

**Subject****REQ 17619 - APPL LEAD Workforce Planner Employee Development - Data Entry, March 17, 2014****Question Reference # 131210-000611**

Assigned: Jordon Lowe

Date Created: 12/10/2013 03:20 PM

Date Last Updated: 07/04/2014 06:58 PM

Status: Solved

**Response By Email (Jordon Lowe) (03/11/2014 03:25 PM)**

Dear Elaine,

The entry into PeopleSoft for Nayda Wishlow Paruk, EE#S.22 has now been completed. Please allow for up to 48hrs before you visit Manager Self Service and review your pay list. Please remember to set up your employee in Time Online.

**\*FOR NEW HIRES ONLY**

Please assist your new employee with Getting Started in Employee Self Service. They will need their IDIR ID, user name, current password, date of birth and employee number to validate.

Within the next 3 months you may receive a Feedback questionnaire from the BC Public Service Agency. This questionnaire is designed to get feedback on your most recent competition and will provide valuable information to assist us in improving our service.

To track, update or review your service requests and history, visit AskMyHR. For easy reference, here is your service request number (131210-000611). Please note that AskMyHR has been set-up to replace [MyHR@gov.bc.ca](mailto:MyHR@gov.bc.ca).

Thank you.

Jordon Lowe

BC Public Service Agency

**Note By (Holly Knopf) (03/11/2014 12:01 PM)**

Hi there, can you please process this hire information for internal employee Nayda Wishlow Paruk E# s.22

s.22 Offer/Conf Letters in attachments, CRC s.22

Thanks!

Holly

Response By Email (Holly Knopf) (03/11/2014 12:00 PM)

Hi Elaine,

The confirmation notification for **Nayda Wishlow Paruk** has now been sent, **start date March 17, 2014** and a copy has been attached to this notification. For your competition file collection, please file this document in folder 14 - Confirmation.

As the last step in this process, I will now assign your service request to our Data Technicians. A member of their team will complete the entry into PeopleSoft and advise you of the final steps in your recruitment process.

It has been a pleasure working with you - have a fantastic afternoon!

Sincerely,

Holly Knopf  
BC Public Service Agency

Response By Email (Brigitte Lane) (03/11/2014 11:31 AM)

Hi Elaine,

I've received your documentation through Outlook. Thanks, and it's been a pleasure working with you!

Brigitte

Response By Email (Holly Knopf) (03/10/2014 11:04 AM)

Thanks very much Elaine - as long as you haven't been contacted by your Deputy Minister's office in regards to any requests for a review of the staffing decision, I can confirm the Review Period is complete.

Please send your file documentation to your Hiring Advisor Brigitte via Outlook email - [Brigitte.Lane@gov.bc.ca](mailto:Brigitte.Lane@gov.bc.ca)

Thanks,

Holly

Note By (Holly Knopf) (03/10/2014 11:04 AM)

CRC s.22

Nayda Lynne Paruk

Customer By CSS Email (Elaine Cross) (03/10/2014 10:55 AM)

Hi Holly,

Thanks for helping out with finalizing the competition. Here are the answers to your questions:

I had s.22 requests for feedback from internal candidates. The final day I gave feedback was Feb. 27

I have received confirmation from PSSG that the CRC has cleared and the candidate is cleared to work. I'm attaching a copy of the email (received March 3)

The finalized start date for the candidate is March 17, 2014

I think the very last piece is for me to send you all of the documentation – s.13

s.13

Thanks,

Elaine

===== Message Attachment  
=====

===== text File Attachment  
=====

Attachment 28.txt, 359 bytes, added to incident

Response By Email (Holly Knopf) (03/06/2014 10:31 AM)

No problem Elaine - will wait for your reply with the details =)

Holly

Customer By CSS Email (Elaine Cross) (03/06/2014 09:40 AM)

Thanks Holly - I'm in an all-day meeting today but will get all of this to you when I'm back in office tomorrow.

E

Sent from my iPhone

On 2014-03-06, at 9:08 AM, "MyHR" <[myhr@gov.bc.ca](mailto:myhr@gov.bc.ca)> wrote:

Response By Email (Holly Knopf) (03/06/2014 09:08 AM)

Good morning Elaine,

The initial 5 day review period for your Requisition **17619** has now concluded. In order for me to confirm the offer to your successful candidate and request data entry into PeopleSoft I will need some details.

Please answer the following so that we can proceed to completing your hire...

a) Have you received any requests for feedback?

- if you have had requests from internal applicants, I will need to know the date you last provided feedback as there will be an additional 5 days to count

b) Have you received your confirmation email from PSSG that the Criminal Record Check has cleared and the candidate is cleared to work?

- I will need a copy of this email you received and it must include the date it was sent to you

c) Please confirm your successful candidate's finalized start date

- sometimes this date has changed since the point of offer which is why we ask again

Issuing the confirmation letter is a crucial step that must be completed in order for entry into PeopleSoft and so payroll can be completed.

Please *\*do not\** send in a separate request to have the details of the offer or confirmation letter entered into PeopleSoft. I will ensure this step is completed within this same request at the correct time. Sending in a new request causes duplication, confusion and can actually slow down the entry and payroll for your hire.

Thanks in advance Elaine!

Holly Knopf

BC Public Service Agency

Note By (Holly Knopf) (02/28/2014 09:34 AM)

Elig list established for 6 months, 2 candidates, ref checks done:

s.22

Response By Email (Holly Knopf) (02/28/2014 09:33 AM)

Good morning Elaine,

This notification is to inform you that the eligibility list and final

regrets have been sent and the offer letter has been created for Requisition 17619 the APPL LEAD Workforce Planner Employee Development position. Attached to this notification you will find a copy of the eligibility list and final 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.

For your competition file collection, please file these letters in folder 11 - Eligibility List, folder 12 - Offer Letter and folder 13 - Regrets.

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 March 5, 2014**. I will contact you on **Thursday March 6, 2014** to confirm the conclusion of the review period and to confirm the successful completion of the Criminal Record Check. Once this has been confirmed and your completed competition file is received, I 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 **Nayda Wishlow Park** 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. Save this documentation in folder 15 - Notes, Emails etc.
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, and we have received your completed competition file, we can send the confirmation letter and request data entry into PeopleSoft.

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.

If you have any questions about this process, I would be happy to answer them. Otherwise, as mentioned above, I will contact you at the end of the Review Period next week Thursday to check in.

Have a great Friday and weekend Elaine!

Sincerely,  
Holly Knopf  
BC Public Service Agency

Response By Email (Holly Knopf) (02/27/2014 04:16 PM)

Thanks Elaine - I'll work on issuing all letters tomorrow for you. I'll advise you once they are issued, with copies and your next steps.

Holly

Customer By CSS Web (Elaine Cross) (02/27/2014 04:00 PM)

Offer/regret template uploaded now

Customer By CSS Email (Elaine Cross) (02/26/2014 04:10 PM)

s.13,s.22

Page 007

Withheld pursuant to/removed as

s.22;s.13

s.13

Response By Email (Holly Knopf) (02/26/2014 11:47 AM)

Thanks so much Elaine - as per our telephone conversation, once you have spoken with all candidates just return the completed offer/regret template to me and I can proceed with issuing all letters.

