

## **What you can do**

- Refer to the departmental employment equity plan, which is based on the workforce analysis and Employee System Review (ESR), and establish goals for recruiting, retaining and promoting members of visible minority groups.
- Check with your HR Advisor for names of members of visible minority groups interested in employment in the federal public service.
- Review qualification requirements and establish selection criteria appropriate to the job.
- Assess whether the language requirements truly reflect the job function.
- Focus on skills and results when assessing positions, applications and résumés.
- Ask candidates to have their qualifications or degrees from non-Canadian institutions assessed through the Canadian Information Centre for International Credentials (CICIC) <http://www.cicic.ca>.
- Ensure credible visible minority representation on selection boards.
- Use appropriate interview techniques and language.
- Relate interview questions to the tasks and responsibilities of the position.
- Use the same or equivalent questions for all candidates so you can rank them equitably.

## **Retention and Promotion Issues\***

There are many misconceptions about retaining and promoting employees who are members of visible minority groups. Among them:

- employees not aware of the process and opportunities available to them
- low rate of promotion among visible minority employees
- under-representation of visible minorities in senior management

\*Source: Feedback from PSC managers, internal interviews and conference reports.

## **What you can do**

- Discuss employment equity goals and progress with all staff.
- Promote, put in place, and participate in diversity mentoring programs.
- Develop steering committees to work on special diversity projects.
- Practise and promote acceptable behaviours, as defined by the work teams, in the workplace.
- Identify innovative ways to tap into the cultural differences that visible minorities bring to the workplace.
- Encourage all employees to participate and attend multicultural events.
- Promote managerial and developmental programs offered by your department and the PSC
- Promote the Employment Equity Career Development Office (EECDO) which delivers effective and appropriate employment equity career counselling to designated group members ([www.psc-cfp.gc.ca/eeppm-pmpee](http://www.psc-cfp.gc.ca/eeppm-pmpee)) Tel: (613) 992-7151 or (613) 992-9794.