

Page 01 to/à Page 05

Withheld pursuant to/removed as

s.22

## Marshall, Autumn PSA:EX

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**From:** Quigley, Shanna JTST:EX  
**Sent:** Friday, November 6, 2015 3:59 PM  
**To:** s.22  
**Subject:** North Coast Regional Manager position –Requisition #28854

Good afternoon Marc,

Thank you for your interest in the North Coast Regional Manager position –Requisition #28854.

Congratulations on being shortlisted to advance in the candidate selection process.

The next step in the short listing process will be a Written Assignment that will be used to determine which candidates will be selected for interviews on November 23-24.

- The Written Assignment, which will include detailed instructions, will be emailed to you at this address on Tuesday morning, November 10th, 2015.
- You will need to complete the Assignment, save it as a Word document, and return it to [shanna.quigley@gov.bc.ca](mailto:shanna.quigley@gov.bc.ca) by email no later than 12:00 AM (Midnight) PST, Wednesday, November 11th, 2015.

**Only those who pass the written assignment will be notified that they will advance to the interview portion of the competition.**

Interviews will be conducted by Skype during business hours November 23-24 and interview times will be assigned by the end of next week (November 13). Interview instructions will be provided to interview candidates prior to the interviews.

If we do not receive a written assignment from you by the completion deadline you will be deemed to have withdrawn from the competition.

Good luck with the written assignment.

Regards,

**Shanna Quigley**

Regional Economic Operations Branch Coordinator  
Economic Development Division, Ministry of Jobs, Tourism & Skills Training  
7<sup>th</sup> Floor, 1810 Blanshard Street, Victoria, BC V8W 9T2  
250-952-6475 office

## **Marshall, Autumn PSA:EX**

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**From:** Quigley, Shanna JTST:EX  
**Sent:** Tuesday, November 10, 2015 10:21 AM  
**To:** s.22  
**Subject:** North Coast Regional Manager position –Requisition #28854 - written assignment  
**Attachments:** Written Assignment Reference Materials.docx; Written Assignment REQ28854.docx; WRITTEN\_ASSIGN\_TEMPLATE\_REQ28544.docx

Good morning Marc,

Please find attached the written assignment and the reference material required to complete the assignment. Reply to this email with your completed assignment attached by 11:59 pm PST Wednesday November 11.

You will be assessed on your use of grammar, punctuation, writing skills, analysis and content.

Please limit your response to 2 pages.

Thank you and good luck!

**Shanna Quigley**

Regional Economic Operations Branch Coordinator

Economic Development Division, Ministry of Jobs, Tourism & Skills Training

7<sup>th</sup> Floor, 1810 Blanshard Street, Victoria, BC V8W 9T2

250-952-6475 office

## Marshall, Autumn PSA:EX

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**From:** s.22  
**Sent:** Wednesday, November 11, 2015 4:32 PM  
**To:** Quigley, Shanna JTST:EX  
**Subject:** RE: North Coast Regional Manager position -Requisition #28854 - written assignment  
**Attachments:** WRITTEN\_ASSIGN\_TEMPLATE\_REQ28544\_MAV.docx

Hi Shanna,

Please find attached my completed assignment.

Thanks, Marc von der Gonna

-----Original Message-----

**From:** Quigley, Shanna JTST:EX [<mailto:Shanna.Quigley@gov.bc.ca>]  
**Sent:** November-10-15 10:21 AM  
**To:** s.22  
**Subject:** North Coast Regional Manager position -Requisition #28854 - written assignment

Good morning Marc,

Please find attached the written assignment and the reference material required to complete the assignment. Reply to this email with your completed assignment attached by 11:59 pm PST Wednesday November 11.

You will be assessed on your use of grammar, punctuation, writing skills, analysis and content.

Please limit your response to 2 pages.

Thank you and good luck!

