem resolution strategies.

Ability to interpret and explain high-level government and agency policy and procedure.

**COMPETENCIES**

**Flexibility** is the ability and willingness to adapt to and work effectively within a variety of diverse situations, and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job or organization.

**Listening, Understanding and Responding** is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to both spoken and unspoken or partly expressed thoughts, feelings and concerns of others. People who demonstrate high levels of this competency show a deep and complex understanding of others, including cross-cultural sensitivity.

**Problem Solving/Judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

**Core Public Service Competencies:**

**Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.

**Teamwork and Co-operation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.

**Results Focus** is taking action to achieve challenging goals or high standards. It is focusing on the desired outcomes, setting challenging goals, and taking action to meet or exceed them.

## **CLK 9R – Analyst, Human Resources**

### **Question 1**

**As supported by my resume, my education is best described as:**

- High School Graduation or equivalent
- Post Secondary Courses
- Certificate
- Diploma
- Degree or higher
- None of the above – **Knock out**

### **Question 2**

**As supported by my resume, my years of experience in human resource management can be best described as:**

(Note: 1 year of experience is equivalent to 35-40 hours/week for 52 weeks)

- Less than 1 year
- 1 – 2 years
- 2 – 3 years
- More than 3 years
- I do not have experience in this area - **Knock out**

### **Question 3**

**As supported by my resume, my years of experience in file management can be best described as:**

(Note: 1 year of experience is equivalent to 35-40 hours/week for 52 weeks)

- Less than 1 year
- 1 – 2 years
- 2 – 3 years
- More than 3 years
- I do not have experience in this area - **Knock out**

### **Question 4**

**As supported by my resume, my years of experience in liaising with government officials and general public on a wide range of issues can be best described as:**

(Note: 1 year of experience is equivalent to 35-40 hours/week for 52 weeks)

Less than 1 year  
1 – 2 years  
2 – 3 years  
More than 3 years  
I do not have experience in this area - **Knock out**

#### **Question 5**

**As supported by my resume, my years of experience in project management can be best described as:**

(Note: 1 year of experience is equivalent to 35-40 hours/week for 52 weeks)

Less than 1 year  
1 – 2 years  
2 – 3 years  
More than 3 years  
I do not have experience in this area - **Knock out**

#### **Question 6**

**As supported by my resume, my years of experience in interpreting legislation can be best described as:**

(Note: 1 year of experience is equivalent to 35-40 hours/week for 52 weeks)

Less than 1 year  
1 – 2 years  
2 – 3 years  
More than 3 years  
I do not have experience in this area - **Knock out**

#### **Question 7**

**As supported by my resume, my years of experience in interpreting legislation can be best described as:**

(Note: 1 year of experience is equivalent to 35-40 hours/week for 52 weeks)

Less than 1 year  
1 – 2 years  
2 – 3 years  
More than 3 years  
I do not have experience in this area - **Knock out**



## Position Options & Status

<b>Posting Title:</b>	CLK 09R Analyst, Human Resources
<b>Job Profile:</b>	<u>Clerk_R9_Position_Fall_2013_1_.docx</u>
Requisition Image:	
Job Summary:	
<b>Analyst, Human Resources</b> <b>Salary \$37,617.38 - \$42,561.82</b>	
<b>This opportunity has been geographically restricted to Vancouver</b>	
<b>A multi-faceted HR role with an exciting organization</b>	
<p>Board Resourcing and Development Office (BRDO) was established in 2001 to bring professional processes to the area of board governance within the public sector. BRDO oversees the nomination of over 2500 people and close to 300 provincial boards, agencies and commissions. Our goal is to select the most qualified individuals with the highest personal and professional integrity to serve the public on the Province's boards, agencies and commissions. The BRDO is seeking a Analyst, Human Resources to support the office's human resources needs.</p> <p>In the role of Analyst, Human Resources you'll work in a fast-paced, deadline-driven and highly scrutinized environment where your initiative, creativity, judgement and diplomacy will be highly valued. A major challenge of your position is to address and manage expectations as you deal with sensitive and complex issues with a wide variety of stakeholders. This position requires a high degree of attention, tact, diplomacy and interpersonal skills. If you are passionate about supporting a culture of finding extraordinary talent and providing second to none service delivery by sharing your expertise, creativity and passion we encourage you to apply.</p> <p>For complete details on this opportunity, please review the attached job profile.</p> <p>For technical problems including adding your resume please email <a href="mailto:BCPSA.Hiring.Centre@gov.bc.ca">BCPSA.Hiring.Centre@gov.bc.ca</a>.</p> <p>Applications may be considered for other similar current and future vacancies, including permanent and/or temporary positions in this location.</p> <p>An eligibility list may be established.</p> <p>This position is excluded from union membership.</p> <p>A Criminal Record Check may be required.</p>	
<b>HOW TO APPLY:</b>	
<p>Do not submit a cover letter with your application as it will not be reviewed. Please ensure your resume has all the information applicable to this competition.</p> <p><b>***Only applications submitted using the BC Public Service Recruitment System on this website will be accepted.***</b></p> <p>As part of the application process you will be prompted to fill out a questionnaire which must be completed in order for your application to be considered. You will not be able to go back at a later time to complete the questionnaire so please allot up to 20 minutes to fill it out after submitting your resume and cover letter.</p> <p>Please visit the <a href="#">Frequently Asked Questions</a> page for tips on creating or updating your profile, searching for job opportunities and applying to other postings.</p> <p>For technical problems including adding your resume and cover letter, please email <a href="mailto:BCPSA.Hiring.Centre@gov.bc.ca">BCPSA.Hiring.Centre@gov.bc.ca</a>.</p> <p>The BC Public Service is committed to diversity and inclusion in our workplace. As part of that commitment, we welcome and support diverse talents throughout our organization. For more information on how diversity works in the BC Public Service, please visit our <a href="#">diversity</a> page.</p> <p><i>I certify that all information submitted is true, complete and correct. I understand that any information provided by me in my application, any assessment documents or processes and/or an interview that is found to be false or misrepresented in any respect, may eliminate me from further consideration for employment or may result in my dismissal.</i></p>	
Job Qualifications:	

