	
<b>HIRING PROCESS</b> <b>Job Offers</b>	<b>Human Resource Manual</b> <b>Section 512</b>

## JOB OFFERS

### PURPOSE


1. These procedures provide the process and identify the rules for salary treatment of newly appointed employees.

### APPLICATION

2. The following guidelines apply to all departments and public bodies whose hiring is conducted pursuant to the *Public Service Act*.

### PROVISIONS

3. Once the selection committee is prepared to extend a job offer, a standard job offer is prepared. Be sure to confirm an anticipated start date with the supervisor, taking into account an appeal period, if applicable. Discuss in detail all information with the supervisor, before calling the candidate to make the offer.
4. New employees are normally paid at step one of the appropriate pay level. Appointments at step 4 or above, require additional approvals, as outlined in sections 1401 and 1402 of this Manual.
5. On initial appointment, transfer or promotion, all job offers are made at Step 1, unless;
  - The selection committee can make an offer up to step 3 of the pay range. Job offers for group 3 and group 5 employees will be made at the appropriate salary, based on the individual's experience and/or qualifications.
  - On promotion, the salary is calculated by taking the difference between Steps 1 and 2 of the new pay range and adding this to the base salary. If a salary increment is due within six (6) months of the promotion it is granted at the time of the promotion. The candidate must receive the step nearest to but not less than this total.
  - On promotion, while acting or on a transfer assignment into a higher pay range, the promotional calculation will use the current salary (i.e. the salary being received while acting or on transfer assignment in a related position to the competitive position they will go into). If a salary increment is due within six (6) months of the promotion, it is granted at the time of the promotion. The candidate must receive the step nearest to but not

	
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less than this total.


- Current employees moving to another position salary will either:
  - stay the same, if the employee is moving into a position at the same pay level;
  - be at the maximum rate of the new position, if the employee accepts a demotion to a position at a lower pay level; or,
  - be at the appropriate step of the new pay level, if the employee successfully applies through a competitive process, is transfer assigned or directly appointed into a lower level position.
  - If the employee moves into a position with different hours per week schedule, the promotional calculation will use the lower hours per week. i.e., an employee is at pay range 12, step 3 at 40 hrs/wk and moves into a 37.5 hrs/wk at pay range 14, the promotional calculations will use the 37.5 hr/wk pay scale.

6. When a job offer is made, be sure to explain:

- the title of the position and the Department;
- confirm the type of employment (term, indeterminate, part-time);
- start date;
- the length and definition of the probationary period;
- supervisor's title;
- salary and bilingual bonus (if applicable);
- the offer is conditional pending the completion of the appeal period (if applicable). Also let the candidate know when the appeal period will be over;
- the offer is conditional pending the completion of a criminal record check (if applicable);
- any other conditions to the offer (i.e. receiving a driver's license within six months or successful completion of a medical); and

7. All questions about relocation should be referred to the Relocation Coordinator.

8. When the offer of employment has been accepted by the successful candidate, it is important to let the other candidates know the outcome of the competition as soon as possible. If the position is in the NEU bargaining unit, eligible candidates must be notified of their appeal rights. More information about staffing appeals is provided in section 702 of this Manual.

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## **AUTHORITIES AND REFERENCES**

9. *The Nunavut Public Service Act*  
Sections 16-22
10. *The Nunavut Agreement* Article 23
11. *Nunavut Human Rights Act*
12. *Canadian Charter of Human Rights and Freedoms*
13. *Canadian Human Rights Act*
14. *Priority Hiring Policy*


## **CONTACTS**

15. For clarification or further information, please contact:

**Director Staffing**  
**Department of Human Resources**  
**Iqaluit, Nunavut**  
**975-6222**

or

**Director Regional Staffing**  
**Department of Human Resources**  
**Rankin Inlet, Nunavut**  
**(867) 645-2954**

	
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**Job Offer - NEU**

Department of Human Resources

File: Last Name, First Name

Competition #: XX-XXXXXX      Position #: XX-XXXXX

**PERSONAL & CONFIDENTIAL**

[Date]

First Name, Last Name

Address


Dear....,

On behalf of the Government of Nunavut, I am very pleased to offer you full-time employment as [an Indeterminate Employee/a Term Employee for XX years], in the position of [Title] with Department of [Dept name] in [Location]. Your appointment will take effect on [date] [and end on [date]. You will work [37.5 hours per week/40 hours per week/42 hours per week/XX hours per week on a part-time schedule/on a shift work schedule]. You will report to [position].