Shanna Quigley  
Regional Economic Operations Branch Coordinator Economic Development Division, Ministry of Jobs, Tourism & Skills  
Training 7th Floor, 1810 Blanshard Street, Victoria, BC V8W 9T2  
250-952-6475 office

Page 09 to/à Page 10

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Candidate: **Marc von der Gonna**

Regional Economic Development Manager North Coast Region  
Business Leadership Job Requisition #: 28854

**WRITTEN ASSIGNMENT RATING GUIDE**

s.3

CRITERIA	Point Value	Score
Demonstrated understanding of task: <input type="checkbox"/> strong research and analytical skills applied <input type="checkbox"/> well thought out and key information covered <input type="checkbox"/> followed instructions accurately	5	s.22
Content: <input type="checkbox"/> clear, direct, concise writing style, providing adequate detail <input type="checkbox"/> all necessary information identified and articulated, easily understood <input type="checkbox"/> correct vocabulary and language usage <input type="checkbox"/> accurate style and appropriate tone <input type="checkbox"/> grammatically correct	5	
Document format: <input type="checkbox"/> information logically organized, presented in reasonable sequence <input type="checkbox"/> key points highlighted <input type="checkbox"/> effective briefing note layout	10	
<b>TOTAL POINT VALUE</b>	<b>20</b>	

Additional Comments:

s.22

## Marshall, Autumn PSA:EX

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**From:** Richardson, Dale B JTST:EX  
**Sent:** Friday, November 13, 2015 2:46 PM  
**To:** s.22  
**Cc:** Quigley, Shanna JTST:EX  
**Subject:** REQ 28854 North Coast Regional Manager Competition  
  
**Categories:** Important

Re: REQ 28854 North Coast (Terrace) Regional Manager Competition

Good Afternoon Marc,

Congratulations on advancing to the interview stage of the competition. Shanna Quigley will contact you next week to confirm an interview time.

Regards,

Dale

**Dale Richardson**

Director, Regional Economic Operations  
Ministry of Jobs, Tourism & Skills Training  
(250) 624-7499 Office  
(250) 631-2959 Cell  
<mailto:dale.richardson@gov.bc.ca>

## Marshall, Autumn PSA:EX

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**From:** s.22  
**Sent:** Wednesday, November 18, 2015 8:11 AM  
**To:** Quigley, Shanna JTST:EX  
**Subject:** RE: REQ 28854 North Coast (Terrace) Regional Manager Competition

s.22

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**From:** Quigley, Shanna JTST:EX [<mailto:Shanna.Quigley@gov.bc.ca>]  
**Sent:** November-17-15 9:05 AM  
**To:** 's.22  
**Subject:** REQ 28854 North Coast (Terrace) Regional Manager Competition

Good morning Marc,

Congratulations on advancing to the interview stage of the competition. Please be advised your interview has been confirmed for **Tuesday, November 24, 2015 @ 11:00 am** via Skype.

**Please provide your Skype user name before 12pm on Wednesday, November 18, 2015.** I will schedule a SKYPE test date on Thursday, November 19, 2015 that will take a few minutes to confirm connection. The panel will connect to Skype using the contact information you provide. In the event that a Skype connection is not possible at the time of the interview, we will conduct the interview by teleconference. **Please provide a number you can be reached at.**

The interview will be 60 minutes and will consist of:

1. A 10 minute presentation based on the written exercise (to prepare for the presentation, the details will be emailed to you 48 hours in advance of your interview)
2. Competency and skill/ability based questions (to prepare for the interview, the questions will be emailed to you 15 minutes prior to your interview)

### Interview Schedule:

**TIME** 15-minutes to review questions that will be emailed to you (**please confirm the address the email should be sent to**)

**TIME** 10-minute presentation

**TIME** 50-minute Interview

Please provide 3 business references to me ([Shanna.Quigley@gov.bc.ca](mailto:Shanna.Quigley@gov.bc.ca)) by email before your scheduled interview date.

