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Public Service Commission  
of Canada

Commission de la fonction publique  
du Canada

## Managers' Attestation Form – Priority Entitlements

In registering \_\_\_\_\_ in the priority inventory  
(name of person with a priority entitlement)

I, \_\_\_\_\_, am attesting that \_\_\_\_\_  
(name of current manager) (name of home organization)

would be prepared to appoint the employee to a suitable position, commensurate with their qualifications, if such a position were available.

I understand and agree to the following:

- The Priority Entitlements Program is not an appropriate means to address concerns such as performance, incapacity or discipline that may affect the person's ability to find alternative employment;
- It is the responsibility of my organization to raise any such concerns with the Public Service Commission (the Commission) when registering the person with a priority entitlement;
- Working to resolve such concerns with the person with a priority entitlement and the Commission during the period that the person has an active priority entitlement remains my organization's responsibility;
- I may be asked to provide a reference for this person; and
- The Commission will refer persons with a priority entitlement who demonstrate significant performance, incapacity or discipline issues solely to the home organization, in the case of indeterminate appointments.

\_\_\_\_\_  
Manager's signature

\_\_\_\_\_  
Date (dd/mm/yy)

Home organization: For an employee with a surplus priority entitlement, please scan the completed form and send it via email to the Commission and keep a copy in the person's personnel file.