

Appendix 2.3:
Guidelines and Format for
Recommending Direct
Appointments (April 2017)

Executive Council Guidelines and Format for Submissions Recommending Direct Appointments

The following guidelines apply to direct appointments to the public service.

Guidelines

- (1) Cabinet approval is required prior to any direct appointments to the public service.
- (2) Cabinet approval for a direct appointment may be sought in the following circumstances:
 - (a) to support the career development of long-term employees (i.e., one with five or more years of service) who have demonstrated both ability and commitment to the organization;
 - (b) to support the advancement of an existing employee who has successfully completed formal training/preparatory assignment directly related to the proposed appointment;
 - (c) when a direct appointment would ensure that specialized and unique experience is retained within the public service;
 - (d) to resolve an undesirable work situation (e.g., marriage between two employees in a supervisor/subordinate relationship);
 - (e) to obtain necessary managerial, technical or operational expertise that is not currently available within the Government of the Northwest Territories;
 - (f) to support the career development of an affirmative action candidate from outside the public service where an open competition would not be an appropriate way of filling the position;
 - (g) to fill a position when recent recruitment practices for similar positions indicate that an open competition would be unproductive;
 - (h) to fill a position when there is reasonable and sufficient evidence to suggest that other candidates could not successfully compete with the proposed candidate; or

- (i) to support the training and development of an individual where a position has been difficult to fill and the only potential candidate requires some time in a trainee capacity to reach the appropriate skill level.
 - (j) to provide for the training and development of an individual who has successfully screened in through a publicly advertised expression of interest process undertaken by the Department of Finance; or
 - (k) to appoint, on a term basis to intern positions, northern graduates eligible under the Graduate Internship Program.
- (3) When alternative methods of staffing such as open competition and limited competition have been considered and determined to be inappropriate.
- (4) Direct appointments may also be requested for extraordinary circumstances such as:
- (a) appointment of individuals hired on a term basis for Ministerial staff positions;
 - (b) appointment of individuals when an outside agency or group becomes part of the public service and the status of existing staff needs to be confirmed;
 - (c) appointment of individuals to positions that provide direct administrative support to deputy heads; and
 - (d) appointment of individuals that provide dedicated policy support and analysis services directly to a deputy head.
- (5) The attached format should be followed when developing a decision paper seeking Cabinet approval for a direct appointment.
- (6) The Department of Finance is required to review the draft decision paper prior to it being submitted for Cabinet consideration.

Premier and Chairman of the
Executive Council

**DECISION PAPER FORMAT FOR
APPOINTMENT TO THE PUBLIC SERVICE WITHOUT COMPETITION
OF [NAME OF INDIVIDUAL]**

PROBLEM

The open competition process is not expected to maximize benefits to the Government of the Northwest Territories with respect to the staffing of [position title].

BACKGROUND

The background section should address:

- (a) the name of the individual proposed to be direct appointed and the proposed position;
- (b) the department, division and location/community of the position;
- (c) the kind of position (term, indeterminate, seasonal) and the pay level;
- (d) whether this is a new or existing position;
- (e) current status of the individual (employee or not, employment status);
- (f) affirmative action status of the individual;
- (g) events leading to this direct appointment request (was the individual acting in this position, was there a previous unsuccessful competition, are there factors within the work environment that support this request);
- (h) what alternative methods of staffing were considered and why they were deemed inappropriate;
- (i) explanation of how this appointment would be consistent with the career development of this individual;
- (j) explanation of how this appointment would benefit the public service;
- (k) description of the labour market for this particular position – have competitions been run? Is there a pool of available candidates?

- (l) are there other individuals who may feel they should have been given the opportunity to apply on this position?

FACTORS

Political: Describe, if any, the potential political ramifications of this request.

Financial: Are there costs to the government if this individual is not direct appointed?

Specific Benefits: Identify the specific benefits to the public service as a consequence of direct appointing this individual as opposed to conducting an open competition.

Consultation: Has the Department of Finance reviewed a draft of the submission?

RECOMMENDATION

That Cabinet recommend to the Minister Responsible for the Public Service that [name of individual] be directly appointed to the position of [position title] with [department name] in [location] on an [indeterminate or term with end date of term] basis.

Minister
[name of department]