If you have any questions, please contact me ([Shanna.Quigley@gov.bc.ca](mailto:Shanna.Quigley@gov.bc.ca)) or at 250-952-6475.



Thank you for participating in the hiring process.

Best of luck!

**Shanna Quigley**

Regional Economic Operations Branch Coordinator

Economic Development Division, Ministry of Jobs, Tourism & Skills Training

7<sup>th</sup> Floor, 1810 Blanshard Street, Victoria, BC V8W 9T2

250-952-6475 office

## Marshall, Autumn PSA:EX

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**From:** s.22  
**Sent:** Monday, November 23, 2015 12:44 PM  
**To:** Quigley, Shanna JTST:EX  
**Subject:** RE: REQ 28854 North Coast (Terrace) Regional Manager Competition

Hi Shana,

In preparation for tomorrow's interview here is some of the information you have requested.

You can continue to reach me at this email s.22. I will be looking for the interview questions at 10:45 a.m.

You can call me on s.22 for the interview and Skype me at s.22

s.22

Thanks, Marc

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**From:** Quigley, Shanna JTST:EX [<mailto:Shanna.Quigley@gov.bc.ca>]  
**Sent:** November-17-15 9:05 AM  
**To:** s.22  
**Subject:** REQ 28854 North Coast (Terrace) Regional Manager Competition

Good morning Marc,

Congratulations on advancing to the interview stage of the competition. Please be advised your interview has been confirmed for Tuesday, November 24, 2015 @ 11:00 am via Skype.

**Please provide your Skype user name before 12pm on Wednesday, November 18, 2015.** I will schedule a SKYPE test date on Thursday, November 19, 2015 that will take a few minutes to confirm connection. The panel will connect to

Skype using the contact information you provide. In the event that a Skype connection is not possible at the time of the interview, we will conduct the interview by teleconference. **Please provide a number you can be reached at.**

The interview will be 60 minutes and will consist of:

1. A 10 minute presentation based on the written exercise (to prepare for the presentation, the details will be emailed to you 48 hours in advance of your interview)
2. Competency and skill/ability based questions (to prepare for the interview, the questions will be emailed to you 15 minutes prior to your interview)

Interview Schedule:

TIME 15-minutes to review questions that will be emailed to you (**please confirm the address the email should be sent to**)

TIME 10-minute presentation

TIME 50-minute Interview

Please provide 3 business references to me ([Shanna.Quigley@gov.bc.ca](mailto:Shanna.Quigley@gov.bc.ca) ) by email before your scheduled interview date.

If you have any questions, please contact me ([Shanna.Quigley@gov.bc.ca](mailto:Shanna.Quigley@gov.bc.ca) )or at 250-952-6475.

Thank you for participating in the hiring process.

Best of luck!

**Shanna Quigley**

Regional Economic Operations Branch Coordinator

Economic Development Division, Ministry of Jobs, Tourism & Skills Training

7<sup>th</sup> Floor, 1810 Blanshard Street, Victoria, BC V8W 9T2

250-952-6475 office

Page 17

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Page 18 to/à Page 34

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## Reference Check Template

Requisition #: 28854

Applicant Name: Marc von der Gonna

Date: November 26, 2015

Conducted by: Dale Richardson

Reference Name: s.22

Reference Phone s.22

I'm calling to conduct a reference check for **Mark von der Gonna**, who is being considered for the Regional Manager position in the Regional Economic Operations Branch, MJTST.

The reference check will take approximately 20-30 minutes to complete – is that okay with you?