**In order to be considered for this position, applicants must demonstrate that they have the following:**

- Secondary School Graduation or equivalent. Preference may be given to applicants who have successfully completed post secondary course work.
- Demonstrated experience in project management; interpreting legislation; evaluating options and recommending solutions.
- Demonstrated experience liaising with government officials and general public on a wide range of issues.
- Experience in human resource management including knowledge of recruitment processes, due diligence, and security checks required for board nominees.
- Experience with file management including a solid understanding of records management.

**Applicants selected to move forward in the Hiring process may be assessed on the knowledge, skills, abilities and competencies contained within the attached job profile including:**

- Excellent written and oral communication skills.
- Proven ability in writing briefing notes and biographies.
- Ability to act independently in high pressure situations requiring tact, diplomacy, judgement and discretion.
- Ability to handle heavy workloads and adapt to changing priorities and timelines.
- Knowledge of the public agency legislative requirements.
- Knowledge of cabinet and order in council procedures.
- Knowledge of government organizations and appropriate protocol.
- Knowledge of the public agency legislative requirements.
- Knowledge of appointment guidelines, nomination process, and corporate governance issues.
- Knowledge of Microsoft Outlook, MS Word, MS Excel, PowerPoint.
- Strong interpersonal skills, ability to use tact and diplomacy and work in a highly scrutinized and politically sensitive environment.

**Analyst, Human Resources**  
**Salary \$37,617.38 - \$42,561.82**

**This opportunity has been geographically restricted to Vancouver**

**A multi-faceted HR role with an exciting organization**

Board Resourcing and Development Office (BRDO) was established in 2001 to bring professional processes to the area of board governance within the public sector. BRDO oversees the nomination of over 2500 people and close to 300 provincial boards, agencies and commissions. Our goal is to select the most qualified individuals with the highest personal and professional integrity to serve the public on the Province's boards, agencies and commissions. The BRDO is seeking a Analyst, Human Resources to support the office's human resources needs.

In the role of Analyst, Human Resources you'll work in a fast-paced, deadline-driven and highly scrutinized environment where your initiative, creativity, judgement and diplomacy will be highly valued. A major challenge of your position is to address and manage expectations as you deal with sensitive and complex issues with a wide variety of stakeholders. This position requires a high degree of attention, tact, diplomacy and interpersonal skills. If you are passionate about supporting a culture of finding extraordinary talent and providing second to none service delivery by sharing your expertise, creativity and passion we encourage you to apply.

For complete details on this opportunity, please review the attached job profile.

For technical problems including adding your resume and cover letter, please email [BCPSA.Hiring.Centre@gov.bc.ca](mailto:BCPSA.Hiring.Centre@gov.bc.ca).

Applications may be considered for other similar current and future vacancies, including permanent and/or temporary positions in this location.

An eligibility list may be established.

This position is excluded from union membership.

A Criminal Record Check may be required.

**HOW TO APPLY:**

Do not submit a cover letter with your application as it will not be reviewed. Please ensure your resume has all the information applicable to this competition.

**\*\*\*Only applications submitted using the BC Public Service Recruitment System on this website will be accepted.\*\*\***

As part of the application process you will be prompted to fill out a questionnaire which must be completed in order for your application to be considered. You will not be able to go back at a later time to complete the questionnaire so please allot up to 20 minutes to fill it out after submitting your resume and cover letter.

Please visit the [Frequently Asked Questions](#) page for tips on creating or updating your profile, searching for job opportunities and applying to other postings.

For technical problems including adding your resume and cover letter, please email [BCPSA.Hiring.Centre@gov.bc.ca](mailto:BCPSA.Hiring.Centre@gov.bc.ca).

The BC Public Service is committed to diversity and inclusion in our workplace. As part of that commitment, we welcome and support diverse talents throughout our organization. For more information on how diversity works in the BC Public Service, please visit our [diversity](#) page.