Your salary will start at \$\_\_\_\_\_ per annum, which represents Step [1] of Pay Range [15] in the Government of Nunavut Pay Grid. In addition, you will be eligible for a Northern Allowance of \$\_\_\_\_\_ [plus a bilingual bonus of \$1,500.00 per annum]. You will be entitled to the benefits set out in the Collective Agreement.

This position is governed by the Collective Agreement between the Nunavut Employees Union and the Minister responsible for the *Public Service Act*; therefore, the terms and conditions of the Collective Agreement and the *Public Service Act* will apply to you and are incorporated into this agreement.

In your position, you will be responsible for the duties and responsibilities, as stated in the attached job description. Please sign the job description and return it with your signed job offer. You may be assigned other duties and responsibilities related to your position by your supervisor.

	
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**First Name, Last Name - Job Offer-Page 2**

You will be required to provide proof of your legal entitlement to work in Canada prior to starting work with the Government of Nunavut. You are required to be legally authorized to work in Canada for the duration of your employment with the Government of Nunavut. It is your responsibility to obtain necessary work permits, including any extensions or permanent residency status. The Government of Nunavut may, in its sole discretion, revoke this offer of employment or terminate your employment if you fail to satisfy your eligibility to work in Canada.

**[Include if position is of trust or highly sensitive role]**

As this position is defined as a position of trust or highly sensitive position, your offer of employment is conditional upon an acceptable criminal records check and/clear vulnerable sector check and verification of your qualifications. It is your responsibility to initiate a current, original criminal reference check request with your local police authority. Should a criminal record exist, you will be required to authorize the release of the details of the criminal record. Failure to do so will result in the termination of the job offer. If it is determined that the criminal record has a direct bearing on the duties of this position, the offer of employment is voided.


**[Include only if the position is neither a position of trust or a highly sensitive position]**

As this position is not defined as a position of trust nor a highly sensitive position you do not require a criminal records check. Your job offer is conditional upon verification of your qualifications.

You will also be required to take the Oath of Office and Secrecy on commencing your employment with the Employer and agree not to disclose the confidential information of the Government of Nunavut to any third party or use it for any purpose other than necessary in proper discharge of your duties. During your employment with us you will abide at all times by the Code of Values and Ethics attached to this letter.

By virtue of the employment relationship with you, the Employer will own all intellectual property rights to all written material, products, developments, inventions, improvements and ideas made, developed, discovered or conceived by you while employed with the Government of Nunavut.

You will serve a probationary period of [6 months/12 months]. If you wish to be considered for other employment opportunities within the Government of Nunavut while serving your probationary period, you will be required to obtain written authorization from the deputy head of your employing department. The authorization from the deputy head must accompany your application in order for your application to be considered.

	
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You may terminate your employment by giving at least [14 days/28 days (for certain title of Group 5 employees)] of notice in writing to the employer.

**First Name, Last Name - Job Offer-Page 3**

If you agree with the above conditions, please indicate your acceptance by signing and returning this letter to [Full Name of Staffing Consultant], Staffing Consultant with the Department of Human Resources, P.O. Box 1000, Station 430, Iqaluit, NU, X0A 0H0. You will be required to submit verification of your qualifications pertaining to education, training, experience, etc, as stated by you in your resume to Human Resources at the time of signing your job offer.

Upon commencement of your employment you should arrange to contact [name], Benefits Officer, Department of Finance, at (867) 975-XXXX for completing your benefits documentation. It is important this documentation be completed as soon as possible.

Salary is paid bi-weekly on a two week deferred pay system and your cheque is computer processed.

You are requested to contact the relocation office, Department of Human Resources at [RELOCATIONIQALUIT@GOV.NU.CA](mailto:RELOCATIONIQALUIT@GOV.NU.CA) as soon as possible to make arrangements for your removal.

Congratulations on your appointment. I hope you will find the work both rewarding and challenging.


With warm welcome,

Name of Staffing Consultant  
Staffing Consultant

**Attachments:**

1. Collective Agreement
2. Job Description
3. Oath of Office and Secrecy Form
4. Code of Values and Ethics
5. Employee Information Form
6. HRM 1010

Reference: <https://gov.nu.ca/human-resources/information/human-resources-manual>

	
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**First Name, Last Name - Job Offer-Page 4**

**ACCEPTANCE OF APPOINTMENT**

I have read the terms of this letter and all the attachments noted herein and have had reasonable opportunity to consider them. I agree that there have been no collateral agreements, promises or representations made to me that are not contained in this letter or the attached materials. I am aware of and accept the legal obligations of this agreement. I accept the offer on the terms and conditions outlined in this letter and I certify that the information given in the application form signed by me, and my resume submitted by me, is true and correct and agree that the falsification or omission of information called for, could result in my not being eligible for employment or in termination, regardless of seniority or other considerations.


