

HR POLICY AND OPERATIONS BUREAU

3. Staffing & Classification Division

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Overview

Human Resources Policy Division




Staffing & Classification Division

Locally Engaged Staff Division

Staff Relations Division

RESOURCING SERVICES

Delivery Standard

1. Advise on selection mechanisms, tools and options	5 days	
2. Review Statement of Qualifications and other documentation	5 days	
3. Prepare letter(s) of offer	3 days	
4. Appoint employees, including: discussing options with client, liaising with PSC, issuing poster/notice, reviewing questions, obtaining clearance, assisting in the interview, pre-screening résumés		
<ul style="list-style-type: none"> ➤ Acting pay without appointment ➤ Acting appointment ➤ Appointment of person with priority ➤ Closed competition (DFAIT or inter-departmental) ➤ Open competition (PSC or via external advertising) ➤ Casual employee ➤ Student ➤ Reappointment of term 	<p style="text-align: center;"><i>5 days from receipt of fully authorized 1690</i></p> <p style="text-align: center;"><i>15 days (if no appeal)</i></p> <p style="text-align: center;">15 days</p> <p style="text-align: center;">100 days</p> <p style="text-align: center;">35-75 days</p> <p style="text-align: center;">5 days</p> <p style="text-align: center;">20 days</p> <p style="text-align: center;"><i>3 days after receipt of fully authorized 1690</i></p>	