*I certify that all information submitted is true, complete and correct. I understand that any information provided by me in my application, any assessment documents or processes and/or an interview that is found to be false or misrepresented in any respect, may eliminate me from further consideration for employment or may result in my dismissal.*

Job Qualifications:

**In order to be considered for this position, applicants must demonstrate that they have the following:**


















- Secondary school graduation or equivalent and some post-secondary courses in public administration, business administration, communications or other relevant disciplines.
- Demonstrated experience providing administrative support to a project manager and team.
- Demonstrated experience interpreting legislation, evaluating options and recommending solutions.
- Demonstrated experience liaising with government officials and general public on a wide range of issues.
- Experience in human resource management including knowledge of recruitment processes, due diligence, and security checks required for board nominees.
- Experience with file management including a solid understanding of records management.








































**Applicants selected to move forward in the Hiring process may be assessed on the knowledge, skills, abilities and competencies contained within the attached job profile including:**


- Excellent written and oral communication skills.
- Proven ability in writing briefing notes and biographies.
- Ability to act independently in high pressure situations requiring tact, diplomacy, judgement and discretion.
- Ability to handle heavy workloads and adapt to changing priorities and timelines.
- Knowledge of the public agency legislative requirements.
- Knowledge of cabinet and order in council procedures.
- Knowledge of government organizations and appropriate protocol.
- Knowledge of the public agency legislative requirements.
- Knowledge of appointment guidelines, nomination process, and corporate governance issues.
- Strong computer skills in word processing and other computer applications such as spreadsheets, email, power point and databases (i.e. Microsoft Office Suite).
- Strong interpersonal skills, ability to use tact and diplomacy and work in a highly scrutinized and politically sensitive environment.

## QUESTIONS

 [Add New Question](#)

Action	Number	Question															
	1	<p><b>You are about to apply for a position with the BC Public Service. Have you updated your resume profile and/or cover letter to clearly demonstrate how you meet the qualifications? If NOT, click Career Centre to access and edit your profile.</b> </p> <p><input type="radio"/> Yes, I confirm</p>															
	2	<p><b>As supported by my resume, my education is best described as:</b></p> <p> <input type="radio"/> Secondary school graduation or equivalent  <input type="radio"/> Secondary school graduation or equivalent and some post-secondary courses  <input type="radio"/> Certificate  <input type="radio"/> Diploma  <input type="radio"/> Degree or higher  <input type="radio"/> None of the above                 </p> <table border="1"> <thead> <tr> <th>Action</th> <th>Match Type</th> <th>Value to match against</th> <th>Score</th> <th>Knock In/Out</th> </tr> </thead> <tbody> <tr> <td></td> <td>Answer exactly matches</td> <td>None of the above</td> <td>0</td> <td>Knock-Out (automatic fail--score disregarded)</td> </tr> <tr> <td></td> <td>Answer exactly matches</td> <td>Secondary school graduation or equivalent</td> <td>0</td> <td>Knock-Out (automatic fail--score disregarded)</td> </tr> </tbody> </table> <p> <a href="#">Add Additional Answer Values</a></p>	Action	Match Type	Value to match against	Score	Knock In/Out		Answer exactly matches	None of the above	0	Knock-Out (automatic fail--score disregarded)		Answer exactly matches	Secondary school graduation or equivalent	0	Knock-Out (automatic fail--score disregarded)
Action	Match Type	Value to match against	Score	Knock In/Out													
	Answer exactly matches	None of the above	0	Knock-Out (automatic fail--score disregarded)													
	Answer exactly matches	Secondary school graduation or equivalent	0	Knock-Out (automatic fail--score disregarded)													
	3	<p><b>As supported by my resume, my years of experience in human resource management can be best described as:</b> </p> <p> <input type="radio"/> Less than 1 year  <input type="radio"/> More than 1 year but less than 2 years  <input type="radio"/> More than 2 years but less than 3 years  <input type="radio"/> More than 3 years  <input type="radio"/> I do not have experience in this area                 </p> <table border="1"> <thead> <tr> <th>Action</th> <th>Match Type</th> <th>Value to match against</th> <th>Score</th> <th>Knock In/Out</th> </tr> </thead> <tbody> <tr> <td></td> <td>Answer exactly matches</td> <td>I do not have experience in this area</td> <td>0</td> <td>Knock-Out (automatic fail--score disregarded)</td> </tr> </tbody> </table> <p> <a href="#">Add Additional Answer Values</a></p>	Action	Match Type	Value to match against	Score	Knock In/Out		Answer exactly matches	I do not have experience in this area	0	Knock-Out (automatic fail--score disregarded)					
Action	Match Type	Value to match against	Score	Knock In/Out													
	Answer exactly matches	I do not have experience in this area	0	Knock-Out (automatic fail--score disregarded)													
	4	<p><b>As supported by my resume, my years of experience in file</b></p> <p><input type="radio"/> Less than 1 year</p>															