Holly

Customer By CSS Web (Elaine Cross) (02/26/2014 11:41 AM)

Hi,

I'm attaching the final rating guide as requested. I will be making a verbal offer to the top candidate and looking to place the second and third place candidates on an eligibility list, and would like to connect before I take that step.

Once I've spoken to the top three candidates, the regret letters can go out, preferably early tomorrow.

Thanks,

Elaine

Response By Email (Holly Knopf) (02/26/2014 09:51 AM)

Good morning Elaine,

My name is Holly Knopf 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.



I do require a copy of your Rating Guide for record purposes, so when you have it finalized can you please send me a copy? Thanks in advance.

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 provided to you by Brigitte and return to me.

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,

Holly Knopf  
BC Public Service Agency

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Response By Email (Brigitte Lane) (02/25/2014 09:13 AM)

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Hi Elaine,

We can send regrets letters at any point in the competition upon your request, i.e. send regrets to the unsuccessful candidates at this point, or wait and send all final regrets at the end. If you prefer to notify the unsuccessful candidates personally first, that's fine.

We will also need your final ratings to rank candidates for the eligibility list, and for the documentation file. I'm attaching a Rating Guide template in case you don't already have one - you can disregard the section on the Relatively Equal calculation, as it is not required for management positions.

I'm also attaching an Offer/Regret form, which you can complete and send to me whenever you are ready for the written offer (including eligibility list) & regrets to be sent.

Once regrets are sent, the 5-day review period begins, where you may get requests for feedback. During that time, the Criminal Record Check needs to be completed, and I'll work with you to make sure we have all your documentation on file before the confirmation letter is issued. You will receive an e-mail with more detailed information on this stage once the offer & regrets letters go out.

If you have any questions, please let me know.

Brigitte  
s.17

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Hi Brigitte,

I will be finishing reference checks tomorrow afternoon on all the candidates, but I have finished the references on the top candidate and she has passed this stage, so will be planning to make a verbal offer to her first thing on Wednesday morning.

s.13

Thanks,

Elaine

Note By (Brigitte Lane) (02/20/2014 03:56 PM)

Spoke to Elaine re: some questions about checking references and final steps in the process. Sent Reference Check template.

She will likely be checking references Mon. Feb. 24. s.13  
s.13

Response By Email (Rebecca MacLeod) (02/13/2014 01:45 PM)

Hi Elaine,

Prescreen and assessment regret letters have now been sent to the applicants not proceeding in your competition. I have attached copies of the notifications and lists of those that received them for

your reference. For your competition file collection, please file this information in folder 13 – Regrets.

Please let us know if you have any questions at this point.

Sincerely,

Rebecca MacLeod  
Hiring Administration Team

Note By (Brigitte Lane) (02/13/2014 09:04 AM)

Hello Admin team,

Please send regrets to all candidates except s.22 who are moving forward to interviews s.2 prescreen regrets, plus s who did not successfully complete the assignment). Refer to e-mail from Hiring Manager in Attachments "Candidate Progress to Interviews". Thank you!

Brigitte

Note By (Brigitte Lane) (02/12/2014 04:10 PM)

Feb. 12 - Email from manager in Attachments with list of candidates moving forward to interviews.

Note By Email (Arlene Cheveldeaw) (02/05/2014 04:05 PM)

Jan. 31/14 - Email from manager with list of applicants screened in for testing.

Note By (Arlene Cheveldeaw) (01/21/2014 10:38 AM)

Email from manager on final written assignment.

Note By (Sarah Keizers) (01/21/2014 10:35 AM)

Competition Kit sent to HM via Outlook on January 21/14  
copy of Comp Kit attached.

Note By Email (Arlene Cheveldeaw) (01/21/2014 10:34 AM)

s.22

Note By Email (Arlene Cheveldeaw) (01/21/2014 10:31 AM)

Jan. 14/14 - Email from manager regarding an applicant - applicant updated resume and wants to send.

Response By Email (Arlene Cheveldeaw) (01/13/2014 01:14 PM)

Hi Elaine,

This email is to confirm that your posting has been extended to Jan. 20/14 and can be found at the following link:

[https://search.employment.gov.bc.ca/cgi-bin/i/internal\\_highlightjob.cgi?jobid=17619](https://search.employment.gov.bc.ca/cgi-bin/i/internal_highlightjob.cgi?jobid=17619)

The summary of applicant list will be sent to you on Tuesday, Jan. 21/14 pending no issues. Not sure if Brigitte sent you a screening form so that you could start your screening as the applicant apply, so I am attaching it as well.

I am attaching a copy of the job profile that was attached to the posting, can you confirm if this was the correct job profile.

Arlene Cheveldeaw  
Hiring Advisor

s.17

Customer By CSS Web (Elaine Cross) (01/13/2014 11:48 AM)

Hi,

I'd like to extend this posting for one week, to close on Jan. 20th, 2014. If you need anything from me to move this forward, just let me know.

Thanks,

Elaine

Note By (Brigitte Lane) (12/30/2013 09:27 AM)

HM approved posting Dec. 30 s.22

Posting went live Dec. 30, to close Jan. 13.

E-mail correspondence saved in Attachments.

Note By (Brigitte Lane) (12/27/2013 03:27 PM)

Draft posting sent to HM for approval Dec. 24

Response By Email (Brigitte Lane) (12/24/2013 09:19 AM)

Hi Elaine,

I'm working on your edits and should be able to get back to you later this morning.

Talk to you soon.

Brigitte

Note By (Brigitte Lane) (12/23/2013 12:20 PM)

Hello Elaine,  
 Arlene asked me to look after s.22 – she has updated the posting and job profile, and they are attached for your review. Please note Arlene's highlighted comments on the posting – feel free to call me if you'd like to chat more about these.

Thanks, and I'll talk to you soon.  
 Brigitte

From: Cross, Elaine SDSI:EX  
 Sent: December-23-13 9:39 AM  
 To: Cross, Elaine SDSI:EX; Lane, Brigitte PSA:EX  
 Subject: Conversation with Cross, Elaine SDSI:EX

[elaine.cross@gov.bc.ca](mailto:elaine.cross@gov.bc.ca) [9:29 AM]:

Hi Brigitte - I saw that Arlene Chevleaw passed along my requisition to you to handle. s.22

s.22

If you need anything from me, just send an email and I'll get back to you fairly quickly

Note By Email (Arlene Cheveldeaw) (12/22/2013 10:34 AM)

Competition documentation sent to Brigitte Lane to finalize posting with manager.

Response By Email (Arlene Cheveldeaw) (12/22/2013 10:25 AM)

Hi Elaine,

As per our recruitment planning conversation on Thursday, Dec. 18/13, we will now create your internal job ad for you which will be sent to you for final approval before posting live.

Below are the tentative competition timelines as discussed:

Posting Live date: 12/20/2013  
 Posting Close date: 01/10/2014  
 Summary of Applicant Report: 01/13/2014  
 Approximate Offer Date: 02/14/2014

In addition:

Jan. 17/14 - manager to have completed screening and request services from Hiring Services for testing.

Jan. 22 - 24/14 - Tentative for testing for candidate, depending on the number of applicants, a written assignment, manager to has own materials but may need some feedback from Hiring or Assessment Advisor, Hiring Services to send out testing for manager.

