

Staffing Audit Tool – Data Release: Supporting Documentation

Background Information

The Staffing Audit Tool is a Microsoft Access database application designed and developed by the staff of the Public Service Commission's audit function. The database application was used to manage and analyze data from the compliance assessment of appointment records. The information was collected between 2013 and 2016.

Dataset documentation

Staffing Audit Tool (CFPPSC_SAT01)

- **Source:** Public Service Commission Staffing Audit Tool Database

Glossary

Attribute Name	Defined Attribute Name
audit_year	Audit Publication year
ad_nonad_e	Type of process (English)
ad_nonad_f	Type of process (French)
int_ext_e	Internal or External appointment (English)
int_ext_f	Internal or External appointment (French)
ft_pt_e	Full or Part time appointment (English)
ft_pt_f	Full or Part time appointment (French)
region_e	Region of appointment (English)
region_f	Region of appointment (French)
primary_assessment_e	Was Merit Met or not? (English)
primary_assessment_f	Was Merit Met or not? (French)
pmc1_e	Did the Statement of Merit Criteria meet, at a minimum, the appropriate qualification standards? (English)
pmc1_f	Did the Statement of Merit Criteria meet, at a minimum, the appropriate qualification standards? (French)
pmc2_e	Were there differences between the French and English versions of the advertisement, including the Statement of Merit Criteria that could have had an impact on the guiding values? (English)
pmc2_f	Were there differences between the French and English versions of the advertisement, including the Statement of Merit Criteria that could have had an impact on the guiding values? (French)
pmc3_e	For an EX appointment, did the Statement of Merit Criteria respect the Treasury Board Secretariat linguistic requirements? (English)

Attribute Name	Defined Attribute Name
pmc3_f	For an EX appointment, did the Statement of Merit Criteria respect the Treasury Board Secretariat linguistic requirements? (French)
pmc4_e	For an EX appointment, did the Statement of Merit Criteria include all the key leadership competencies? (English)
pmc4_f	For an EX appointment, did the Statement of Merit Criteria include all the key leadership competencies? (French)
pc1_e	Did the organization request a priority clearance number? (English)
pc1_f	Did the organization request a priority clearance number? (French)
pc2_e	Was the priority clearance requested at the beginning of the process? (English)
pc2_f	Was the priority clearance requested at the beginning of the process? (French)
pc3_e	Were there differences between the essential qualifications, including linguistic profile, used in the request for priority clearance and those used to make the appointment decision that could have an impact on consideration of persons with priority entitlements? (English)
pc3_f	Were there differences between the essential qualifications, including linguistic profile, used in the request for priority clearance and those used to make the appointment decision that could have an impact on consideration of persons with priority entitlements? (French)
pc4_e	Were there differences between tenure, position #, group, level and conditions of employment used to obtain priority clearance and those used to make appointment decision that could have an impact on consideration of persons with priority entitlements? (English)
pc4_f	Were there differences between tenure, position #, group, level and conditions of employment used to obtain priority clearance and those used to make appointment decision that could have an impact on consideration of persons with priority entitlements? (French)
pc5_e	Were priority referrals assessed? (English)
pc5_f	Were priority referrals assessed? (French)
pc6_e	Was the letter of offer signed at least 2 working days after receiving an auto-clearance, or after receiving the priority clearance number? (English)
pc6_f	Was the letter of offer signed at least 2 working days after receiving an auto-clearance, or after receiving the priority clearance number? (French)