		<p><b>management can be best described as:</b> </p> <div> <input type="radio"/> More than 1 year but less than 2 years  <input type="radio"/> More than 2 years but less than 3 years  <input type="radio"/> More than 3 years  <input type="radio"/> I do not have experience in this area         </div>															
		<table border="1"> <thead> <tr> <th>Action</th> <th>Match Type</th> <th>Value to match against</th> <th>Score</th> <th>Knock In/Out</th> </tr> </thead> <tbody> <tr> <td> </td> <td>Answer exactly matches</td> <td>I do not have experience in this area</td> <td>0</td> <td>Knock-Out (automatic fail--score disregarded)</td> </tr> <tr> <td colspan="5">  <a href="#">Add Additional Answer Values</a> </td> </tr> </tbody> </table>	Action	Match Type	Value to match against	Score	Knock In/Out	 	Answer exactly matches	I do not have experience in this area	0	Knock-Out (automatic fail--score disregarded)	 <a href="#">Add Additional Answer Values</a>				
Action	Match Type	Value to match against	Score	Knock In/Out													
 	Answer exactly matches	I do not have experience in this area	0	Knock-Out (automatic fail--score disregarded)													
 <a href="#">Add Additional Answer Values</a>																	
  	5	<p><b>As supported by my resume, my years of experience in liaising with government officials and general public on a wide range of issues can be best described as:</b> </p> <div> <input type="radio"/> Less than 1 year  <input type="radio"/> More than 1 year but less than 2 years  <input type="radio"/> More than 2 years but less than 3 years  <input type="radio"/> More than 3 years  <input type="radio"/> I do not have experience in this area         </div>															
		<table border="1"> <thead> <tr> <th>Action</th> <th>Match Type</th> <th>Value to match against</th> <th>Score</th> <th>Knock In/Out</th> </tr> </thead> <tbody> <tr> <td> </td> <td>Answer exactly matches</td> <td>I do not have experience in this area</td> <td>0</td> <td>Knock-Out (automatic fail--score disregarded)</td> </tr> <tr> <td colspan="5">  <a href="#">Add Additional Answer Values</a> </td> </tr> </tbody> </table>	Action	Match Type	Value to match against	Score	Knock In/Out	 	Answer exactly matches	I do not have experience in this area	0	Knock-Out (automatic fail--score disregarded)	 <a href="#">Add Additional Answer Values</a>				
Action	Match Type	Value to match against	Score	Knock In/Out													
 	Answer exactly matches	I do not have experience in this area	0	Knock-Out (automatic fail--score disregarded)													
 <a href="#">Add Additional Answer Values</a>																	
  	6	<p><b>As supported by my resume, my years of experience providing administrative support to a project manager and team is best described as:</b> </p> <div> <input type="radio"/> Less than 1 year  <input type="radio"/> More than 1 year but less than 2 years  <input type="radio"/> More than 2 years but less than 3 years  <input type="radio"/> More than 3 years  <input type="radio"/> I do not have experience in this area         </div>															
		<table border="1"> <thead> <tr> <th>Action</th> <th>Match Type</th> <th>Value to match against</th> <th>Score</th> <th>Knock In/Out</th> </tr> </thead> <tbody> <tr> <td> </td> <td>Answer exactly matches</td> <td>I do not have experience in this area</td> <td>0</td> <td>Knock-Out (automatic fail--score disregarded)</td> </tr> <tr> <td colspan="5">  <a href="#">Add Additional Answer Values</a> </td> </tr> </tbody> </table>	Action	Match Type	Value to match against	Score	Knock In/Out	 	Answer exactly matches	I do not have experience in this area	0	Knock-Out (automatic fail--score disregarded)	 <a href="#">Add Additional Answer Values</a>				
Action	Match Type	Value to match against	Score	Knock In/Out													
 	Answer exactly matches	I do not have experience in this area	0	Knock-Out (automatic fail--score disregarded)													
 <a href="#">Add Additional Answer Values</a>																	
  	7	<p><b>As supported by my resume, my years of experience interpreting legislation, evaluating options and recommending solutions is</b></p> <div> <input type="radio"/> Less than 1 year  <input type="radio"/> More than 1 year but less than 2 years         </div>															

best described as: 

☐




More than 2 years but less than 3 years

☐

More than 3 years

☐

I do not have experience in this area

Action	Match Type	Value to match against	Score	Knock In/Out
 	Answer exactly matches	I do not have experience in this area	0	Knock-Out (automatic fail--score disregarded)
 <a href="#">Add Additional Answer Values</a>				