Feb. 5 - 7/14 - Tentative for interviews, manager has own assessment materials, Hiring Services to setup and administer for manager. Prescreen regrets to be determined by manager after testing. Hiring Services to review for continuous services (if requested), prepare letters and monitor review period.

Competition documentation to be provided by manager as competition progresses. Manager updated on current policy.

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 131210-000611 in the response.

s.22

My colleague, Brigitte Lane will be providing you expert Hiring Advisor services s.22, She has been sent your posting information to review and will be assisting you to make the posting live. Please feel free to email or call her at s.17 if you have any questions.

Thank you for you patience.

Arlene Cheveldeaw  
Hiring Advisor  
s.17

Note By Email (Arlene Cheveldeaw) (12/21/2013 11:26 PM)

Dec. 19/13 - Sent manager some sample job quals and manager returned with wording on posting. Manager also emailed the job profile with her changes.

Response By Email (Arlene Cheveldeaw) (12/18/2013 09:07 AM)

Hi Elaine,

Welcome to Hiring Services, I am the Hiring Advisor for your competition file and will be assisting you throughout the hiring process.

I have scheduled the meeting for today at 2:30 p.m. to discuss details regarding your posting ad, determine the selection criteria, establish timelines and develop a Recruitment Plan. If this date/time does not work for you, please feel free to reschedule to a more convenient date/time.

Reminder: Please submit your "position screening designation" form in a separate service request at: [www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact)

I look forward to our meeting.

Sincerely,

Arlene Cheveldeaw  
Hiring Advisor  
604-660-3921

Note By (Fatima Jones) (12/16/2013 03:35 PM)

title change complete via CRM SR 131213-000554

Note By (Fatima Jones) (12/13/2013 02:20 PM)

sent title update via 131213-000554

Note By (Fatima Jones) (12/13/2013 02:17 PM)

Checklist attached

Note By (Fatima Jones) (12/13/2013 02:16 PM)

Hiring Advisor Services Required

Note By (Fatima Jones) (12/13/2013 09:09 AM)

Elaine excepted meeting but didn't make it. Resent invite.

Note By (Fatima Jones) (12/12/2013 12:46 PM)

Left message and sent meeting invite

Note By (Fatima Jones) (12/11/2013 01:49 PM)

Left message.

Note By (Fatima Jones) (12/10/2013 03:20 PM)

Position Details Req #: 17619

Position Number: 00067004

Ministry ADM:

Hiring Manager: Elaine Cross

Position Classification: Applied Leadership  
Ministry / Organization: BC031 - Social Development & Innov

Ministry Branch / Division: Engagement & Workforce Development  
Ministry approval to hire: Yes  
Full/Part Time: Full-time  
Employee Class (not posted): Regular Full Time

Job Type (displayed on posting): Regular Full Time  
Temporary End Date: (yyyy-mm-dd)  
FTE: 1  
Location: Vancouver  
Salary Plan: MGT  
Job Grade: M1

Position Options & Status  
Posting Title: APPL LEAD Workforce Planner Employee Development



# Posting Details, Questionnaire Master and Batch File

This report is for the sole purpose of assisting on Hiring group request.

This report should be stored in the same location and with the same high degree of security measures your program area has in place for its Hiring related documentation.

This report is not for distribution.

Report Generation Date: 06-Feb-2019

**Parameters:** Exec Time: 0 hr(s) , 0 min(s), 19 sec(s)

*Requisition #:* 17619

*# of Applicants:* s.22

**The data starts on the next page.**

**Position Details**

Req #	17619
Position Number	00067004
Ministry ADM	
Hiring Manager	Elaine Cross
Position Classification	Applied Leadership
Ministry / Organization	BC031 - Social Dev & Poverty Reduction
Ministry Branch / division	Engagement & Workforce Development
Ministry approval to hire	Yes
Full / Part Time	Full-time
Employee Class (not posted)	Regular Full Time
Job Type (displayed on posting)	Regular Full Time
Temporary End Date	
FTE	1
Location	Vancouver
Salary PLa	MGT
Job Grade	M1
Union Code	N/A

**Position Options & Status**

Posting Title	APPL LEAD Workforce Planner Employee Development
Job Profile	<u><a href="#">SDSI_Workforce_Planner_Employee_Development.docx</a></u>
Requisition Image	*Cover Letter
Job summary	

**AMENDED: POSTING EXTENDED TO JANUARY 20/14**

**Workforce Planner Employee Development**  
**Salary up to \$69,605 annually**

**Bring your leadership expertise to this dynamic role.**

Walking our talk. That's what we are all about at EWD. If you are interested in working in an environment where building a culture of leadership is an obsession, not just a slogan; engagement is practiced, not the latest trend; and where the work is challenging, rewarding and fun, consider joining us.

The Ministry of Social Development and Social Innovation's Engagement and Workforce Development (EWD) branch is seeking a Workforce Planner, Employee Development to support the ministry's focus on engagement. Reporting to the Director, Learning Services, this role provides strategic advice and consultation in order to develop of the Ministry Training Plan, and leads organizational development programs, like mentoring, for the ministry. If you are a business professional with a passion for learning combined with project management expertise required for this unique, rewarding leadership opportunity, we look forward to your application.

A criminal record check is required. Applications may be considered for other similar current and future vacancies, including permanent and/or temporary positions in various locations. An eligibility list may be established. This position is excluded from union membership. Some travel may be required. There is potential for this position to be done virtually.

To learn more about this opportunity, please contact [Elaine.Cross@gov.bc.ca](mailto:Elaine.Cross@gov.bc.ca). **DO NOT APPLY TO THIS EMAIL.**

**HOW TO APPLY:**

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

A cover letter is required as part of your application.

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 or problems submitting your resume/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 for applicants to be considered for this position, their resume must clearly demonstrate that they have the following education and experience:**

Post secondary degree in a related field (such as human resources, public administration, business administration), or equivalent.

Minimum 3 years experience in curriculum design, development, delivery, and evaluation, for a variety of delivery methods (face-to-face, e-learning, print, virtual workshop, etc.)

Minimum 3 years experience in project management, with the ability to effectively prioritize, multi-task, and deliver projects on time and budget.

Minimum 3 years experience in organizing and facilitating effective training, meetings, or group planning sessions.

Human resources experience in researching, analyzing and reporting on employee development issues and trends.

Applicants selected to move forward in the hiring process may be assessed on the following:

See knowledge, skills, abilities and competencies on job profile.