Attribute Name	Defined Attribute Name
pc7_e	If section 43 of the Public Service Employment Act was invoked, was there evidence to support the reasons provided for the non-application of priority entitlements? (English)
pc7_f	If section 43 of the Public Service Employment Act was invoked, was there evidence to support the reasons provided for the non-application of priority entitlements? (French)
aos1_e	Was the advertisement posted in accordance with the Public Service Commission's Policy? (English)
aos1_f	Was the advertisement posted in accordance with the Public Service Commission's Policy? (French)
aos2_e	Did the advertised area of selection comply with the Public Service Commission's Policy on Area of Selection? (English)
aos2_f	Did the advertised area of selection comply with the Public Service Commission's Policy on Area of Selection? (French)
aos3_e	Did the advertised area of selection comply with the organization's policy on area of selection? (English)
aos3_f	Did the advertised area of selection comply with the organization's policy on area of selection? (French)
aos4_e	Was the decision to limit the area of selection to members of designated groups consistent with the organization's employment equity plan or human resources plan? (English)
aos4_f	Was the decision to limit the area of selection to members of designated groups consistent with the organization's employment equity plan or human resources plan? (French)
aos5_e	Did the original advertisement allow for this appointment to be made? (English)
aos5_f	Did the original advertisement allow for this appointment to be made? (French)
aos6_e	Is the appointee in the area of selection? (English)
aos6_f	Is the appointee in the area of selection? (French)
cp1_e	Was there a rationale? (English)
cp1_f	Was there a rationale? (French)
cp2_e	Did the rationale demonstrate how the process met the established organizational criteria for non-advertised processes? (English)
cp2_f	Did the rationale demonstrate how the process met the established organizational criteria for non-advertised processes? (French)
cp3_e	Did the choice of appointment process (use of non-advertised process) consider the guiding values? (English)
cp3_f	Did the choice of appointment process (use of non-advertised process) consider the guiding values? (French)
asmt1a_e	Was a risk to the guiding values identified at the screening stage? (English)

Attribute Name	Defined Attribute Name
asmt1a_f	Was a risk to the guiding values identified at the screening stage? (French)
amst1b_e	Was a risk to the guiding values identified at the written exam stage? (English)
amst1b_f	Was a risk to the guiding values identified at the written exam stage? (French)
amst1c_e	Was a risk to the guiding values identified at the interview stage? (English)
amst1c_f	Was a risk to the guiding values identified at the interview stage? (French)
amst1d_e	Was a risk to the guiding values identified at the reference checks stage? (English)
amst1d_f	Was a risk to the guiding values identified at the reference checks stage? (French)
amst1e_e	Did the completion of the assessment board report present a risk to the guiding values? (English)
amst1e_f	Did the completion of the assessment board report present a risk to the guiding values? (French)
asmt2_e	Was each and every element in the Statement of Merit Criteria that was used to make the appointment assessed individually? (English)
asmt2_f	Was each and every element in the Statement of Merit Criteria that was used to make the appointment assessed individually? (French)
asmt3_e	Did the appointee meet the advertised official languages requirements? (English)
asmt3_f	Did the appointee meet the advertised official languages requirements? (French)
asmt4_e	For a non-imperative appointment, an agreement to become bilingual was completed and signed by the appointee? (English)
asmt4_f	For a non-imperative appointment, an agreement to become bilingual was completed and signed by the appointee? (French)
asmt5_e	Does the appointee meet the greater of either the advertised education or qualification standard? (English)
asmt5_f	Does the appointee meet the greater of either the advertised education or qualification standard? (French)
asmt6_e	Did the appointee meet all essential qualifications other than official languages and education? (English)
asmt6_f	Did the appointee meet all essential qualifications other than official languages and education? (French)
asmt7_e	Did the appointee meet the asset qualifications, operational requirements and organizational needs used to make the appointment decision? (English)

Attribute Name	Defined Attribute Name
asmt7_f	Did the appointee meet the asset qualifications, operational requirements and organizational needs used to make the appointment decision? (French)
asmt8_e	[EX only] Are the merit criteria, including the key leadership competencies, assessed through a structured interview, a structured reference check and any additional assessment tools necessary to provide clear evidence for appointment decisions? (English)
asmt8_f	[EX only] Are the merit criteria, including the key leadership competencies, assessed through a structured interview, a structured reference check and any additional assessment tools necessary to provide clear evidence for appointment decisions? (French)
idn1_e	Were the first and second notifications issued? (English)
idn1_f	Were the first and second notifications issued? (French)
idn2_e	Was the period for notification of consideration at least 5 calendar days? (English)
idn2_f	Was the period for notification of consideration at least 5 calendar days? (French)
idn3_e	Did the period for the notification of consideration comply with the organization's policy? (English)
idn3_f	Did the period for the notification of consideration comply with the organization's policy? (French)
idn4_e	Were the tenure and official languages profile in the first notification the same as the position requirements? (English)
idn4_f	Were the tenure and official languages profile in the first notification the same as the position requirements? (French)
idn5_e	Did first and second notifications have the same area of selection and recourse as the advertisement? (English)
idn5_f	Did first and second notifications have the same area of selection and recourse as the advertisement? (French)
idn6_e	Was the area of recourse indicated in the second notification compliant with the organization's policy? (English)
idn6_f	Was the area of recourse indicated in the second notification compliant with the organization's policy? (French)
idn7_e	For acting appointments of 4 months or more, was the information regarding acting appointment issued? (English)
idn7_f	For acting appointments of 4 months or more, was the information regarding acting appointment issued? (French)
idn8_e	Were eliminated candidates offered informal discussion? (English)
idn8_f	Were eliminated candidates offered informal discussion? (French)

