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## Appendix 3-O STANDING COMMITTEE ON HUMAN RESOURCES GUIDELINES

*(This form must be submitted on 8½ x11" paper)*

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1. Name of candidate.

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2. Name of Agency, Board, or Commission (ABC) and the function of the ABC.

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3. What qualifications are necessary to be a member of this ABC?

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4. In what respect does this candidate satisfy the qualifications described in question #3?

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5. Does the ABC currently meet the affirmative action and gender equality policies of the government?

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6. What is the current remuneration for this position on the ABC?

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7. If the current remuneration is under review, what was the last known remuneration for this position?

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8. If the answer to question #6 is \$100 or more per day, a current resume or CV of the applicant must be attached to this form!

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\*\* **Please note** that the information reviewed on any resume or CV will be completed by the Committee "in-camera" and not released to the media excepting that should the applicant be the successful candidate to the position on the ABC. If successful, the resume will be open to public scrutiny.

9. Was this vacant position advertised within the last 12 months? Please describe in detail when the ad was published and where these advertisements occurred.

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10. How many responses came from the advertisements?

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11. Was this person solicited to apply for this position?

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12. If applicable, list any special circumstances that the department feels the committee should be aware of when considering this appointment. (Letters from the Minister or ABC can be attached)

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13. It is my opinion as the Minister responsible for the ABC that from the candidates that applied to the position that this is the best qualified person to carry out the duties of this position.

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Date

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Signature

**Please note** that “not applicable” (n/a) is not considered to be an answer to any of the above questions.

**Please note** that these guidelines may have what some would view as similar information to that contained on the Form “A,” however, if both the guidelines and the Form “A” are not filled out in their entirety, the Standing Committee on Human Resources will not approve the appointment.