<b>Comments (Internal only)</b>	<p>CRM SR 131210-000611</p> <p>Recruitment plan as of Dec. 18/13:  Dec. 20/13 - internal posting for 3 weeks, manager declined screening  s.22 posted Dec. 30, to close Jan. 13. questionnaire;  Jan. 10/14 - closed;  Jan. 13/14 - summary of applicant list to manager for screening,  prescreen regrets to be determined by manager after testing;  Jan. 17/14 - manager to have completed screening and request services  from Hiring Services for testing;  Jan. 22 – 24/14 – Tentative for testing for candidate, depending on  the number of applicants, a written assignment, manager to has own  materials but may need some feedback from Hiring or Assessment  Advsiar, Hiring Services to send out testing for manager;  Feb. 5 – 7/14 - Tentative for interviews, manager has own assessment  materials, Hiring Services to setup and administer for manager;  Feb. 14/14 - tentative offer;  Hiring Services to review for continuous services (if requested),  prepare letters and monitor review period. No other services  requested.  Competition documentation to be provided by manager as competition  progresses. Manager updated on current policy.</p> <p>Jan. 13/14 - manager requested posting to be extended by 1 week:  Jan. 20/14 - closed;  Jan. 21/14 - summary of applicant list to manager for screening.</p>
<b>Job Status</b>	Filled
<b>Category</b>	Leadership and Management
<b>Post Date</b>	2013-12-30
<b>Close Date</b>	2014-01-20
<b>Planned Referral Date</b>	2014-01-21
<b>Planned Offer Date</b>	2014-02-14
<b># of Openings</b>	1
<b>Recruitment Team</b>	Corporate services and management
<b>Recruiter Assigned</b>	Brigitte Lane
<b>Jobseeker can view Recruiter info?</b>	No
<b>Restricted Pools</b>	
<b>Isolation Allowance</b>	No
<b>TMA</b>	No
<b>Security Screening Required?</b>	Yes
<b>Security Requirement Type</b>	Criminal Record Check
<b>Last Review Date</b>	2014-01-16

Page 021 to/à Page 121

Withheld pursuant to/removed as

s.22

**TITLE: WORKFORCE PLANNER – EMPLOYEE DEVELOPMENT****CLASSIFICATION: APPLIED LEADERSHIP**

ENGAGEMENT & WORKFORCE DEVELOPMENT BRANCH  
MINISTRY OF SOCIAL DEVELOPMENT AND SOCIAL INNOVATION

**JOB OVERVIEW**

*Reporting to the Director of Learning Services, the Workforce Planner provides crucial leadership in the development and implementation of ministry-wide organizational and employee development programs. The Planner works closely with management in the Engagement & Workforce Development Branch, as well as learning colleagues across the ministry and government to create and/or refine learning programs that are relevant to staff, and effective in addressing organizational gaps.*

**ACCOUNTABILITIES**

- Designs, develops and implements ministry-specific training programs (i.e. Mental Health Training).
- Designs, develops, and implements ministry-wide organization development programs (i.e. Mentoring program).
- Develops effective evaluation tools, and monitors program results to ensure measurable goals are met.
- Assists the Director in identifying ministry learning needs, and participates in ongoing planning for the work unit.
- Works closely with ministry executive to ensure training and organizational development interventions are meeting the needs and expectations of the organization.
- Conducts research on current trends in training and organizational development in order to bring new ideas and best practice to ministry programs.
- Functions as a consultant and information resource for the regions and headquarters.
- Manages contracts with outside contractors, suppliers, agencies and organizations.
- Represents Learning Services on related committees within the ministry and across government.
- Provides leadership in online, virtual, and distance educational technologies.
- Facilitates individual and group work processes/team building and delivers face to face training.
- Develops and manages associated project budgets.
- Position may be required to supervise staff (2 – 4).

**JOB REQUIREMENTS**

- Post secondary education in a related field (e.g. adult education, educational technology, communications, humanities, human resources), or equivalent, MA preferred.
- Experience in assessing training options and recommending the most effective, practical, and economical solutions.
- Experience in curriculum design, development, delivery, and evaluation, for a variety of delivery methods (face-to-face, e-learning, print, virtual workshop, etc.).
- Experience in project management, with the ability to prioritize and multi-task effectively.
- Experience in organizing and facilitating effective training, meetings, or group planning sessions.

## KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of curriculum design and development for adults, specifically within an online/distance learning context.
- Strong communication skills (verbal and written), and ability to develop and deliver creative content for a variety of media.
- Strong analytical skills and sound judgement.
- Demonstrated skills in project management including the ability to set priorities and manage multiple projects to tight deadlines, and produce quality products in a timely manner.
- Ability to build and maintain effective working relationships with individuals in various roles throughout the organization.
- Demonstrated ability to work independently but also contribute in an environment of teamwork to collaboratively meet team objectives.
- Ability to influence with and without authority through the ability to build strong relationships
- Ability to discretely and professionally deal with sensitive issues.

## COMPETENCIES:

**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.

**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 organize and compare the various aspects of a problem or situation, and determine cause-and-effect relationships ("if...then...") to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.

**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.

**Commitment to Continuous Learning** involves a commitment to think about the ongoing and evolving needs of the organization and to learn how new and different solutions can be utilized to ensure success and move the organization forward.

**Business Acumen** is the ability to understand the business implications of decisions and the ability to strive to improve organizational performance. It requires an awareness of business issues, processes and outcomes as they impact the client's and the organization's business needs.

**Results Orientation** is a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement). Thus, a unique accomplishment also indicates a Results Orientation.

# Hiring Services Checklist

## CONTACT INFORMATION

<b>Hiring Manager:</b>	Elaine Cross	<b>Alternate Contact:</b>	ENTER NAME	<b>CRM #</b>	131210-000611
<b>Phone #:</b>	604 775-2040	<b>Alternate Phone #:</b>	ENTER PHONE NUMBER	<b>Requisition #</b>	17169
<b>Do you want your alternate contact to be copied on all communications?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If YES, add as contact in CRM</i>		

## POSITION DATA VERIFICATION - 1

<b>Verify the following Position Data:</b> 00067004		<b>If Position Data is incorrect, note correct data &amp; submit request for changes:</b>
Position Location correct?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vancouver
Classification correct?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Under Review	Appl
Job Title correct?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Workforce Planner Employee Development
Position Pay List correct?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Ministry/Branch correct?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Position reports to correct?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Position type (FT/PT) correct?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Have you completed a Position Screening Designation Form?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>If "NO" send form and link @Work article to the HM</i>
Position file folder created in Z drive	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Notes: multiple – would like to use wording that they are open to many locations in BC –travel may be required.

## HIRE INFORMATION - 2

<b>Is this a HIRE from an Eligibility List?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>If "YES" proceed to section 4</i>
<b>Is this a REPOST of a previous Job?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>If "YES" proceed to gather the info below, if "NO" proceed to Position Data</i>
<b>Original Requisition #:</b>		<i>If no requisition # available, try searching position # or HM name , or Job Title</i>
<b>Why Reposting?</b>	Choose an item.	
<b>Will the Job Ad remain the same?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Will the Questionnaire remain the same?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If no Questionnaire, do they want one?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Hiring Manager's name/email (as above) will be included in the posting?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Alternate contact/designate name to be included in the posting:</b>	ENTER NAME	
<b>Hiring Advisor please discuss contact/designate with Hiring Manger</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Notes:

## POSTING INFORMATION - 3

<b>Are there multiple vacancies?</b>	NO - Single Vacancy	<b>If "YES", provide locations:</b>
<b>Type of position?</b>	Permanent - FT	<b>If TA or AUX, might this become permanent?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Salary Range?</b> <a href="#">Salary Look-up Tool</a>	Insert Salary Range here 48,460.09 - 81,843.96	
<b>Isolation Allowance?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<a href="#">Isolation Provisions Info</a>
<b>If applicable add TMA / RRA?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>If "Yes" insert % amount here:</i>
<b>Has the position been excluded?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Under Review	
<b>Is this position Dual Classification?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Will you under-implement?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Is this a growth position?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Do you wish to post externally?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Geographic Restriction?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Restricted Internally (to Ministry only)?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Will you create an Eligibility List?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>If "Yes", <input checked="" type="checkbox"/> 6 months <input type="checkbox"/> 12 months</i>
<b>Must applicants submit a cover letter?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Do you require a pre-screen questionnaire?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, manual screen	
<b>Is the Job Description correct?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>If "No", make note of what info needs to be updated below.</i>