*The position of Regional Economic Development Manager is one of 11 such positions in every region of the province that provides direct front-line services and supports to communities, economic development organizations and businesses. The Regional Manager for the North Coast Region will report to **Dale Richardson**, the Director for the **Northern** region. The Regional Manager is the senior ministry representative in the region and is the primary contact for investors, businesses, local governments, First Nations, and others. They are responsible for successfully implementing Ministry and cross-government initiatives related to the economic goals of the region in collaboration with regional stakeholders.*

*The work the Regional Economic Operations Branch does in the regions is varied, often involves short turnaround times, and always requires tact and discretion. The ideal Regional Manager is one who:*

- *Is above all else a good communicator – has excellent written communication skills, can give presentations to internal and external groups*
- *has very good interpersonal skills and is able to build effective working relationships with a wide range of regional stakeholders*
- *is equally comfortable working cooperatively as part of a team, and taking the initiative to move projects forward independently, and is able and willing to take direction*
- *is a self-starter with a deliverables orientation – can deliver to deadlines*
- *is able to adapt to change - can switch gears quickly in response to changing circumstances and direction*

**Important to mention:** Please note that this reference will be used in the overall evaluation of the candidate and will affect the final rating. The information you provide can be given to the candidate, in full or part, should it be requested under the *Freedom of Information and Protection of Privacy Act*.

Page 36 to/à Page 40

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Reference Check Template

Overall Rating Summary	
Question and Factor you are assessing	Score
Question 1. Results orientation	
Question 2. Engaging external partners	
Question 3. Initiative	
Question 4. Sound judgement	
Final Score (Pass/Fail)	



## Reference Check Template

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Requisition #: 28854

Applicant Name: Marc von der Gonna

Date: November 26, 2015

Conducted by: Dale Richardson

Reference Name: s.22

Reference Phone: s.22

---

I'm calling to conduct a reference check for **Mark von der Gonna**, who is being considered for the Regional Manager position in the Regional Economic Operations Branch, MJTST.

The reference check will take approximately 20-30 minutes to complete – is that okay with you?

*The position of Regional Economic Development Manager is one of 11 such positions in every region of the province that provides direct front-line services and supports to communities, economic development organizations and businesses. The Regional Manager for the North Coast Region will report to **Dale Richardson**, the Director for the **Northern** region. The Regional Manager is the senior ministry representative in the region and is the primary contact for investors, businesses, local governments, First Nations, and others. They are responsible for successfully implementing Ministry and cross-government initiatives related to the economic goals of the region in collaboration with regional stakeholders.*

*The work the Regional Economic Operations Branch does in the regions is varied, often involves short turnaround times, and always requires tact and discretion. The ideal Regional Manager is one who:*

- *Is above all else a good communicator – has excellent written communication skills, can give presentations to internal and external groups*
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- *is equally comfortable working cooperatively as part of a team, and taking the initiative to move projects forward independently, and is able and willing to take direction*
- *is a self-starter with a deliverables orientation – can deliver to deadlines*
- *is able to adapt to change - can switch gears quickly in response to changing circumstances and direction*

**Important to mention:** Please note that this reference will be used in the overall evaluation of the candidate and will affect the final rating. The information you provide can be given to the candidate, in full or part, should it be requested under the *Freedom of Information and Protection of Privacy Act*.

Page 43 to/à Page 47

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s.22

Reference Check Template

Overall Rating Summary	
Question and Factor you are assessing	Score
Question 1. Results orientation	Pass
Question 2. Engaging external partners	Pass
Question 3. Initiative	Pass
Question 4. Sound judgement	Pass
Final Score (Pass/Fail)	



December 8, 2015

File:1385-20/von der Gonna  
1665-20/28854

Marc von der Gonna  
s.22

Dear Marc von der Gonna:

**Re: BC Public Service Competition No. # 28854  
Regional Manager, North Coast (Terrace)  
Position 00090568, Paylist #125-3004  
Regional Economic Operations Branch, Economic Development Division  
Ministry of Jobs, Tourism & Skills Training**

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#### **Appointment**

Further to your interview, I am pleased to offer you the above noted appointment. This appointment is effective on January 4, 2016. Unsuccessful employee applicants may request a review of this staffing decision.

