

NEW ROAD TO PROMOTION IN THE PUBLIC SERVICE

Some time this year the Public Service Commission will begin to make appointments in the Executive, Scientific and Professional, Administrative and Foreign Service and Technical categories from its "Data Stream" inventory.

The Data Stream is a "bank" of information, composed of a record on each employee in the categories already mentioned, from which action can be taken for staffing, training and manpower planning in the Public Service of Canada.

The way into the "stream" is through the completion of a four-page questionnaire using a peculiar vocabulary to describe qualifications and experience. This usage is to ensure uniformity in describing skills and experience.

While it is not compulsory to fill out the questionnaire, failure to do so will virtually eliminate an employee from initial screening for vacancies in the Public Service for which he might be qualified. On the other hand, accurate completion ensures the employee of consideration for every job for which he is qualified, even though he may not know it exists.

COMPUTER MAGIC

When questionnaires are completed, they will be returned to the Public Service Commission, where the information they contain will be fed into a computer — the heart of the Data Stream inventory — for use by staffing officers.

The Public Service Commission has announced its intention to begin making the majority of appointments in the categories inventoried this year. Officials see very few job openings being advertised from now on.

When a position becomes vacant in these categories, a staffing officer, in conjunction with the appropriate line manager, determines the essential educational, skill and experience requirements for the job. This is then fed into the computer, where the base data are maintained.

If an employee's skill and qualifications match

the work assignment profile and requirements of the position, his name will be retrieved and, along with other qualified employees, he will be given further consideration. The final selection is made by closer examination, which may include personal interviews, of all employees concerned. Only if no suitable candidate is found in the inventory will an open competition be held to fill a vacancy.

ADVANTAGES OF NEW SYSTEM

Data Stream appears to have many advantages for both employee and the Public Service. For the employee, the most obvious is that it is a "one-shot" effort that ensures his consideration for every vacancy for which he is qualified, even though he is unaware of it. And for the department seeking to fill the vacancy, there is assurance that all qualified employees will be considered.

The existing system of advertising a vacancy and inviting applications has failed to provide those assurances, largely because busy employees either didn't see the advertisement or didn't bother to spend the time required to complete the Public Service application form.

To ensure that the Data Stream inventory is current, employees may fill in new information about themselves, such as new educational qualifications or different demonstrated skills, at any time, by calling for a "print-out", to add the new information and returning it to the Commission.

Other possibilities of such a personnel information system are more realistic manpower planning and training by the Public Service, and career planning and development by the employee to prepare for future needs as indicated from the inventory data.

Mr. John J. Carson, Chairman of the Public Service Commission, points out that the whole effect will be to have one of the most flexible and advanced information systems being used anywhere, either for private industry or other public services throughout the world.

UN SILVER ANNIVERSARY STAMPS

On May 13, the Canada Post Office will issue two stamps of the same design in the 10- and 15-cent denominations to commemorate the twenty-fifth anniversary of the United Nations. The 10-cent issue is blue, the 15-cent issue violet and maroon; both measure 40 mm. x 24 mm.

Canada was one of 50 sovereign states whose delegates participated in the unanimous adoption and signing of the United Nations' founding Charter at the San Francisco Conference 25 years ago. As a Charter member, Canada joins its fellow members in