Notes:



## HIRING SERVICES REQUESTED - 4

Original Requisition #:		Applicant Name:	
Is Eligibility List still valid?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is Applicant next on List?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Cross check location of posting and current vacancy location match	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Confirm eligibility list wording on posting	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Confirm HM has approval to use list if not their own list	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>If "YES" to all of the above proceed to Position Data Verification - 1 and once complete assign service request to the Onboarding Team (HR &amp; Payroll Technicians in CRM) for processing the Hire. CRM Subject Line should read: Req XXXX, Job Title – Task (i.e. Relatively Equal or Offer Letter)</i>			
Notes:			
<b>SCREENING ASSISTANCE</b>			
Hiring manager will complete own screening?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> <li>Hiring Manager will manually screen applications</li> </ul>	
<b>ASSESSMENT ASSISTANCE</b>			
Do you need assistance preparing assessment materials?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> <li>Hiring Centre will assist with development of assessment materials</li> </ul>	
Do you have someone in your office that's able to assist you with the administrative part of the competition?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> <li>If "No", HM would like to discuss assessment further with HA</li> </ul>	
Do you have someone in your office that's able to assist you with the scheduling of interviews?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> <li>Hiring Centre will discuss interview scheduling process</li> </ul>	
<b>FEEDBACK ASSISTANCE</b>			
Do you require assistance with questionnaire FB?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<ul style="list-style-type: none"> <li>Hiring Centre will provide feedback to applicants screened by questionnaire</li> </ul>	
<b>Making an OFFER</b>			
<b>Once you have completed your interviews, the Onboarding Team will:</b>			
<ul style="list-style-type: none"> <li>Conduct a relatively equal calculation (please send us your completed rating guide)</li> <li>Calculate years of continuous service (if requested)</li> <li>Prepare and send the Offer, Regret and confirmation notifications</li> </ul>			
Use the space below to indicate any additional information/instructions pertaining to services being requested:			
Notes:			

## Hiring Advisor Area:

ADVERTISEMENT INFORMATION	
Posting questions	Insert Answers to questions below
1. What are the top 2 or 3 priorities of this position?	Vacant
2. How would you describe the environment or culture of the work unit?	Virtual potential Small office, 3 people in project manager and 2 admin support and 2 other virtual workers Flexible work environment Branch in top work unit, won 2 top 10 awards across Engaging staff – very positive, passionate about, upbeat Project based, so doing lots of different things – working with people, creative design
3. What expertise must this person bring in order to be successful?	Expert in how adults learn Project management experience Analytical thinking – see bigger picture for strategic purposes Relationship building with stakeholders Good analytical mind Able to identify gaps Knowing your audience
4. If posting external, is an external Media Plan required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>Media Plan Notes:</i>  n/a

SELECTION CRITERIA
<p>In order for applicants to be considered for this position, their resume must clearly demonstrate that they have the following education and experience:</p> <p>As per discusson, more editing to follow from manager.</p> <p>s.13</p>

COMPETITION TIMELINES: <i>These are the projected timelines for your competition</i>
POSTING LIVE: December 20, 2013

POSTING CLOSE: January 10, 2014

S.O.A./QUESTIONNAIRE REPORT: January 13, 2014

INTERVIEWS TENTATIVELY SCHEDULED: February 5, 2014 TO February 7, 2014

OFFER DATE: February 14, 2014

**Additional Notes:**

New posting – yes \_\_\_\_\_

s.13

Internal posting – yes, 3 weeks

Cover letter - yes

Questionnaire – declined, manager to screen – send manager screening form

Contact on posting – Elaine.Cross@gov.bc.ca

Status of position screening designation form – SD has blanked approvals.

s.13

Jan. 17/14 - manager to have completed screening and request services from Hiring Services to send out written assignment

Jan. 22 – 24/14 – Tentative for testing for candidate, depending on the number of applicants, a written assignment, manager to has own materials but may need some feedback from Hiring or Assessment Advsiors, Hiring Services to send out testing for manager;

Feb. 5 – 7/14 - Tentative for interviews, manager has own assessment materials, Hiring Services to setup and administer for manager;

Hiring Services to review for continuous services (if requested), prepare letters and monitor review period. No other services requested.

Competition documentation to be provided by manager as competition progresses. Manager updated on current policy.

On posting:

Eligibility list may be established

CRC is required \_\_\_\_\_

s.13

**From:** Cross, Elaine SDSI:EX  
**To:** Cheveldeaw, Arlene PSA:EX  
**Subject:** RE: Req 17619 - Sample Job Quals  
**Date:** December 19, 2013 7:52:54 AM  
**Attachments:** Job Posting\_IC Planner.docx

---

Hi Arlene,

Here is the job posting for another Applied Leadership position in our branch that we just filled. s.12

s.13

Elaine

---

**From:** Cheveldeaw, Arlene PSA:EX  
**Sent:** Wednesday, December 18, 2013 2:40 PM  
**To:** Cross, Elaine SDSI:EX  
**Subject:** Req 17619 - Sample Job Quals

s.13

Arlene Cheveldeaw, Hiring Advisor

HR Services | BC Public Service Agency

Suite 100 - 940 Blanshard Street | Victoria BC | V8W 9V1

AskMyHR at [www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact)

Phone: 250.952.6000 | Toll Free 1.877.277.0772

**From:** Cross, Elaine SDSI:EX  
**To:** Cheveldeaw, Arlene PSA:EX  
**Subject:** Draft Job Profile - Workforce Planner  
**Date:** December 19, 2013 8:24:45 AM  
**Attachments:** Workforce Planner - Employee Development(draft).docx

---

Hi Arlene,

Here is the job profile, modified from the 'Strategic Human Resources Planner' generic one in the job store. I've used track changes so you can see the edits I've made (with the exception of the deletion of the sections as per the instructions on the generic profile).

Let me know if this looks OK, or if it requires further work. I also sent you the job posting for one of the other Applied Leadership positions we've just hired into as a separate email.

Best wishes,

Elaine

---

**From:** Cheveldeaw, Arlene PSA:EX  
**Sent:** Wednesday, December 18, 2013 2:40 PM  
**To:** Cross, Elaine SDSI:EX  
**Subject:** Req 17619 - Sample Job Quals

s.13

Arlene Cheveldeaw, Hiring Advisor

HR Services | BC Public Service Agency

Suite 100 - 940 Blanshard Street | Victoria BC | V8W 9V1

AskMyHR at [www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact)

Phone: 250.952.6000 | Toll Free 1.877.277.0772

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s.13

**From:** [Lane, Brigitte PSA:EX](#)  
**To:** [Cross, Elaine SDSI:EX](#)  
**Subject:** RE: Req #17619 - Updated posting for your approval  
**Date:** December 24, 2013 11:01:00 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

---

Hi Elaine,

Here is your updated posting. Pending your approval, we can go live today – just let me know.

