

QUICK TIPS SELECTION PANEL

Composition

Diversity on the Search Committee allows a wider perspective, which is valuable in assessing candidates' qualifications. In the selection process, barriers arise as a natural tendency to "clone" and in assessing candidates from a set of experiences or career paths that is too narrowly defined. Studies have indicated that better problem-solving and creative decision-making are made by more diverse groups.

While representation from designated groups is appropriate on all search committees it is particularly important (and best practice) when a member (or members) of a designated group are to be interviewed. .

The Employment Equity Policy requires that Departments make every effort to have a member of a designated group on Selection Panels when a candidate has identified as a member of a designated group.

A diversity Selection Panel Pool has been established to assist with this directive. Names and contact information of over 70 current public servants from the designated groups is available for hiring managers. These public servants, with the support of their supervisors, have volunteered to assist in the selection process and have completed the Recruitment and Selection training. Contact the Diversity Unit or your HR consultant for more information.

In addition to understanding its obligations under such policies as the Fair Hiring Policy and the Employment Equity Policy, it is important that the Search Committee understand its obligations under Human Rights legislation, be knowledgeable of the goals established in the Departmental Employment Equity Plans, and be well-versed in current selection process methods. This is not just knowing the letter of the law, but understanding how assumptions about experience and qualifications may be discriminatory and interfere with sound decisions. Recognizing the possibility of unconscious bias is the first step to eliminating it.

Remember - An equitable process:

- focuses on objective, job-related criteria;
- allows people opportunities to present their full qualifications for the job; and
- evaluates people on the basis of their ability to meet those objective job requirements and organizational goals.