#### **Salary**

The current salary range for this appointment is \$72,098 to \$84,560 annually. Your salary upon appointment will be \$3,241.18 bi-weekly / \$84,560 annually. Upon successful completion of your probationary period of 913 hours, and with a satisfactory performance rating, your salary may be reviewed for the purpose of an incremental raise of up to 2%.

This salary represents the Business Leadership classification of the Management Compensation Framework.

#### **Supervision**

Your supervisor will be Dale Richardson, Regional Director – North Coast.

#### **Probationary Period**

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

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Ministry of Jobs, Tourism  
and Skills Training and  
Minister Responsible for  
Labour

Regional Economic Operations  
Economic Development Division

Mailing Address:  
PO Box 9846 Stn Prov Govt  
Victoria BC V8W 9T2

Location:  
7th Floor, 1810 Blanshard Street  
Victoria, BC

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

### **Relocation Allowance**

I am pleased to be able to offer you up to \$7,850.00 to assist you with relocation costs. I would also like to offer travel expenses to help you with house hunting of up to 3 days plus reasonable travel and living expenses while on relocation. Expenses will be reimbursed as per our current travel expense policies. These can be found at [http://www.fin.gov.bc.ca/ocg/fmb/manuals/CPM/10\\_Travel.htm#1037](http://www.fin.gov.bc.ca/ocg/fmb/manuals/CPM/10_Travel.htm#1037).

We are also able to offer limited living expenses for the first few weeks of your employment and I am happy to discuss the details with you.

You will be required to repay, on a pro-rated basis, any money paid to you for house hunting and relocation if you resign from the Public Service of British Columbia within the two-year period immediately following relocation

[http://www2.gov.bc.ca/local/myhr/documents/pay\\_reimbursements/relocation\\_assistance\\_house\\_hunting\\_expense\\_report\\_assignment\\_of\\_wages\\_agreement.docx](http://www2.gov.bc.ca/local/myhr/documents/pay_reimbursements/relocation_assistance_house_hunting_expense_report_assignment_of_wages_agreement.docx)

### **Terms and Conditions**

You will be excluded from union or association membership. The terms and conditions of your employment are available at

[http://www2.gov.bc.ca/myhr/content\\_hub.page?ContentID=9430c0ca-3f1f-6d6c-82eb-fffd7a99cb29](http://www2.gov.bc.ca/myhr/content_hub.page?ContentID=9430c0ca-3f1f-6d6c-82eb-fffd7a99cb29).

As a new employee, I encourage you to review the 'Resources for New Employees' on MyHR [http://www2.gov.bc.ca/myhr/content\\_hub.page?ContentID=3a75ae8c-0c72-4d23-ea4b-52606fb4db1e](http://www2.gov.bc.ca/myhr/content_hub.page?ContentID=3a75ae8c-0c72-4d23-ea4b-52606fb4db1e). There are also 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://www2.gov.bc.ca/myhr/article.page?ContentID=3f0068d1-dcc3-ef82-dde3-61abd3d5e082>.

Please complete and submit these documents as directed as quickly as possible after your start date to ensure timely payroll processing.

The *Public Service Act* requires that you swear or affirm an oath of employment. Details on how and where to complete the oath of employment are located on [MyHR](#) at

<http://www2.gov.bc.ca/myhr/article.page?ContentID=79d4bcff-e4fd-5fc6-7bd6-dd37959ad430> .

### **Criminal Record Check**

As the duties of this position meet the requirements of the Security Screening Policy, a check must be completed. Please go to

[http://www2.gov.bc.ca/local/myhr/documents/jobs\\_hiring/consent\\_for\\_disclosure\\_of\\_criminal\\_record\\_information.pdf](http://www2.gov.bc.ca/local/myhr/documents/jobs_hiring/consent_for_disclosure_of_criminal_record_information.pdf) for the Consent for Disclosure of Criminal Record Information Form.