I also want to confirm that this is to be an Internal posting, to close Jan. 10.

I look forward to hearing from you. Thanks!

Brigitte

Brigitte Lane, Hiring Advisor

HR Services | BC Public Service Agency

Suite 100 - 940 Blanshard Street | Victoria BC | V8W 9V1

AskMyHR at [www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact)

Phone: 250.952.6000 | Toll Free 1.877.277.0772

Direct Line: 250.216.9184

s.13

s.13

---

**From:** Cross, Elaine SDSI:EX  
**Sent:** December-23-13 2:36 PM  
**To:** Lane, Brigitte PSA:EX  
**Subject:** RE: Conversation with Cross, Elaine SDSI:EX

Hi Brigitte,

I made some edits (using track changes) on the posting **s.13**  
**s.13**

Let me know what you think,  
Elaine

---

**From:** Lane, Brigitte PSA:EX



**Sent:** Monday, December 23, 2013 12:18 PM  
**To:** Cross, Elaine SDSI:EX  
**Subject:** RE: Conversation with Cross, Elaine SDSI:EX

Hello Elaine,

Arlene asked me to look after this **s.22** – she has updated the posting and job profile, and they are attached for your review. Please note Arlene's highlighted comments on the posting – feel free to call me if you'd like to chat more about these.

Thanks, and I'll talk to you soon.  
Brigitte

Brigitte Lane, Hiring Advisor  
HR Services | BC Public Service Agency  
Suite 100 - 940 Blanshard Street | Victoria BC | V8W 9V1  
AskMyHR at [www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact)  
Phone: 250.952.6000 | Toll Free 1.877.277.0772  
Direct Line: 250.216.9184

---

**From:** Cross, Elaine SDSI:EX  
**Sent:** December-23-13 9:39 AM  
**To:** Cross, Elaine SDSI:EX; Lane, Brigitte PSA:EX  
**Subject:** Conversation with Cross, Elaine SDSI:EX

[elaine.cross@gov.bc.ca](mailto:elaine.cross@gov.bc.ca) [9:29 AM]:

Hi Brigitte - I saw that Arlene Chevleaw passed along my requisition to you to handle. **s.22**

**s.22**

If you need anything from me, just send an email and I'll get back to you fairly quickly

**From:** [Lane, Brigitte PSA:EX](#)  
**To:** [Cross, Elaine SDSI:EX](#)  
**Subject:** Req #17619 - Confirmation of posting  
**Date:** December 30, 2013 9:13:00 AM  
**Attachments:** [image001.png](#)  
[Req 17619 - Screening Form.xlsx](#)  
[image002.png](#)

---

Hi Elaine,

s.22

This is to confirm your posting is now live (*internal to government*) at the following link:

[https://search.employment.gov.bc.ca/cgi-bin/i/internal\\_highlightjob.cgi?jobid=17619](https://search.employment.gov.bc.ca/cgi-bin/i/internal_highlightjob.cgi?jobid=17619)

It is currently set to close at 11:59pm on January 13, 2014.

You will be able to see the results of your competition as it goes, to view how many people have looked at the posting and the number of applicants.

While you are waiting for your posting to close, you may be interested in information on [competencies](#) where you will find sample [interview questions](#) and marking guides. To help you with this next step, here is a [selection plan template](#) for your use. I'm also attaching a screening form which Arlene prepared for you.

Please do not hesitate to contact me if you have any questions during this process, and I'm sure Arlene will touch base before the closing date.

Best wishes,

Brigitte

Brigitte Lane, Hiring Advisor

HR Services | BC Public Service Agency

Suite 100 - 940 Blanshard Street | Victoria BC | V8W 9V1

AskMyHR at [www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact)

Phone: 250.952.6000 | Toll Free 1.877.277.0772

Direct Line: 250.216.9184

---

**From:** Cross, Elaine SDSI:EX  
**Sent:** December-30-13 8:24 AM  
**To:** Lane, Brigitte PSA:EX  
**Subject:** RE: Req #17619 - Updated posting for your approval

Hi Brigitte,

s.22

This looks good to me, so I think is ready to go live. This is an internal posting. s.13  
s.13

**s.13**

If you need anything else, let me know by email **s.22**

**s.22**

Elaine

**From:** Cheveldeaw, Arlene PSA:EX  
**Sent:** Tuesday, January 14, 2014 4:52 PM  
**To:** Cross, Elaine SDSI:EX  
**Subject:** RE: Question about the Workforce Planner Employee Development Position-Competition #17619

Hi Elaine,

Once an applicant applies they cannot remove themselves and reapply again in the recruitment system. Because the competition is still open, she can email you a copy of her updated resume and cover letter in place of the one in the system. If the competition was closed, we could not accept her revised documents.

Please send me a copy as well for our competition file.

Arlene Cheveldeaw, Hiring Advisor  
HR Services | BC Public Service Agency  
Suite 100 - 940 Blanshard Street | Victoria BC | V8W 9V1  
AskMyHR at [www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact)  
Phone: 250.952.6000 | Toll Free 1.877.277.0772 | 604.660.3921



---

**From:** Cross, Elaine SDSI:EX  
**Sent:** January-14-14 3:37 PM  
**To:** Cheveldeaw, Arlene PSA:EX  
**Subject:** FW: Question about the Workforce Planner Employee Development Position-Competition #17619

Hi Arlene – can you assist with this? How should this applicant resubmit her revised proile?

Thanks,

Elaine

---

s.22

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s.22

**From:** [Cross, Elaine SDSI:EX](#)  
**To:** [Cheveldeaw, Arlene PSA:EX](#)  
**Subject:** RE: written assignment - Req 17619 - Feedback  
**Date:** January 21, 2014 10:17:58 AM  
**Attachments:** [Written Assignment.docx](#)

---

Hi Arlene,

Here is the assignment with those changes included:

Best wishes,

Elaine

---

**From:** Cheveldeaw, Arlene PSA:EX  
**Sent:** Tuesday, January 21, 2014 10:01 AM  
**To:** Cross, Elaine SDSI:EX  
**Subject:** RE: written assignment - Req 17619 - Feedback

Hi Elaine,

Your written assignment is good.

s.13

Arlene Cheveldeaw, Hiring Advisor

HR Services | BC Public Service Agency

Suite 100 - 940 Blanshard Street | Victoria BC | V8W 9V1

AskMyHR at [www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact)

Phone: 250.952.6000 | Toll Free 1.877.277.0772 | 604.660.3921

<< OLE Object: Picture (Device Independent Bitmap) >>

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**From:** Cross, Elaine SDSI:EX  
**Sent:** January-21-14 8:53 AM  
**To:** Cheveldeaw, Arlene PSA:EX  
**Subject:** written assignment

Hi Arlene,

Sorry to be late in getting this to you. I've done a first draft of the written assignment, and I'm hoping you can review and provide some feedback.