\_\_\_\_\_

Signature

\_\_\_\_\_

Date

- CC Department of Human Resources – Personnel File  
 Department of Finance – Benefits Officer  
 Department of Human Resources – Relocation  
 Department of [xxxx] – Human Resources Manager

	
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**Job Offer - Excluded**

Department of Human Resources

File: Last Name, First Name

Competition #: XX-XXXXXX

Position #: XX-XXXXX

**PERSONAL & CONFIDENTIAL**

[Date]

First Name Last Name

Address

Dear....,


On behalf of the Government of Nunavut, I am very pleased to offer you full-time employment as [an Indeterminate Employee/a Term Employee for XX years], in the position of [title] with Department of [Dept Name] in [location]. Your appointment will take effect on [date] [and end on [date]. You will work [37.5 hours per week/40 hours per week/42 hours per week/XX hours per week on a part-time schedule/on a shift work schedule]. You will report to [position].

Your salary will start at \$\_\_\_\_\_ per annum, which represents Step [1] of Pay Range [18] in the Government of Nunavut Pay Grid. In addition, you will be eligible for a Northern Allowance of \$\_\_\_\_\_ per annum [plus a bilingual bonus of \$1,500.00 per annum]. You will be entitled to the benefits set out in the Excluded Employees Handbook.

This position is governed by the Excluded Employees Handbook and the Minister responsible for the *Public Service Act*; therefore, the terms and conditions of the Handbook and the *Public Service Act* will apply to you and are incorporated into this agreement.

In your position, you will be responsible for the duties and responsibilities, as stated in the attached job description. Please sign the job description and return it with your signed job offer. You may be assigned other duties and responsibilities related to your position by your supervisor.



	
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**First Name, Last Name - Job Offer-Page 2**

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**[Include if position is of trust or highly sensitive role]**

As this position is defined as a position of trust or highly sensitive position, your offer of employment is conditional upon an acceptable criminal records check and/ clear vulnerable sector check and verification of your qualifications. It is your responsibility to initiate a current, original criminal reference check request with your local police authority. Should a criminal record exist, you will be required to authorize the release of the details of the criminal record. Failure to do so will result in the termination of the job offer. If it is determined that the criminal record has a direct bearing on the duties of this position, the offer of employment is voided.


**[Include only if the position is neither a position of trust or a highly sensitive position]**

As this position is not defined as a position of trust nor a highly sensitive position you do not require a criminal records check. Your job offer is conditional upon verification of your qualifications.

You will also be required to take the Oath of Office and Secrecy on commencing your employment with the Employer and agree not to disclose the confidential information of the Government of Nunavut to any third party or use it for any purpose other than necessary in proper discharge of your duties. During your employment with us you will abide at all times by the Code of Values and Ethics attached to this letter.

By virtue of the employment relationship with you, the Employer will own all intellectual property rights to all written material, products, developments, inventions, improvements and ideas made, developed, discovered or conceived by you while employed with the Government of Nunavut.

You will serve a probationary period of [6 months/12 months]. If you wish to be considered for other employment opportunities within the Government of Nunavut while serving your probationary period, you will be required to obtain written authorization from the deputy head of your employing department. The authorization from the deputy head must accompany your application in order for your application to be considered.

	
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You may terminate your employment by giving at least [14 days/28 days (for certain title of Group 5 employees)] of notice in writing to the employer.

**First Name, Last Name - Job Offer-Page 3**

If you agree with the above conditions, please indicate your acceptance by signing and returning this letter to [Full Name of Staffing Consultant], Staffing Consultant with the Department of Human Resources, P.O. Box 1000, Station 430, Iqaluit, NU, X0A 0H0. You will be required to submit verification of your qualifications pertaining to education, training, experience, etc, as stated by you in your resume to Human Resources at the time of signing your job offer.

Upon commencement of your employment you should arrange to contact [Name], Compensation and Benefits Officer, Department of Finance, at (867) 975-XXXX for completing your benefits documentation. It is important this documentation be completed as soon as possible.

Salary is paid bi-weekly on a two week deferred pay system and your cheque is computer processed.

You are requested to contact the relocation office, Department of Human Resources at [RELOCATIONIQALUIT@GOV.NU.CA](mailto:RELOCATIONIQALUIT@GOV.NU.CA) as soon as possible to make arrangements for your removal.

Congratulations on your appointment. I hope you will find the work both rewarding and challenging.