Attribute Name	Defined Attribute Name
idn9_e	For internal processes, were the qualifications used to make the appointment the same as those on the notification of consideration or the notice? (English)
idn9_f	For internal processes, were the qualifications used to make the appointment the same as those on the notification of consideration or the notice? (French)
sa1_e	Is the justification of the reasons for the appointment decision (right-fit) compliant with the Public Service Commission's Appointment Framework? (English)
sa1_f	Is the justification of the reasons for the appointment decision (right-fit) compliant with the Public Service Commission's Appointment Framework? (French)
sa2_e	Was the letter of offer for the appointee issued after the required waiting period had expired? (English)
sa2_f	Was the letter of offer for the appointee issued after the required waiting period had expired? (French)
sa3_e	Was the letter of offer signed by an official with the appropriate sub-delegation at the time of the appointment? (English)
sa3_f	Was the letter of offer signed by an official with the appropriate sub-delegation at the time of the appointment? (French)
sa4_e	Was the letter of offer signed and dated by the appointee? (English)
sa4_f	Was the letter of offer signed and dated by the appointee? (French)
sa5_e	Was the tenure in the letter of offer the same as advertised? (English)
sa5_f	Was the tenure in the letter of offer the same as advertised? (French)
sa6_e	Did the language profile stated in the letter of offer match the advertised position requirements? (English)
sa6_f	Did the language profile stated in the letter of offer match the advertised position requirements? (French)
sa7_e	Did the letter of offer set out all advertised conditions of employment? (English)
sa7_f	Did the letter of offer set out all advertised conditions of employment? (French)
sa8_e	Did the appointee meet all conditions of employment prior to appointment? (English)
sa8_f	Did the appointee meet all conditions of employment prior to appointment? (French)
sa9_e	Was the oath or solemn affirmation taken and subscribed by the appointee on or before the date the person started working? (English)

Attribute Name	Defined Attribute Name
sa9_f	Was the oath or solemn affirmation taken and subscribed by the appointee on or before the date the person started working? (French)
oth1_e	If there is evidence on file that the HR Advisor provided advice and guidance, did it comply with the Appointment Framework? (English)
oth1_f	If there is evidence on file that the HR Advisor provided advice and guidance, did it comply with the Appointment Framework? (French)
oth2_e	If the advice given was compliant (refer to OTH1), was it followed by the hiring manager? (English)
oth2_f	If the advice given was compliant (refer to OTH1), was it followed by the hiring manager? (French)
oth3_e	Are there indicators of error, omission or improper conduct in the appointment? (English)
oth3_f	Are there indicators of error, omission or improper conduct in the appointment? (French)
oth4_e	Was the non-advertised approval process consistent with the organization's policy (when applicable)? (English)
oth4_f	Was the non-advertised approval process consistent with the organization's policy (when applicable)? (French)
pmc1_assessment_e	Conclusion based on responses to pmc1 (English)
pmc1_assessment_f	Conclusion based on responses to pmc1 (French)
pmc2_assessment_e	Conclusion based on responses to pmc2 (English)
pmc2_assessment_f	Conclusion based on responses to pmc2 (French)
pmc3_assessment_e	Conclusion based on responses to pmc3_assessment (English)
pmc3_assessment_f	Conclusion based on responses to pmc3_assessment (French)
pmc4_assessment_e	Conclusion based on responses to pmc4_assessment (English)
pmc4_assessment_f	Conclusion based on responses to pmc4_assessment (French)
pc1_assessment_e	Conclusion based on responses to pc1_assessment (English)
pc1_assessment_f	Conclusion based on responses to pc1_assessment (French)
pc2_assessment_e	Conclusion based on responses to pc2_assessment (English)
pc2_assessment_f	Conclusion based on responses to pc2_assessment (French)
pc3_assessment_e	Conclusion based on responses to pc3_assessment (English)
pc3_assessment_f	Conclusion based on responses to pc3_assessment (French)