<< File: Written Assignment.docx >>

Thanks,

Elaine

**Elaine Cross**

**Director, Learning Services**

Engagement and Workforce Development

Ministry of Social Development and Social Innovation

P: 604-775-2040 F: 604-775-2075



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s.3

**From:** [Cross, Elaine SDSI:EX](#)  
**To:** [Cheveldeaw, Arlene PSA:EX](#)  
**Subject:** FW: Short listing - Req 17619  
**Date:** January 31, 2014 10:20:06 AM  
**Attachments:** [Copy of SOA REQ17619 - final cut.xlsx](#)  
[image001.png](#)

---

fyi

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**From:** Cross, Elaine SDSI:EX  
**Sent:** Monday, January 27, 2014 1:11 PM  
**To:** Cheveldeaw, Arlene PSA:EX  
**Subject:** RE: Short listing - Req 17619

Hi Arlene,

Here is the shortlist of candidates who will be receiving the assignment. I'll put together an email as you suggest below and send it out shortly. I'll then look to send out the assignment to everyone at the same time tomorrow morning.

Thanks for your feedback,

Elaine

---

**From:** Cheveldeaw, Arlene PSA:EX  
**Sent:** January-24-14 3:16 PM  
**To:** Cross, Elaine SDSI:EX  
**Subject:** RE: Short listing - Req 17619

Hi Elaine,

I would still like to receive a copy of your final screening. **s.13**  
**s.13**

Attached are a couple sample emails and below is some additional information you may want to add to the invite email:

**s.13**

Arlene Cheveldeaw, Hiring Advisor

HR Services | BC Public Service Agency  
Suite 100 - 940 Blanshard Street | Victoria BC | V8W 9V1  
AskMyHR at [www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact)  
Phone: 250.952.6000 | Toll Free 1.877.277.0772 | 604.660.0830



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**From:** Cross, Elaine SDSI:EX  
**Sent:** January-23-14 4:37 PM  
**To:** Cheveldeaw, Arlene PSA:EX  
**Subject:** Short listing

Hi Arlene,

I just met with my panel, and we shortlisted 5 candidates to do the written assignment. Do you need to see the list of shortlisted candidates, or are you happy as long as I'm saving all relevant documents?

I need to do a bit of tweaking on the written assignment and the grading before this is sent out to candidates, and I'm planning to have it out to shortlist candidates on Jan. 28, with a deadline of Feb. 3 for them to get it back in to me.

I was originally looking at Feb. 12 – 14 as the potential dates for the interview, but one of my panel members is unavailable on Feb. 12<sup>th</sup> and the other is unavailable on Feb. 14<sup>th</sup>, so we are earmarking Feb. 17 and 18 as our potential dates for doing interviews.

Does that all sound OK to you?

Thanks,

Elaine

**Elaine Cross**

**Director, Learning Services**

Engagement and Workforce Development  
Ministry of Social Development and Social Innovation  
P: 604-775-2040 F: 604-775-2075

Please note: Responsibility and accountability of the screening process lies with the Panel members. Preliminary screening services provided by Competition Services is intended to assist the panel with the screening process. Panel members must confirm agreement prior to proceeding with the competition process.

REQ #	Title:			Classification:		Ministry / Community:		
Applicant Information	Qualification							
Name	Post secondary degree in a related field (such as human resources, public administration, business administration), or equivalent.	Minimum 3 years experience in curriculum design, development, delivery, and evaluation, for a variety of delivery methods (face-to-face, e-learning, print, virtual workshop, etc.)	Minimum 3 years experience in project management, with the ability to effectively prioritize, multi-task, and deliver projects on time and budget.	Minimum 3 years experience in organizing and facilitating effective training, meetings, or group planning sessions.	Human resources experience in researching, analyzing and reporting on employee development issues and trends.	Meets qualifications? YES / NO / SOME	Shortlisted Yes / No	Comments (if needed)

s.22

	<b>Summary Of Appli</b>
	<i>APPL LEAD Workforce Plann</i>

<b>Applicant Name</b>	<b>City</b>	<b>Email Address</b>
-----------------------	-------------	----------------------

s.22

<b>licants -Req 17619</b>
<i>er Employee Development</i>

Primary Phone Number	Current BC Gov Job Title	Applicant's Current Ministry
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s.22

## Requisition 17619 Pre-screen Regrets & Assessment Regrets Notification

### **Pre-screen Regrets Letter:**

Re: Requisition # 17619

APPL LEAD Workforce Planner Employee Development  
Vancouver, BC  
Social Development & Innov

Thank you for your interest in a new opportunity with the BC Public Service. All applications have been reviewed and, after careful evaluation, we have selected the candidates who will move forward in the hiring process.

Although you were not selected to move forward, we would like to thank you for applying, and we encourage you to apply for future employment opportunities with the BC Public Service. Please note, you will be advised of the final outcome of this competition in future correspondence.

Elaine Cross

### **Recipients:**

ID	Candidate Name	Email
----	----------------	-------

s.22

**Assessment Regrets Letter:**

Re: Requisition # 17619  
APPL LEAD Workforce Planner Employee Development  
Vancouver, BC  
Social Development & Innov

Thank you for your interest in a new opportunity with the BC Public Service, and for taking the time to participate in the assessment process. Candidates have been reviewed and, after careful evaluation, we have selected the candidates who will move forward in the hiring process.

Although you were not selected to move forward, we would like to thank you for your participation in the selection process, and we encourage you to apply for future employment opportunities with the BC Public Service.

Please note, you will be advised of the final outcome of this competition in future correspondence.

Yours truly,

Elaine Cross

**Recipients:**

 ID	Candidate Name	Email
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s.22



<b>Average of Written Assignments</b>						Passing Mark to Move Forward = 17	<b>Average of Int</b>	
<b>Last Name</b>	<b>First Name</b>	Elaine	Richelle	Martina	<b>Average</b>		Elaine	Richelle

s.22

<b>Interview Questions</b>		<b>Passing Mark to Move Forward = 30</b>	<b>Average of Presentation</b>				<b>Passing Mark to Move Forward = 24</b>
<b>Martina</b>	<b>Average</b>		<b>Elaine</b>	<b>Richelle</b>	<b>Martina</b>	<b>Average</b>	

s.22

<b>Reference</b> pass/fail	<b>TOTAL</b>

s.22

**From:** [Cross, Elaine SDSI:EX](#)  
**To:** [Lane, Brigitte PSA:EX](#)  
**Subject:** List of Candidates (Req 17619)  
**Date:** February 12, 2014 3:53:05 PM

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Hi Brigitte,

Here is a list of candidates, with a synopsis of where they got to in the competition:

s.22

If you could give me an update on where things are at in terms of communicating with the unsuccessful candidates to date, that would be great.