# PREVAL TESTING REQUEST FORM\*

## TO BE FILLED OUT BY THE HIRING MANAGER

PREVAL ADMINISTRATIVE SKILLS TESTS	# of Questions/ total time	Description
Administrative Support Skills	43Q/ 20 Min	Administration, Filing, Math, Spelling
Business Documents BCPSA	26Q/ 26 Min	removed 4 questions about FONT Types
Proofreading 2	22Q/ 20 Min	Basic and intermediate level only
PSI Filing	25Q/ 10 Min	Alphabetical filing
PSI Grammar	25Q/ 15 Min	Basic grammar
Reading Comprehension - BCPSA	26Q/ 20 Min	definitions, instructions, tables & forms
Receptionist Skills 2	17Q/ 10 Min	face to face skills and telephone skills
Spelling 2.0 2	30Q/ 10 Min	
PREVAL LEGAL ADMINISTRATIVE TESTS	# of Questions/ total time	Description
Law Office Administration	30Q/ 18 Min	Billing, Calendaring, General Office
Legal Clerical Skills (Canada)	29Q/ 25 Min	
Legal Terminology (Canada)	30Q/ 18 Min	
Legal Spelling BCPSA	40Q/ 20 Min	reduced number of questions from 69 to 40.
PREVAL FINANCIAL ADMINISTRATIVE TESTS	# of Questions/ total time	Description
Account Analysis	30Q/ 22 Min	
Accounting Payroll (Canada)	23Q/ 30 Min	Payroll Preparation, Payroll Recording
Accounting Terminology	30Q/ 15 Min	
Accounting Clerk - BCPSA	26Q/ 25 Min	Accounts Payable, Receivable, Payroll - US reference questions removed
Accounting General Principles - BCPSA	49Q/ 30 Min	Q's with US Accounting reference removed
Accounts Payable BCPSA	25Q/ 15 Min	and Procedures, Purchases
Accounts Receivable BCPSA	23Q/ 15 Min	and procedures
Advanced Accounting - BCPSA	40Q/20 Min	Q's with US Accounting reference removed
Financial Math - BCPSA	28Q/ 20 Min	Q's with US Accounting reference removed
MICROSOFT OFFICE TESTS	# of Questions/ total time	Description
Microsoft Access 2007 Standard	30Q/ 25 Min	Data design & management, data entry, layout and printing
Microsoft Excel 2007 Comp.	50Q/ 30 min	Charts & Graphics, Editing Data, Formatting Worksheets, Printing & Display
Microsoft Excel 2007 Standard	34Q/ 20 Min	Same categories as above; reduced # of Qs
Microsoft Internet Explorer 5	24Q/ 20 Min	Getting Started, Web Navigation, Web Searching, Favourites
Microsoft Outlook 2007 Standard	30Q/ 18 Min	Calendar, Mailbox & message management
Microsoft PowerPoint 2007 Standard	34Q/ 20 Min	Charts & Graphics, Presentation set up, text, tables
Microsoft Windows XP skills Standard	34Q/ 20 Min	File mgmt., system mgmt, terminology, programs use
Microsoft Word 2007 Comp.	50Q/ 30 Min	Documents, Graphics, Tables, Texts, Tools
Microsoft Word 2007 Standard	34Q/ 20 Min	Same categories as above, reduced # of Qs

**REQUISITION #**

**Ministry Name \*\*:**

**Hiring Advisor name:**

**Hiring Manager Name/ Contact info:**

**POSITION TITLE/ CLASSIFICATION:**

**REQUESTED TESTS: (PLEASE HIGHLIGHT ALL REQUESTED TESTS IN YELLOW). FOR TYPING select the topic theme(s) requested.**

**APPLICANT TEST RESULTS TO BE EMAILED TO:**  
(Provide ONE email address only.)

**Targetted testing dates:**

**Testing Completion Deadline date:**

**Can the deadline be extended due to applicants unavailability? YES/ NO**

**Please provide applicant names below**

**Applicant Names**



KEYBOARDING AND DATA ENTRY	# of Questions/ total time	Description
Typing test - BASIC	5 min	The "Basic, Legal, Financial etc." refers to the type of text content applicants are required to type. Each typing/ keyboarding exercise is 5 minutes long. Applicants typically complete 1 or more typing tests. When using 2 typing tests record "best of 2" results in your competition file.
Typing test - LEGAL	5 min	
Typing test - FINANCIAL	5 min	
Typing test - MEDICAL	5 min	
Typing test - STANDARD	5 min	
Data Entry Alphanumeric	5 min	
Data Entry Canadian	5 min	
CLERICAL POOL TESTS (MAY BE USED FOR ANY OTHER COMPETITIONS)	# of Questions/ total time	Description
Clerical Pool (CP) Administrative Support Skills	32Q/ 15 Min	Basic and intermediate level only, Administration, Filing, Math, Spelling
Clerical Pool (CP) Customer Service Concepts	15Q/ 6 Min	5 questions at each level (Basic, Intermediate, Advanced)
Clerical Pool (CP) Excel 2007	26Q/ 15 Min	reduced version
Clerical Pool (CP) Filing	12Q/ 6 Min	reduced version
Clerical Pool (CP) Financial Math	10Q/ 7 Min	reduced version
Clerical Pool (CP) Grammar	12Q/ 7 Min	reduced version
Clerical Pool (CP) Outlook 2007	27Q/ 14 Min	reduced version; calendar & message mngm. No mailbox mngm.
Clerical Pool (CP) Proofreading	16Q/ 15 Min	Basic and intermediate level only
Clerical Pool (CP) Reading Comprehension	20Q/ 15 Min	reduced version
Clerical Pool (CP) Spelling	12Q/ 5 Min	reduced version; 4 questions in each level: Basic, Intermediate, Advanced
Clerical Pool (CP) Word 2007	32Q/ 18 Min	Basic and intermediate level only
Clerical Pool (CP) MS Windows XP	26Q/ 15 Min	Basic and intermediate level only
OTHER PREVAL TESTS	# of Questions/ total time	Description
Customer Service Concepts	36Q/ 15 Min	Customer Loyalty, Handling Difficult Customer issues and Customer Service
Customer Service Concepts BCPSA	30Q/ 12 Min	10 q's per level: basic, intermediate, advanced
Math 1.0 2	15Q/ 12 Min	

