

INTERNAL MONITORING INFORMATION

TOOLS

There are several tools used regularly which the Co-ordinator uses to monitor HR activities:

- 1) Weekly
 - HR Monthly Administrative Notices which are distributed throughout HR and to all other offices of the Department and carry information on appointments, assignments, promotions, separations, etc.
- 2) Monthly
 - HR HRV profiles showing employees by classification and level.
 - Strength Reports.
 - Telephone lists (to obtain an overview of women's responsibilities at Headquarters).
- 3) semi-annually
 - Canadian Representative Manual book (to obtain an overview of women's responsibilities throughout the Department).
- 4) Various
 - Statistics on recruitment and appointments.
 - Information copies of correspondence, directives, reports, etc.
 - Grievances, if any, and appeal decisions.
 - Staffing Reports (HR7).
 - Classification Decisions (HR10).
- 5) Other
 - Liaison with other sections of the Department (informal and changes of info).
 - Training & Development programs.
 - Interviews with employees.

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INITIATIVES

From time to time, and other material such as Employees' Council reports, the Co-ordinator is able to pinpoint possible problem areas for investigation or identify activities which should be undertaken in the area of HR. Examples of initiatives undertaken are:

<u>HR - Career Progression Study</u>	<u>Conclusion:</u> No difference between rates for men and women
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