Thanks,

Elaine

**Elaine Cross**

**Director, Learning Services**

Engagement and Workforce Development

Ministry of Social Development and Social Innovation

P: 604-775-2040 F: 604-775-2075



# Where ideas work

Re: Requisition # 17619

APPL LEAD Workforce Planner Employee Development  
Vancouver, BC  
Social Development & Innov

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,

Elaine Cross



# Where ideas work

Re: Requisition # 17619

APPL LEAD Workforce Planner Employee Development  
Vancouver, BC  
Social Development & Innov

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 second 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,

Elaine Cross

#### Final Regret, Req 17619



## Where ideas work

Re: Requisition # 17619

APPL LEAD Workforce Planner Employee Development  
Vancouver, BC  
Social Development & Innov

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,

Elaine Cross

#### List of Recipients of Final Regret, Req 17619

for Applicants/prospects of job 17619: APPL LEAD Workforce Planner Employee Development

- s.22

ID	Candidate Name	Email
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s.22

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## Be good to 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:	17619
Position Number:	00067004
Name of Successful Applicant:	Nayda Wishlow-Paruk
Salary	
Starting Salary <i>for Management or Growth Series only</i> <i>please indicate biweekly</i>	\$69,605
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	Elaine Cross
Anticipated start date	March 17, 2014
Specific Circumstances <i>please indicate or if not applicable, simply write N/A</i>	
Isolation Allowance? <i>(yes or no)</i>	n/a
Temporary Market Adjustment? <i>(yes or no)</i>	n/a



IF <u>Part Time only</u> - please indicate Biweekly hours	
IF <u>TA or Auxiliary only</u> - please indicate end date	
IF <u>Growth position</u> please indicate either training level (Level 1, 2, 3 or 4) OR full working level	
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>	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="#"><u>click here for more information</u></a>	Elaine Cross
Name person providing feedback on regret letters  <i>this person's name will appear as the signatory on the regret letters</i>	Elaine Cross
Names of all applicants who withdrew from competition <i>if applicable</i>	s.22

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Withheld pursuant to/removed as

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**From:** [Keizers, Sarah PSA:EX](#)  
**To:** [Cross, Elaine SDSI:EX](#)  
**Subject:** req 17619- APPL LEAD\_ Workforce Planner Employee Development- Competition Kit.  
**Date:** January 21, 2014 10:32:00 AM  
**Attachments:** [image001.png](#)  
[Req 17619 - Competition Files.zip](#)  
[Competition Kit Instructions.docx](#)

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Hi Elaine

The posting for Workforce Planner Employee Development is now closed.

Attached you will find the zip folder for your competition documentation that we are providing to assist you as a result of the updated documentation policy link to MyHR. Please copy this folder to your desktop in order to open it and access the Summary of Applicants screening guide populated with the applicants' names and the pre-screen criteria. This list also includes the names and contact information for all applicants who applied (some may have withdrawn prior to closing). This information is located in folder 5 – Summary List of Applicants.

Also attached is a Competition Kit Instructions document that provides a description of what should be included in each folder in the competition file. Please review the information and let your Hiring Advisor know if you have any questions.

The next step will be your assessment of selected candidates. If you would like to have pre-screen regret notifications sent out, please let your Hiring Advisor know who has been screened out so we can do this on your behalf. All applicants will still receive final regret notifications at the end of the competition. You will receive copies of these notifications to save in your competition zip file folder.

On behalf of the Deputy Ministers, and in adherence with the recent policy update concerning the collection of your competition file documentation, the BC Public Service Agency takes full responsibility to ensure this process is followed for all competitions. Please e-mail a copy of your completed screening documents to your Hiring Advisor for review before proceeding to your assessment of the applicants. You may also want to now save a copy to your zip file in folder 6 – Screening or Shortlisting.

If you need to provide us with more information or have any questions, email MyHR through your active ticket. It helps us to serve you better if you quote your reference number 131210-000611 in the response.

### ***Additional Information***

Now that your posting has closed, 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)

File Collection/Documentation Policy: <http://www2.gov.bc.ca/myhr/article.page?ContentID=77ff961d-0d15-e600-d818-730368554049>

Sarah Keizers, Hiring Administration Clerk

HR Services | BC Public Service Agency

Suite 100 - 940 Blanshard Street | Victoria BC | V8W 9V1 | Office 250.387.6506 |

AskMyHR: [www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact)

Phone: 250.952.6000 | Toll Free 1.877.277.0772



## File Documentation

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The BC Public Service Agency has created a new e-folder tool to assist you in competition documentation. The Merit Commissioner has been very specific in what is required for a file to be considered complete and utilizing this format to save your documentation will help to ensure that your competition file is complete and will assist the Agency in preparing the file for storage in the event of a Merit Audit.

### What to do:

1. Copy the **Competition Files zip folder** from the email to your desktop. Open up the folder to see how your files are organized.
2. As you complete each phase of the competition, simply scan your documents and save them to the appropriate folder.

***TIP: A description of what should be included in each of the folders is included below.***

3. At the conclusion of the competition, simply email the Competition Files folder back to your Hiring Advisor. Your advisor will review the file to ensure it is complete and advise if further documentation is required


### What does a complete file look like?

A complete competition file will include all documents, emails, assessments, notes and notifications that record the progress each individual who applied to the competition and how the successful applicant was determined.

Below is a description of all documentation required. Your Hiring Advisor can assist you with any questions you may have regarding what needs to be included as part of the complete competition file.

### Following is a brief description of what should be included in each folder:

If your competition was posted with assistance of a Hiring Advisor, the BC Public Service Agency already has the documentation for the folders that have been greyed out.

FOLDER Name	CONTENT	SUGGESTED NAMING CONVENTION:
 1 – Job Profile	Job Profile/Description that was posted with the competition	JBP_REQ1234.xx or JBD_REQ1234.xxx

 2 – Information Package	Information package that was supplied to applicants (if applicable)	INFO_PKG_REQ1234.xxx N_A_REQ1234.TXT (if not applicable)
 3 – Posting	Copy of the entire Job Posting	JOB_POST_REQ1234.xxx
 4 – Resumes	Copies of all applicant resumes & cover letters received	RSM_BATCH1_REQ1234.xxx
 5 – Summary List of Applicants	Names, email addresses and phone numbers of all applicants	SOA_REQ1234.XLS
 6 – Screening or Short-listing	Questionnaire Reports and/or Screening forms	QST_RPT_REQ1234.XLS PRESCREEN_REQ1234.xxx PRESCREEN_FINAL_REQ1234.xxx
 7 – Assessment Tools	Written assignment/interview questions and Answer Keys	WRIT_ASSIGN_REQ1234.pdf INT_QST_REQ1234.pdf
 8 – Applicant Responses	Applicant responses for each written assignment completed, panel interview notes	WRIT_LASTNAME_REQ1234.xxx INT_LASTNAME_REQ1234.xxx PANEL_NTS_LASTNAME_REQ124.xxx PREVAL_REQ1234.xxx
 9 – Rating Guide	Finalized Rating Guide including Relatively Equal calculation (if applicable)	RATE_GUIDE_REQ1234.xxx
 10 – Past Work Performance	PWP documentation for all applicants that passed the assessment	PWP_LASTNAME_REQ1234.xxx
 11 – Eligibility List	Copy of Letters sent to candidates on the eligibility list	ELIST_REQ1234.xxx NO_ELIST_REQ1234.xxx
 12 – Offer Letter	Copy of offer letter(s)	OFFER_LTR_LASTNAME_REQ1234.xxx
 13 – Regrets	Copy of final regret letters	REGRET_LTR_REQ1234.xxx
 14 – Confirmation	Copy of all confirmation letters issued	CONFIRM_LTR_LASTNAME_REQ1234.xx
 15 – Notes, Emails etc	Any notes/emails that have a direct impact on the competition (i.e. applicant withdrawals, interview schedules etc.)	NTS_REQ1234.xxx or NO_NTS_REQ1234.TXT