**Additional Comments:**

**HIRING ADVISORS: Please send completed Preval testing request form to: Hiring Centre - Hiring Admin.**

**\* This form contains all of the frequently used Preval Skill Tests. For the full list of available standard tests please contact the Assessment Advisor. Preval tests may be customized. For more information about customization of Preval tests please contact the Assessment Advisor.**

**\*\* If this request is for a non-core client (Agencies, Boards and Commissions), please provide following information to the Test Administrator: BILLING INFORMATION : approval from the spending authority/ contact name/ email. The rate is \$50 per applicant for up to 5 tests, \$100 per applicant for 6 or more tests. Please note tests will not be set up until this information is received.**

## Interview Schedule Request Form

*Please submit this form at least 5 business days prior to your anticipated interview date*

<b>Requisition #</b>	REQ 16985	
<b>Position Title, Location</b>	Analyst, HR, BRDO, Vancouver	
<b>Hiring Manager</b>	Natalya Brodie	
<b>Applicants to invite</b> (Please include contact information, or attach Questionnaire report/SOA & Screening report)		
Barbara Lu s 22		
<b>Interview format</b>	Oral: yes	Written: no
<b>Date(s)</b>	Monday November 25, 2013	
<b>Time slots</b>	1-3pm in 45 min intervals	
<b>Alternate date?</b>		
<b>Location of interview</b>	Suite 730, 999 Canada Place, Vancouver	
<b>Travel expenses covered?</b>	Internal: yes	External: yes
<b>Distance interview preferred format</b>		
<b>What time should applicants arrive?</b>	5 min prior	
<b>Who does the applicant report to upon arrival</b> (Contact name and number)	reception	
<b>Special instructions for candidates</b> (documents required, how to prepare)		
Panel interview with Natalya Brodie (Manager) and Larkin MacKenzie-Ast (Senior Analyst)		
<b>Interview questions to be sent out ahead of the interview? If so, how far in advance?</b>	no	
<b>Note to Hiring Manager:</b> Please ensure that you have attached all documents and files that you wish to have forwarded to applicants.		

## Interview Schedule Request Form

*Please submit this form at least 5 business days prior to your anticipated interview date*

<b>Requisition #</b>	REQ 16985	
<b>Position Title, Location</b>	Analyst, Human Resources - Vancouver	
<b>Hiring Manager</b>	Natalya Brodie	
<b>Applicants to invite</b> (Please include contact information, or attach Questionnaire report/SOA & Screening report)		
<p style="text-align: center;">S. 22</p> <ul style="list-style-type: none"> <li>Barbara Lu</li> </ul>		
<b>Interview format</b>	<b>Oral:</b> yes	<b>Written:</b> yes
<b>Date(s)</b>	Tuesday, November 19	
<b>Time slots</b>	10am and 2:30pm.	
<b>Alternate date?</b>	No	
<b>Location of interview</b>	suite 790, 999 Canada Place	
<b>Travel expenses covered?</b>	<b>Internal:</b> yes, if applicable, within Greater Vancouver area only	<b>External:</b> yes, if applicable, within Greater Vancouver area only
<b>Distance interview preferred format</b>	Conversational/written	
<b>What time should applicants arrive?</b>	5 minutes before specified time	
<b>Who does the applicant report to upon arrival</b> (Contact name and number)	Applicants can report to reception.	
<b>Special instructions for candidates</b> (documents required, how to prepare)		
<p>Please let each candidate know to allocate an hour for an interview, the first 20 minutes will be a conversational interview, the next 30 minutes would be dedicated to a written assignment, and the remaining 10 minutes would be reserved for questions and a discussion of next steps.</p>		
<b>Interview questions to be sent out ahead of the interview? If so, how far in advance?</b>	No	
<b>Note to Hiring Manager:</b> Please ensure that you have attached all documents and files that you wish to have forwarded to applicants.		

## Interview Schedule Request Form

*Please submit this form at least 5 business days prior to your anticipated interview date*

<b>Requisition #</b>	REQ 16985	
<b>Position Title, Location</b>	Analyst, Human Resources - Vancouver	
<b>Hiring Manager</b>	Natalya Brodie	
<b>Applicants to invite</b> (Please include contact information, or attach Questionnaire report/SOA & Screening report)		
<p style="text-align: center;">S. 22</p> <ul style="list-style-type: none"> <li>Barbara Lu</li> </ul>		
<b>Interview format</b>	<b>Oral:</b> yes	<b>Written:</b> yes
<b>Date(s)</b>	Tuesday, November 19	
<b>Time slots</b>	10am and 2:30pm.	
<b>Alternate date?</b>		
<b>Location of interview</b>	suite 790, 999 Canada Place	
<b>Travel expenses covered?</b>	<b>Internal:</b>	<b>External:</b>
<b>Distance interview preferred format</b>		
<b>What time should applicants arrive?</b>		
<b>Who does the applicant report to upon arrival</b> (Contact name and number)	Applicants can report to reception.	
<b>Special instructions for candidates</b> (documents required, how to prepare)		
<p>Please let each candidate know to allocate an hour for an interview, the first 20 minutes will be a conversational interview, the next 30 minutes would be dedicated to a written assignment, and the remaining 10 minutes would be reserved for questions and a discussion of next steps.</p>		
<b>Interview questions to be sent out ahead of the interview? If so, how far in advance?</b>		
<b>Note to Hiring Manager: Please ensure that you have attached all documents and files that you wish to have forwarded to applicants.</b>		

