

## System-Wide Staffing Audit – Data Release: Supporting Documentation

### Background Information

An Excel database was used to gather and analyze answers from the Audit Program questions in order to fulfill the audit objectives. The audit covered the period of April 1, 2016, to November 30, 2016. The objectives of the System-Wide Staffing Audit were: to determine progress on implementing the New Direction in Staffing requirements; to assess adherence to the *Public Service Employment Act* (PSEA) and other applicable statutes, the Appointment Policy, and the Appointment Delegation and Accountability Instrument; and to gauge stakeholders' awareness and understanding of New Direction in Staffing requirements as well as their roles and responsibilities. The questions below were used to assess adherence to the PSEA and other applicable statutes, the Appointment Policy, and the Appointment Delegation and Accountability Instrument.

### List of Questions

Question number	Question
aos1	If an exception to the national area of selection requirement was applied for an external advertised appointment process, was it approved by the DH?
pc1	Did the organization request and obtain a PSC priority clearance number for the appointment?
pc2	For the following, were there differences between the criteria used in the request for PSC priority clearance and those applied in the appointment decision that might not have allowed persons with a priority entitlement to be considered:
pc2-a	Essential qualifications
pc2-b	Type of employment (indeterminate vs determinate / full-time vs part-time vs seasonal), location, group & level
pc2-c	Conditions of employment
pc2-d	Appointment process type (internal vs external)
pc3	Were persons with a priority entitlement assessed?
ol1	Were there differences, that could have had an impact on persons eligible to apply/participate in this appointment process or its outcome, between the French and the English versions of the following:
ol1-a	PSC priority clearance request (Essential qualifications and conditions of employment)
ol1-b	Advertisement
ol1-c	Assessment tools
ol1-d	Notifications
asmt1	Did the essential qualifications meet or exceed any applicable qualification standards (i.e. education, professional designation, official languages for EX) established by the employer?

Question number	Question
asmt2	Was PSC approval obtained prior to using psychological tests of intelligence, personality, integrity and aptitude tests, and tests of mental health?
merit1	Did the person to be appointed meet each essential qualification applied in the appointment decision including:
merit1-a	Essential qualifications
merit1-b	Official language proficiency
merit1-c	The greater of the education/occupational certification or the applicable qualification standard
merit2	Did the person to be appointed meet any asset qualifications, operational requirements and organizational needs applied in the appointment decision?
merit2-a	Assets qualifications
merit2-b	Operational requirements
merit2-c	Organizational needs
pref1	For an advertised external appointment process, was the order of preference respected?
appt1	Did the person who made the offer of appointment sign the attestation form prior to making this offer?
appt2	For an appointment of a person coming from outside the public service, was the oath or solemn affirmation taken and subscribed on or before the appointment takes effect?
oth1	Is there evidence of possible concern regarding the appointment decision that may warrant a further review by the DH or the PSC?
oth2	Were there differences, which could have had an impact on the person entitled to be notified, between the criteria used in the notification of consideration and those applied in the appointment decision?

## Dataset documentation

### System-Wide Staffing Audit (CFPPSC\_SWSA01)

- **Source:** Public Service Commission's System-Wide Staffing Audit Database
- **Note:** A long response was not always needed to answer a question. Therefore some cells have been left blank as a further response was not required.

## Glossary

Attribute Name	Defined Attribute Name
record_id	Audit File number
type_of_appointment_e	External or Internal / Advertised or Non-Advertised (English)
type_of_appointment_f	External or Internal / Advertised or Non-Advertised (French)

Attribute Name	Defined Attribute Name
position_language_e	Linguistic profile of appointment (English)
position_language_f	Linguistic profile of appointment (French)
aos1:_long_response_e	Standardized Long answer to Audit program question (English)
aos1:_long_response_f	Standardized Long answer to Audit program question (French)
aos1:_conclusion_e	Standardized conclusion linked to response (English)
aos1:_conclusion_f	Standardized conclusion linked to response (French)
pc1:_long_response_e	Standardized Long answer to Audit program question (English)
pc1:_long_response_f	Standardized Long answer to Audit program question (French)
pc1:_conclusion_e	Standardized conclusion linked to response (English)
pc1:_conclusion_f	Standardized conclusion linked to response (French)
pc2-a:_long_response_e	Standardized Long answer to Audit program question (English)
pc2-a:_long_response_f	Standardized Long answer to Audit program question (French)
pc2-a:_conclusion_e	Standardized conclusion linked to response (English)
pc2-a:_conclusion_f	Standardized conclusion linked to response (French)
pc2-b:_long_response_e	Standardized Long answer to Audit program question (English)
pc2-b:_long_response_f	Standardized Long answer to Audit program question (French)
pc2-b:_conclusion_e	Standardized conclusion linked to response (English)
pc2-b:_conclusion_f	Standardized conclusion linked to response (French)
pc2-c:_long_response_e	Standardized Long answer to Audit program question (English)
pc2-c:_long_response_f	Standardized Long answer to Audit program question (French)
pc2-c:_conclusion_e	Standardized conclusion linked to response (English)
pc2-c:_conclusion_f	Standardized conclusion linked to response (French)
pc2-d:_long_response_e	Standardized Long answer to Audit program question (English)
pc2-d:_long_response_f	Standardized Long answer to Audit program question (French)
pc2-d:_conclusion_e	Standardized conclusion linked to response (English)
pc2-d:_conclusion_f	Standardized conclusion linked to response (French)
pc3:_long_response_e	Standardized Long answer to Audit program question (English)
pc3:_long_response_f	Standardized Long answer to Audit program question (French)
pc3:_conclusion_e	Standardized conclusion linked to response (English)
pc3:_conclusion_f	Standardized conclusion linked to response (French)