With warm welcome,

Name of Staffing Consultant  
Staffing Consultant

**Attachments:**

1. Excluded Employee Handbook
2. Job Description
3. Oath of Office and Secrecy Form
4. Code of Values and Ethics
5. Employee Information Form
6. HRM 1010

Reference: <https://gov.nu.ca/human-resources/information/human-resources-manual>

	
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**First Name, Last Name - Job Offer-Page 4**

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\_\_\_\_\_

Signature

\_\_\_\_\_

Date

- CC Department of Human Resources – Personnel File  
 Department of Finance – Benefits Officer  
 Department of Human Resources – Relocation  
 Department of [XXXX] – Human Resources Manager

	
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**Job Offer – Senior Management**

Department of Human Resources  
 File: Last Name, First Name  
 Competition #: XX-XXXXXX      Position #: XX-XXXXX

**PERSONAL & CONFIDENTIAL**

[Date]

First Name, Last Name  
 Address


Dear....,

On behalf of the Government of Nunavut, I am very pleased to offer you full-time employment as [an Indeterminate Employee/a Term Employee for XX years], in the position of [title] with Department of [Dept Name] in [location]. Your appointment will take effect on [date] [and end on [date]. You will work [37.5 hours per week/40 hours per week/42 hours per week/XX hours per week on a part-time schedule/on a shift work schedule]. You will report to [position].

Your salary will start at \$XX per annum, which represents of the [percentage] of the Pay Band [insert number] of the Senior Managers’ Grid. In addition, you will be eligible for a Northern Allowance of \$XX. You will be entitled to the benefits set out in the Senior Managers’ Handbook.

This position is governed by the Senior Managers’ Handbook and the Minister responsible for the *Public Service Act*; therefore, the terms and conditions of the Senior Managers’ Handbook and the *Public Service Act* will apply to you and are incorporated into this agreement.

In your position, you will be responsible for the duties and responsibilities, as stated in the attached job description. Please sign the job description and return it with your signed job offer. You may be assigned other duties and responsibilities related to your position by your supervisor.

	
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**[Include for position of trust or highly sensitive position]**

As this position is defined as a position of trust or highly sensitive position, your offer of employment is conditional upon an acceptable criminal records check and/clear vulnerable sector check and verification of your qualifications. It is your responsibility to initiate a current, original criminal reference check request with your local police authority. Should a criminal record exist, you will be required to authorize the release of the details of the criminal record. Failure to do so will result in the termination of the job offer. If it is determined that the criminal record has a direct bearing on the duties of this position, the offer of employment is voided.


You will also be required to take the Oath of Office and Secrecy on commencing your employment with the Employer and agree not to disclose the confidential information of the Government of Nunavut to any third party or use it for any purpose other than necessary in proper discharge of your duties. During your employment with us you will abide at all times by the Code of Values and Ethics attached to this letter.

By virtue of the employment relationship with you, the Employer will own all intellectual property rights to all written material, products, developments, inventions, improvements and ideas made, developed, discovered or conceived by you while employed with the Government of Nunavut.

You will serve a probationary period of [6 months/12 months]. If you wish to be considered for other employment opportunities within the Government of Nunavut while serving your probationary period, you will be required to obtain written authorization from the deputy head of your employing department. The authorization from the deputy head must accompany your application in order for your application to be considered.

You may terminate your employment by giving at least 14 days of notice in writing to the employer.

If you agree with the above conditions, please indicate your acceptance by signing and returning this letter to [Full Name of Staffing Consultant], Staffing Consultant with the Department of Human Resources, P.O. Box 1000, Station 430, Iqaluit, NU, X0A 0H0. You will be required to submit verification of your qualifications pertaining to

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education, training, experience, etc, as stated by you in your resume to Human Resources at the time of signing your job offer.

**First Name, Last Name - Job Offer-Page 3**

Upon commencement of your employment you should arrange to contact [Name of Compensation and Benefits Officer], Department of Finance, at (867) 975-XXXX for completing your benefits documentation. It is important this documentation be completed as soon as possible.

Salary is paid bi-weekly on a two week deferred pay system and your cheque is computer processed.

You are requested to contact the relocation office, Department of Human Resources at [RELOCATIONIQALUIT@GOV.NU.CA](mailto:RELOCATIONIQALUIT@GOV.NU.CA) as soon as possible to make arrangements for your removal.

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With warm welcome,

Name of Staffing Consultant  
Staffing Consultant

**Attachments:**

1. Senior Managers' Handbook
2. Job Description
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6. HRM 1010

Reference: <https://gov.nu.ca/human-resources/information/human-resources-manual>

	
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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- CC Department of Human Resources – Personnel File  
 Department of Finance – Benefits Officer  
 Department of Human Resources – Relocation  
 Department of [????] – Human Resources Manager