



## ELIGIBILITY LISTS

### PURPOSE

1. Eligibility Lists are a cost-effective and efficient method of staffing multiple positions with the same job description across the Government of Nunavut (GN). Once an Eligibility List is established, the list may be used by all departments/public bodies to fill subsequent vacancies with the same job description that would otherwise be filled through a new competition.

Eligibility Lists facilitate a quicker and more efficient way of filling multiple and hard-to-fill positions with the same job description.

Eligibility Lists allow for a quicker way of hiring Nunavut Inuit and meeting GN's obligation under Article 23 of the Nunavut Agreement, for a representative public service.

This directive provides supervisors and Staffing Practitioners with guidelines to ensure that Eligibility Lists are made and used in a manner consistent with the *Public Service Act* and the goals of the GN.

### INUIT SOCIETAL VALUES (ISV) GUIDING PRINCIPLES

2. This directive is guided by the following ISV guiding principle:  
*Qanuqtuurniq: Being innovative and resourceful* – creating Eligibility Lists is an efficient way of filling subsequent multiple positions with the same job description.

### APPLICATION

3. This directive applies to all GN departments and public bodies whose hiring is conducted pursuant to the *Public Service Act*.

### DEFINITIONS

4. **Eligibility List** is an inventory of applicants who have applied to a staffing competition and have been found qualified to fill future vacancies with the same job description. An Eligibility List consists of either:
  - Prequalified applicants who have been tested and interviewed and who qualify for lay-off status (Priority 0) or are Nunavut Inuit (Priority 1); or
  - Other prequalified applicants who have been tested and interviewed.
5. **Staffing Practitioner** is an employee that is designated to coordinate the staffing process.
6. **Nunavut Inuit** means Inuit enrolled on the Nunavut Tunngavik Inc. (NTI) Inuit Enrolment List as per Nunavut Agreement.



7. **Screening Criteria** sets out the prerequisite essential experience and education that candidates require to be considered for an interview.
8. **Selection Committee** means a hiring panel that must include a staffing practitioner and the supervisor of the position being filled. Where appropriate, a member with professional/technical and/or community/cultural expertise may be added to the Selection Committee, either as a full participant or in an advisory capacity with no vote in the final hiring decision. Every reasonable effort will be made to include a Nunavut Inuk on the Selection Committee.
9. **Criminal Record Check** means a search completed by the Royal Canadian Mounted Police (RCMP) or a RCMP authorized police service in Canada to identify whether an individual has been convicted of any crime(s).

## **PROVISIONS**

10. Eligibility Lists are established by the Staffing division, Department of Human Resources, or departments/public bodies with delegated staffing authority, to fill same job description vacancies within the GN (across all locations and departments/public bodies).
11. All GN competitions are advertised as having the potential to create Eligibility Lists for same job description positions.
12. An Eligibility List is established after the appeal period on the initial competition is over, and there is a successful appointment of an applicant to the public service. The remaining prequalified applicants in the competition are then added to an Eligibility List for same job description positions.
13. Providing the appointment is one that is subject to a right of appeal, appeal rights are provided to unsuccessful candidates after the first job offer is made. Appointments from an Eligibility List cannot be appealed and applicants on the Eligibility List do not have appeal rights. Refer to **HRM702: Staffing Appeals** for further details.
14. An applicant may request to be removed from an Eligibility List at any time.
15. Eligibility Lists will normally be established for a period of up to 12 months. Factors to consider when deciding whether to use an Eligibility List include:
  - The likelihood that the remaining applicants are interested;
  - There are qualified Inuit;
  - It is a hard-to-fill position.
16. The Deputy Minister of Human Resources may extend the Eligibility List for an additional six months. This extended time limit recognizes the need to allow new



- applicants and recent graduates an opportunity to apply for positions, helping to ensure that the best candidate is hired and the merit principle is respected.
17. Ranking on the Eligibility List will be based on staffing priority, first Nunavut Inuit followed by individual ranking based on candidates' passing scores from the interview process.
  18. Offers will be made in order based on ranking; community of residence will not be a consideration, unless the competition was restricted by location.
  19. Before an official offer of employment is made, candidates must then go through reference check and criminal record check process (if applicable).
  20. If a candidate on the Eligibility List declines a job offer, they may be removed from the list. The remaining prequalified applicants stay on the Eligibility List until they have received an offer of employment, or the Eligibility List expires.
  21. The Deputy Minister of Human Resources may cancel an Eligibility List based on Article 23 of the Nunavut Agreement considerations.

## **AUTHORITIES AND REFERENCES**

22. The *Public Service Act*
23. Staffing Review and Appeals Regulations
24. Nunavut Agreement, Article 23
25. Priority Hiring Policy
26. GN Staffing Manual
27. HRM Directive 501: Hiring Process
28. HRM Directive 508: Screening
29. HRM Directive 702: Staffing Appeals

## **CONTACTS**

30. For clarification or further information, please contact:

Director, Staffing  
Department of Human Resources  
Iqaluit, Nunavut  
867-975-6223

or