Complete this form and return it to [Shirley.Nelson@gov.bc.ca](mailto:Shirley.Nelson@gov.bc.ca) as soon as possible. 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 the menu option for self-

reporting an incident) in the event that you are arrested, charged or convicted of any criminal offence.

**Acceptance**

Your acceptance of this offer confirms your understanding of and agreement to comply with the Standards of Conduct for Public Service Employees. The Standards of Conduct documents are available on MyHR at <http://www2.gov.bc.ca/myhr/article.page?ContentID=45bf7662-adf9-8a5f-74f1-657fedd69edf>.

Kindly endorse where indicated below to confirm your acceptance of this offer. Feel free to contact Dale Richardson, Regional Director ([Dale.Richardson@gov.bc.ca](mailto:Dale.Richardson@gov.bc.ca) / 250 624-7499) if you have any questions.

I wish you success and look forward to working with you.

Yours truly,



Sarah Fraser  
Executive Director, Regional Operations Branch

CC: Scan and submit a copy via [AskMyHR](#) for PeopleSoft entry  
Dale Richardson, Regional Director – North Coast

I accept \_\_\_\_\_ Date: \_\_\_\_\_  
Marc von der Gonna

I decline \_\_\_\_\_ Date: \_\_\_\_\_  
Marc von der Gonna

Page 3

reporting an incident) in the event that you are arrested, charged or convicted of any criminal offence.

**Acceptance**

Your acceptance of this offer confirms your understanding of and agreement to comply with the Standards of Conduct for Public Service Employees. The Standards of Conduct documents are available on MyHR at <http://www2.gov.bc.ca/myhr/article.page?ContentID=45bf7662-adf9-8a5f-74f1-657fedd69edf>.

Kindly endorse where indicated below to confirm your acceptance of this offer. Feel free to contact Dale Richardson, Regional Director ([Dale.Richardson@gov.bc.ca](mailto:Dale.Richardson@gov.bc.ca) / 250 624-7499) if you have any questions.

I wish you success and look forward to working with you.

Yours truly,



Sarah Fraser  
Executive Director, Regional Operations Branch

CC: Scan and submit a copy via AskMyHR for PeopleSoft entry  
Dale Richardson, Regional Director - North Coast

I accept

  
Marc von der Gonna

Date: Dec. 10/15

I decline

\_\_\_\_\_  
Marc von der Gonna

Date: \_\_\_\_\_

# RATING GUIDE

## REGIONAL ECONOMIC DEVELOPMENT MANAGER REGIONAL ECONOMIC OPERATIONS NORTH COAST REGION

JOB REQUISITION: 28854

Classification: Business Leadership

Location: Terrace, BC

Competencies Assessed <i>(Note knowledge, competency, skill or ability factor being assessed and identify assessment exercise/ test/ question used.)</i>	Score <i>(Max pts)</i>
s.22	
<b>Competencies, Skills / Ability to:</b>	
Written	20
Why are you the best candidate? (Q.1)	5
Competency – Results Focus (Q.2)	10
Competency – Service Orientation (Q.3)	10
Competency – Engaging External Partners (Q.4)	10
Competency – Initiative (Q.5)	10
Competency – Decisive Insight (Q.6)	10
Ability to problem solve/identify solutions (Q.7)	15
Knowledge of Region question (Q.8)	10
Total Score: (Rank)	<b>100</b>
Min Pass Score / Qualify (Y/N) (70%) = 70	
<b>Past Work Performance</b>	
Min Pass Score or Pass / Fail (Y/N)	
Eligibility List for North Coast Region (Y/N)	
<b>TOTAL POINTS</b>	
<b>SUCCESSFUL CANDIDATE</b>	
Order of Eligibility List (if applicable)	
Panel Chair: Dale Richardson	<i>Dale Richardson</i>
Panel Member: Sarah Fraser	<i>Sarah Fraser</i>
Panel Member: Lori Henderson	<i>Lori Henderson</i>