Attribute Name	Defined Attribute Name
pc4_assessment_e	Conclusion based on responses to pc4_assessment (English)
pc4_assessment_f	Conclusion based on responses to pc4_assessment (French)
pc5_assessment_e	Conclusion based on responses to pc5_assessment (English)
pc5_assessment_f	Conclusion based on responses to pc5_assessment (French)
pc7_assessment_e	Conclusion based on responses to pc7_assessment (English)
pc7_assessment_f	Conclusion based on responses to pc7_assessment (French)
cp7_assessment_e	Conclusion based on responses to cp7_assessment (English)
cp7_assessment_f	Conclusion based on responses to cp7_assessment (French)
aos1_assessment_e	Conclusion based on responses to aos1_assessment (English)
aos1_assessment_f	Conclusion based on responses to aos1_assessment (French)
aos2_assessment_e	Conclusion based on responses to aos2_assessment (English)
aos2_assessment_f	Conclusion based on responses to aos2_assessment (French)
aos3_assessment_e	Conclusion based on responses to aos3_assessment (English)
aos3_assessment_f	Conclusion based on responses to aos3_assessment (French)
aos4_assessment_e	Conclusion based on responses to aos4_assessment (English)
aos4_assessment_f	Conclusion based on responses to aos4_assessment (French)
aos5_assessment_e	Conclusion based on responses to aos5_assessment (English)
aos5_assessment_f	Conclusion based on responses to aos5_assessment (French)
aos6_assessment_e	Conclusion based on responses to aos6_assessment (English)
aos6_assessment_f	Conclusion based on responses to aos6_assessment (French)
cp1_assessment_e	Conclusion based on responses to cp1_assessment (English)
cp1_assessment_f	Conclusion based on responses to cp1_assessment (French)

Attribute Name	Defined Attribute Name
cp2_assessment_e	Conclusion based on responses to cp2_assessment (English)
cp2_assessment_f	Conclusion based on responses to cp2_assessment (French)
cp3_assessment_e	Conclusion based on responses to cp3_assessment (English)
cp3_assessment_f	Conclusion based on responses to cp3_assessment (French)
asmt1a_assessment_e	Conclusion based on responses to asmt1a_assessment (English)
asmt1a_assessment_f	Conclusion based on responses to asmt1a_assessment (French)
asmt1b_assessment_e	Conclusion based on responses to asmt1b_assessment (English)
asmt1b_assessment_f	Conclusion based on responses to asmt1b_assessment (French)
asmt1c_assessment_e	Conclusion based on responses to asmt1c_assessment (English)
asmt1c_assessment_f	Conclusion based on responses to asmt1c_assessment (French)
asmt1d_assessment_e	Conclusion based on responses to asmt1d_assessment (English)
asmt1d_assessment_f	Conclusion based on responses to asmt1d_assessment (French)
asmt1e_assessment_e	Conclusion based on responses to asmt1e_assessment (English)
asmt1e_assessment_f	Conclusion based on responses to asmt1e_assessment (French)
asmt2_assessment_e	Conclusion based on responses to asmt2_assessment (English)
asmt2_assessment_f	Conclusion based on responses to asmt2_assessment (French)
asmt3_assessment_e	Conclusion based on responses to asmt3_assessment (English)
asmt3_assessment_f	Conclusion based on responses to asmt3_assessment (French)
asmt4_assessment_e	Conclusion based on responses to asmt4_assessment (English)
asmt4_assessment_f	Conclusion based on responses to asmt4_assessment (French)
asmt5_assessment_e	Conclusion based on responses to asmt5_assessment (English)
asmt5_assessment_f	Conclusion based on responses to asmt5_assessment (French)

