



APPENDIX A: STAFFING ACTION RATIONALE – NON-PRIORITY HIRE

Vacancy Details:						
Position Title and number:				Staffing Action Requested:		
Location of Position:			Type of Vacancy (Term/Indeterminate):			
Previous attempts to fill position with Indigenous Candidate (check all that apply)						
Internal Transfer Assignment (Developmental? Yes No)				Internal Expression of Interest		
Indigenous Eligibility List		Indigenous Career Gateway Program			Indigenous Prequalified list	
Competition:		Open Competition <u>OR</u> Limited to:				
Method(s) of advertisement:				Length of Advertisement:		
Status: Currently running a competition OR Previous attempt to Staff						
Priority	# of Applicants	Screened in	Passed Assignment	Passed Interview	Completed References	Job Offer
S1P						
S1P - EE						
S2P						
S2P – EE						
NP						
NP - EE						
Total						
Rationale for the proposed decision						
Overview of Request						
Reasoning for why any Indigenous applicants to the competition were screened out						
Any efforts made to prioritize Indigenous hiring and career advancement.						
HR Comments (Optional):						
Approvals						
Supervisor Signature:				Date (DD/MM/YYYY)		
Deputy Head Signature:				Date (DD/MM/YYYY)		