Attribute Name	Defined Attribute Name
ol1-a:_long_response_e	Standardized Long answer to Audit program question (English)
ol1-a:_long_response_f	Standardized Long answer to Audit program question (French)
ol1-a:_conclusion_e	Standardized conclusion linked to response (English)
ol1-a:_conclusion_f	Standardized conclusion linked to response (French)
ol1-b:_long_response_e	Standardized Long answer to Audit program question (English)
ol1-b:_long_response_f	Standardized Long answer to Audit program question (French)
ol1-b:_conclusion_e	Standardized conclusion linked to response (English)
ol1-b:_conclusion_f	Standardized conclusion linked to response (French)
ol1-c:_long_response_e	Standardized Long answer to Audit program question (English)
ol1-c:_long_response_f	Standardized Long answer to Audit program question (French)
ol1-c:_conclusion_e	Standardized conclusion linked to response (English)
ol1-c:_conclusion_f	Standardized conclusion linked to response (French)
ol1-d:_long_response_e	Standardized Long answer to Audit program question (English)
ol1-d:_long_response_f	Standardized Long answer to Audit program question (French)
ol1-d:_conclusion_e	Standardized conclusion linked to response (English)
ol1-d:_conclusion_f	Standardized conclusion linked to response (French)
asmt1:_long_response_e	Standardized Long answer to Audit program question (English)
asmt1:_long_response_f	Standardized Long answer to Audit program question (French)
asmt1:_conclusion_e	Standardized conclusion linked to response (English)
asmt1:_conclusion_f	Standardized conclusion linked to response (French)
asmt2:_long_response_e	Standardized Long answer to Audit program question (English)
asmt2:_long_response_f	Standardized Long answer to Audit program question (French)
asmt2:_conclusion_e	Standardized conclusion linked to response (English)
asmt2:_conclusion_f	Standardized conclusion linked to response (French)
merit1-a:_long_response_e	Standardized Long answer to Audit program question (English)
merit1-a:_long_response_f	Standardized Long answer to Audit program question (French)
merit1-a:_conclusion_e	Standardized conclusion linked to response (English)
merit1-a:_conclusion_f	Standardized conclusion linked to response (French)
merit1-b:_long_response_e	Standardized Long answer to Audit program question (English)

Attribute Name	Defined Attribute Name
merit1-b:_long_response_f	Standardized Long answer to Audit program question (French)
merit1-b:_conclusion_e	Standardized conclusion linked to response (English)
merit1-b:_conclusion_f	Standardized conclusion linked to response (French)
merit1-c:_long_response_e	Standardized Long answer to Audit program question (English)
merit1-c:_long_response_f	Standardized Long answer to Audit program question (French)
merit1-c:_conclusion_e	Standardized conclusion linked to response (English)
merit1-c:_conclusion_f	Standardized conclusion linked to response (French)
merit2-a:_long_response_e	Standardized Long answer to Audit program question (English)
merit2-a:_long_response_f	Standardized Long answer to Audit program question (French)
merit2-a:_conclusion_e	Standardized conclusion linked to response (English)
merit2-a:_conclusion_f	Standardized conclusion linked to response (French)
merit2-b:_long_response_e	Standardized Long answer to Audit program question (English)
merit2-b:_long_response_f	Standardized Long answer to Audit program question (French)
merit2-b:_conclusion_e	Standardized conclusion linked to response (English)
merit2-b:_conclusion_f	Standardized conclusion linked to response (French)
merit2-c:_long_response_e	Standardized Long answer to Audit program question (English)
merit2-c:_long_response_f	Standardized Long answer to Audit program question (French)
merit2-c:_conclusion_e	Standardized conclusion linked to response (English)
merit2-c:_conclusion_f	Standardized conclusion linked to response (French)
pref1:_long_response_e	Standardized Long answer to Audit program question (English)
pref1:_long_response_f	Standardized Long answer to Audit program question (French)
pref1:_conclusion_e	Standardized conclusion linked to response (English)
pref1:_conclusion_f	Standardized conclusion linked to response (French)
appt1:_long_response_e	Standardized Long answer to Audit program question (English)
appt1:_long_response_f	Standardized Long answer to Audit program question (French)
appt1:_conclusion_e	Standardized conclusion linked to response (English)
appt1:_conclusion_f	Standardized conclusion linked to response (French)
appt2:_long_response_e	Standardized Long answer to Audit program question (English)
appt2:_long_response_f	Standardized Long answer to Audit program question (French)

Attribute Name	Defined Attribute Name
appt2:_conclusion_e	Standardized conclusion linked to response (English)
appt2:_conclusion_f	Standardized conclusion linked to response (French)
oth1:_long_response_e	Standardized Long answer to Audit program question (English)
oth1:_long_response_f	Standardized Long answer to Audit program question (French)
oth1:_conclusion_e	Standardized conclusion linked to response (English)
oth1:_conclusion_f	Standardized conclusion linked to response (French)
oth2:_long_response_e	Standardized Long answer to Audit program question (English)
oth2:_long_response_f	Standardized Long answer to Audit program question (French)
oth2:_conclusion_e	Standardized conclusion linked to response (English)
oth2:_conclusion_f	Standardized conclusion linked to response (French)