Attribute Name	Defined Attribute Name
asmt6_assessment_e	Conclusion based on responses to asmt6_assessment (English)
asmt6_assessment_f	Conclusion based on responses to asmt6_assessment (French)
asmt7_assessment_e	Conclusion based on responses to asmt7_assessment (English)
asmt7_assessment_f	Conclusion based on responses to asmt7_assessment (French)
asmt8_assessment_e	Conclusion based on responses to asmt8_assessment (English)
asmt8_assessment_f	Conclusion based on responses to asmt8_assessment (French)
idn1_assessment_e	Conclusion based on responses to idn1_assessment (English)
idn1_assessment_f	Conclusion based on responses to idn1_assessment (French)
idn2_assessment_e	Conclusion based on responses to idn2_assessment (English)
idn2_assessment_f	Conclusion based on responses to idn2_assessment (French)
idn3_assessment_e	Conclusion based on responses to idn3_assessment (English)
idn3_assessment_f	Conclusion based on responses to idn3_assessment (French)
idn4_assessment_e	Conclusion based on responses to idn4_assessment (English)
idn4_assessment_f	Conclusion based on responses to idn4_assessment (French)
idn5_assessment_e	Conclusion based on responses to idn4_assessment (English)
idn5_assessment_f	Conclusion based on responses to idn4_assessment (French)
idn6_assessment_e	Conclusion based on responses to idn6_assessment (English)
idn6_assessment_f	Conclusion based on responses to idn6_assessment (French)
idn7_assessment_e	Conclusion based on responses to idn7_assessment (English)
idn7_assessment_f	Conclusion based on responses to idn7_assessment (French)
idn8_assessment_e	Conclusion based on responses to idn8_assessment (English)
idn8_assessment_f	Conclusion based on responses to idn8_assessment (French)

Attribute Name	Defined Attribute Name
idn9_assessment_e	Conclusion based on responses to idn9_assessment (English)
idn9_assessment_f	Conclusion based on responses to idn9_assessment (French)
sa1_assessment_e	Conclusion based on responses to sa1_assessment (English)
sa1_assessment_f	Conclusion based on responses to sa1_assessment (French)
sa2_assessment_e	Conclusion based on responses to sa2_assessment (English)
sa2_assessment_f	Conclusion based on responses to sa2_assessment (French)
sa3_assessment_e	Conclusion based on responses to sa3_assessment (English)
sa3_assessment_f	Conclusion based on responses to sa3_assessment (French)
sa4_assessment_e	Conclusion based on responses to sa4_assessment (English)
sa4_assessment_f	Conclusion based on responses to sa4_assessment (French)
sa5_assessment_e	Conclusion based on responses to sa5_assessment (English)
sa5_assessment_f	Conclusion based on responses to sa5_assessment (French)
sa6_assessment_e	Conclusion based on responses to sa6_assessment (English)
sa6_assessment_f	Conclusion based on responses to sa6_assessment (French)
sa7_assessment_e	Conclusion based on responses to sa7_assessment (English)
sa7_assessment_f	Conclusion based on responses to sa7_assessment (French)
sa8_assessment_e	Conclusion based on responses to sa8_assessment (English)
sa8_assessment_f	Conclusion based on responses to sa8_assessment (French)
sa9_assessment_e	Conclusion based on responses to sa9_assessment (English)
sa9_assessment_f	Conclusion based on responses to sa9_assessment (French)
oth1_assessment_e	Conclusion based on responses to oth1_assessment (English)
oth1_assessment_f	Conclusion based on responses to oth1_assessment (French)

Attribute Name	Defined Attribute Name
oth2_assessment_e	Conclusion based on responses to oth2_assessment (English)
oth2_assessment_f	Conclusion based on responses to oth2_assessment (French)
oth3_assessment_e	Conclusion based on responses to oth3_assessment (English)
oth3_assessment_f	Conclusion based on responses to oth3_assessment (French)
oth4_assessment_e	Conclusion based on responses to oth4_assessment (English)
oth4_assessment_f	Conclusion based on responses to oth4_assessment (French)