## Interview Schedule Request Form

*Please submit this form at least 5 business days prior to your anticipated interview date*

<b>Requisition #</b>		
<b>Position Title, Location</b>		
<b>Hiring Manager</b>		
<b>Applicants to invite</b> (Please include contact information, or attach Questionnaire report/SOA & Screening report)		
<b>Interview format</b>	<b>Oral:</b>	<b>Written:</b>
<b>Date(s)</b>		
<b>Time slots</b>		
<b>Alternate date?</b>		
<b>Location of interview</b>		
<b>Travel expenses covered?</b>	<b>Internal:</b>	<b>External:</b>
<b>Distance interview preferred format</b>		
<b>What time should applicants arrive?</b>		
<b>Who does the applicant report to upon arrival</b> (Contact name and number)		
<b>Special instructions for candidates</b> (documents required, how to prepare)		
<b>Interview questions to be sent out ahead of the interview? If so, how far in advance?</b>		
<b>Note to Hiring Manager:</b> Please ensure that you have attached all documents and files that you wish to have forwarded to applicants.		

**TITLE: ANALYST, HUMAN RESOURCES**

**CLASSIFICATION: CLERK 9**

## **JOB OVERVIEW**

*To carry out the process of identifying the most qualified individuals to serve the public on the Province's boards, agencies and commissions.*

## **ACCOUNTABILITIES**

Required:

- Demonstrated experience in project management; interpreting legislation; evaluating options and recommending solutions.
- Demonstrated experience liaising with government officials, relevant stakeholders and general public on a wide range of issues.
- Experience in human resource management including knowledge of recruitment processes, due diligence, and security checks required for board nominees.
- Experience with file management including a solid understanding of records management.
- Ability to act independently in high pressure situations requiring tact, diplomacy, judgement and discretion.
- Preparation of accurate briefing materials and candidate biographies and ensuring security of confidential and restricted documents.
- Ability to manage the administrative services of the office; anticipates daily needs, organising and compiling accurate briefing materials while ensuring security of confidential and restricted documents and information.
- Ensuring information is available for issues to be dealt with in an informed, productive and timely manner.
- Anticipating information needs and compiles reports; organizing appropriate materials for meetings, conferences, appointments or interviews.
- Determining issues of priority and flagging urgent situations.
- Tracking and follow up on issues or projects, ensuring they are addressed and resolved in an accurate and timely manner.

## JOB REQUIREMENTS

- Secondary school graduation and post-secondary courses in public administration, business administration, communications or other relevant disciplines.
- Demonstrated experience in project management; interpreting legislation; evaluating options and recommending solutions.
- Demonstrated experience liaising with government officials and general public on a wide range of issues.
- Experience in human resource management including knowledge of recruitment processes, due diligence, and security checks required for board nominees.
- Experience with file management including a solid understanding of records management.
- Proven ability in writing briefing notes and biographies.
- Ability to handle heavy workloads and adapt to changing priorities and timelines.
- Knowledge of the public agency legislative requirements.
- Knowledge of cabinet and order in council procedures.
- Knowledge of government organizations and appropriate protocol.
- Knowledge of the public agency legislative requirements.
- Knowledge of appointment guidelines, nomination process, and corporate governance issues.
- Knowledge of Microsoft Outlook, MS Word, MS Excel, PowerPoint
- Strong interpersonal skills, ability to use tact and diplomacy and work in a highly scrutinized and politically sensitive environment.
- Excellent written and oral communication skills.
- Office experience working in a confidential capacity.
- Knowledge of program deliverables of the ministry and of the structure and authorities of various legislative/government organizations (i.e., cabinet, treasury board).
- Computer literacy and ease of use of technology.
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position**).

## BEHAVIOURAL COMPETENCIES

- **Organizational Awareness** is the acumen to appreciate and the ability to use the power relationships in either one's own, or other, organization(s). This includes the ability to identify the real decision-makers and the individuals who can influence them; and to predict how new events or situations will affect individuals and groups within the organization.

- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Listening, Understanding and Responding** is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to both spoken and unspoken or partly expressed thoughts, feelings and concerns of others. People who demonstrate high levels of this competency show a deep and complex understanding of others, including cross-cultural sensitivity.
- **Improving Operations** is the ability and motivation to apply one's knowledge and past experience for improving upon current modes of operation within the Ministry. This behaviour ranges from adapting widely used approaches to developing entirely new value-added solutions.
- **Flexibility** is the ability and willingness to adapt to and work effectively within a variety of diverse situations, and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job or organization.
- **Analytical Thinking** is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organise and compare the various aspects of a problem or situation, and determines cause-and-effect relationships to resolve problems in a sound, decisive manner.
- **Problem Solving/Judgment** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- **Relationship Building** is working to build or maintain ethical relationships or networks or contacts with people who are, or may be, potentially helpful in achieving work-related goals and establishing advantages. These people may include customers, clients, counterparts, colleagues, etc.



