

## SMALL AGENCY BROADCAST EMAIL #5

### Notification

The new *Public Service Employment Act* (PSEA) emphasizes the importance of values when making appointments. The appointment values of transparency and fairness are supported by the new **notification** process in the *Act*. You will be introduced to the notification process when you take part in an internal appointment process.

Notification allows persons involved in internal appointment processes to be informed of appointment decisions before they are finalized. As a mandatory part of the internal appointment process, notification applies to both advertised and non-advertised processes.

### What do you need to know?

- Notification is a two-step process for all internal appointments as it includes two separate and written notifications: a notification of consideration, and a notification of appointment or proposed appointment.
- Everyone in the area of selection who participated in an advertised process, as well as everyone in the area of selection for a non-advertised process, receives the two notifications.
- The **notification of consideration** is issued once the assessment for an appointment is complete. The notification provides the name(s) of the person(s) being considered for appointment. At this point, the appointment decision is not yet final.
- A **waiting period** of a minimum of five calendar days must be respected between the first and second notifications. During the waiting period, no appointments or proposed appointments may be made. This period provides the last opportunity for an informal discussion between the candidates and the manager before the decision is finalized.
- After the waiting period, the second step requires the manager to provide a **notification of appointment or proposed appointment**. This notification advises the persons involved of who is being proposed for appointment, as well as of their right to make a complaint to the Public Service Staffing Tribunal and the grounds for doing so. At this point, the appointment **decision is final**. As the manager has the discretion to change his or her mind during the waiting period (for example, because of information received during an informal discussion, budget cuts, priority referral or a staffing freeze), the person or persons named in the second notification may not be the same person(s) who were identified in the notification of consideration.

For more information, please consult the [PSC Regional Staffing Consultants](#). Check out the [Communications Resource Centre](#) for more PSEA-related material.