**TITLE: ANALYST, HUMAN RESOURCES****CLASSIFICATION: CLERK 9****CONTEXT**

*Board Resourcing and Development Office was established in 2001 to bring professional processes to the area of board governance within the public sector. BRDO oversees the nomination of over 2500 people and close to 300 provincial boards, agencies and commissions. Our goal is to select the most qualified individuals with the highest personal and professional integrity to serve the public on the Province's boards, agencies and commissions.*

**JOB OVERVIEW**

*To provide administrative services to the Board Resourcing and Development Office in support of a best practice approach to the recruitment and selection of individuals who serve on the Province's boards, agencies and commissions.*

**ACCOUNTABILITIES**

Required:

- Participates in the recruitment and selection of individuals who serve on the Province's boards, agencies and commissions. Assists in the Human resource management processes of the Board Resourcing and Development Office.
- Manages the security screening process required for board nominees.
- Manages office processes and the flow of information by screening and prioritizing incoming demands.
- Manages the administrative services of the office; anticipates daily needs, organizes and compiles accurate briefing materials while ensuring security of confidential and restricted documents and information.
- Organizes, prepares and compiles accurate briefing materials and ensures security of confidential and restricted documents.
- Ensures information is available for issues to be dealt with in an informed, productive and timely manner.
- Determining issues of priority and flagging urgent situations.
- Provides the project team with administrative assistance including interpreting legislation and evaluating options and recommending solutions.
- Coordinates and prioritizes meetings with other government officials (provincial, federal, municipal), business leaders, and other stakeholders.

- Tracks and follows up on issues or projects, ensuring they are addressed and resolved in an accurate and timely manner.
- Preparation of accurate briefing materials and candidate biographies and ensuring security of confidential and restricted documents.
- Prepares a variety of confidential correspondence, memos, detailed reports and/or presentation slides.
- Maintains effective and current office systems such as file management and other tracking systems.

## **JOB REQUIREMENTS**

- Secondary school graduation or equivalent and some post-secondary courses in public administration, business administration, communications or other relevant disciplines.
- Demonstrated experience in project management; interpreting legislation; evaluating options and recommending solutions.
- Demonstrated experience liaising with government officials and general public on a wide range of issues.
- Experience in human resource management including knowledge of recruitment processes, due diligence, and security checks required for board nominees.
- Experience with file management including a solid understanding of records management.
- Proven ability in writing briefing notes and biographies.
- Ability to handle heavy workloads and adapt to changing priorities and timelines.
- Knowledge of the public agency legislative requirements.
- Knowledge of cabinet and order in council procedures.
- Knowledge of government organizations and appropriate protocol.
- Knowledge of the public agency legislative requirements.
- Knowledge of appointment guidelines, nomination process, and corporate governance issues.
- Demonstrated experience liaising with government officials, relevant stakeholders and general public on a wide range of issues.
- Strong computer skills in word processing and other computer applications such as spreadsheets, email, power point and databases (i.e. Microsoft Office Suite).
- Strong interpersonal skills, ability to use tact and diplomacy and work in a highly scrutinized and politically sensitive environment.
- Excellent written and oral communication skills.
- Office experience working in a confidential capacity.
- Knowledge of program deliverables of the ministry and of the structure and authorities of various legislative/government organizations (i.e., cabinet, treasury board).

- Computer literacy and ease of use of technology.
- Ability to act independently in high pressure situations requiring tact, diplomacy, judgement and discretion.
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position**).

## BEHAVIOURAL COMPETENCIES

- **Organizational Awareness** is the acumen to appreciate and the ability to use the power relationships in either one's own, or other, organization(s). This includes the ability to identify the real decision-makers and the individuals who can influence them; and to predict how new events or situations will affect individuals and groups within the organization.
- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Listening, Understanding and Responding** is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to both spoken and unspoken or partly expressed thoughts, feelings and concerns of others. People who demonstrate high levels of this competency show a deep and complex understanding of others, including cross-cultural sensitivity.
- **Improving Operations** is the ability and motivation to apply one's knowledge and past experience for improving upon current modes of operation within the Ministry. This behaviour ranges from adapting widely used approaches to developing entirely new value-added solutions.
- **Flexibility** is the ability and willingness to adapt to and work effectively within a variety of diverse situations, and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job or organization.
- **Analytical Thinking** is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organise and compare the various aspects of a problem or situation, and determines cause-and-effect relationships to resolve problems in a sound, decisive manner.
- **Problem Solving/Judgment** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- **Relationship Building** is working to build or maintain ethical relationships or networks or contacts with people who are, or may be, potentially helpful in achieving work-related goals and establishing advantages. These people may include customers, clients, counterparts, colleagues, etc.



Pages 116 through 117 redacted for the following reasons:

-----

s. 3