



Manager's Handbook on Staffing and Recruitment

Revised (October 2001)

GLOSSARY

The glossary has been prepared to give you informal explanations for common staffing terms.

These explanations are not meant to replace the technical/legal definitions.

Term	Explanation
Aboriginal person (as a designated group)	North American Indian or a member of a First Nation, a Métis or an Inuit. North American Indians or members of a First Nation include status, treaty and registered Indians, as well as non-status and non-registered Indians.
Accommodation	Tailoring a work rule, practice, condition or requirement to the specific needs of an individual.
Acting Appointment	The temporary assignment of an employee to the duties of a higher position where the difference in the maximum rates of pay constitutes a promotion. Acting appointments of four months or less are not subject to appeal.
Anticipatory Staffing	Conducting a selection process to fill anticipated future vacancies. Although you do not require priority clearance to initiate the process, you do require clearance prior to making any appointment.
Appeal	The recourse process for an individual who has not been selected for an appointment in a closed competition or without competition. An appeal board determines if the appointment was made according to merit.
Application	Written information provided by a candidate to be considered for a selection process. This can be done electronically or in print form and may include such items as an application form, a covering letter, a résumé, and other information required.
Area of Selection	The geographic/ occupational/ organizational parameters candidates must be within to be eligible for appointment. In a non-competitive process, the area of selection indicates who has the right of appeal.
Assignment	New functions given to an employee for a temporary period at the same level. Employees resume their former duties at the end of the assignment. The term refers to an assignment internal to a department.
Bilingual Position	Positions requiring the use of both official languages. They may be staffed on an imperative or non-imperative basis.
Bona fide occupational requirement	A requirement that is necessary for the accomplishment of the job
Casual Employment	An appointment to the Public Service for not more than 90 calendar days. The person cannot work in one department more than 125 days in any year nor enter closed competitions.
Closed Competition	A competition open only to persons employed in the Public Service.
Competition Notice	The mechanism used to inform potential candidates of vacancies (immediate or anticipated). A notice may be formal (poster/Internet) or informal (electronic mail).
Conditions of Employment	Requirements, such as medical and security clearances, which must be met before appointment. Candidates may be placed on an eligibility list before it is determined that they meet such conditions, but they cannot be appointed until the conditions are met.

Deployment	The voluntary movement of an employee to a new job that does not constitute a promotion or change of tenure and cuts ties to their former position.
Deployment Complaint	The recourse mechanism for a deployed employee or any employee in the unit where they are deployed. The only grounds for a complaint are that there was an abuse of authority or that the deployment was not made in accordance with the PSEA.
Designated groups	Under the Employment Equity Act, women, Aboriginal peoples, members of a visible minority group and persons with disabilities
Disclosure	The mandatory process where parties in an appeal exchange pertinent information.
Diversity	Refers to all the ways in which people are different from one another; to honour these individual attributes is to value and respect each other.
Double Banking	The traditional wording used to describe the appointment of more than one employee to the same position.
Duty to accommodate	Your obligation to take appropriate steps to eliminate discrimination against candidates in the selection process and after an individual is appointed. A rule, practice or some other barrier may inadvertently discriminate against individuals, for example, because of their disability, family status or religion. Appropriate steps would remove such barriers if to do so does not cause "undue hardship" such as compromise safety or health, or cost too much
Eligibility List	A list of qualified candidates created as a result of a competition.
Employees Who Become Disabled — Priority pursuant to the PSE Regulations	The priority entitlement refers to employees who become disabled (in the workplace or away from the workplace), and are certified ready to return to work within two years of becoming disabled.
Employment Equity Program	A program of recruitment, development, promotion or some other goal that specifically targets one or all of the designated groups.
Imperative Staffing	The requirement that the person about to be appointed meet the language requirements of the position at the time of appointment.
Individual Merit	A person is assessed and found qualified for appointment without being compared to others. Individual merit appointments can only be made in the circumstances described in the PSER.
Layoff — Priority pursuant to the PSE Act	The priority entitlement refers to employees who have been laid off owing to lack of work, discontinuance of a function, or the transfer of work or a function outside the Public Service (alternative service delivery initiative).
Leave of Absence — Priority pursuant to the PSE Act	The priority entitlement refers to indeterminate employees on leave whose position has been backfilled behind them on an indeterminate basis, and to employees who have been appointed or deployed indeterminately to the position for which leave has been granted where the employee on leave is returning to the position. (Note that Leaves of Absence are granted pursuant to the Financial Administration Act or Collective Agreements, not the Public Service Employment Act).
Member of a visible minority group (as a designated group)	Someone (other than an Aboriginal person as defined above) who is non-white in colour/race, regardless of place of birth
Members of Canadian Armed Forces and RCMP Who Become Disabled — Priority pursuant to the PSE Regulations	The priority entitlement refers to members of the Canadian Armed Forces and RCMP who become disabled as a result of service in a special duty area, are discharged for medical reasons and are certified ready to return to work within two years of being discharged because of the disability.

Ministers' Staffs — Priority pursuant to the PSE Act	The priority entitlement refers to a person who was an employee of the Public Service immediately before becoming employed in the Minister's office; or a person who, while employed in the office of a Minister, qualified for appointment to the Public Service under the PSEA; or a person who has, for at least three years, been employed as an Executive Assistant, Special Assistant or Private Secretary, or in any of those capacities successively.
Merit	Merit involves the application of values in our staffing actions. No formal definition exists for this term. See Relative and Individual Merit.
Named Referrals	The common expression used to obtain PSC authority to hire a specific individual from outside of the Public Service without the formal consideration of other candidates.
Non-imperative Staffing	The action of filling a bilingual position with a candidate who does not meet the language requirements but is eligible for language training or is otherwise excluded. To be eligible for language training, a person must demonstrate the potential to become proficient in the use of their second official language within the allowable training time and 24-month exemption period.
Open Competition	A competition open to the public, including persons employed in the Public Service.
Person with a disability (as a designated group)	Has a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and considers himself/herself to be disadvantaged in employment by reason of that impairment, or believes that an employer or potential employer is likely to consider him/her to be disadvantaged in employment by reason of that impairment. This term includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.
Priority Status	A right given to persons identified under the PSEA and PSER to be appointed to vacancies before others and without competition.
Probation	A period following the appointment of persons hired from outside the Public Service when their performance is assessed. Failure to meet expectations during this period results in termination of employment. This period, established under the PSER, must be served in its entirety even if the employee moves to another position. The probationary period for a person with a disability does not start until any required job accommodation has been made.
Promotion	A temporary or permanent appointment to a "higher-level position" as defined in the PSER.
Reinstatement—Priority pursuant to the PSE Regulations	The priority entitlement refers to surplus employee, laid-off person and disabled employees who were appointed to lower-level positions (full demotion), while in priority status. The entitlement is for an indeterminate appointment back to the former classification or equivalent.
Relative Merit	A person is assessed along with other candidates, found qualified for a position, and ranked in order of merit.
Relocation of Spouse or Common-law Partner — Priority pursuant to the PSE Regulations	The priority entitlement refers to employees who relocate with their spouse or common-law partner.
Representation	The number of employees from a designated group, relative to the labour market availability.
Secondment	New functions given to employees for a temporary period at the same level. Employees resume their former duties at the end of the secondment. The term refers to an assignment between departments and requires a written agreement.

Statement of Qualifications	A list of qualifications that a candidate must possess to qualify for an appointment. Qualifications may be for present or future needs and include knowledge, abilities/skills, aptitudes, personal suitability, experience, education, occupational certification, and official language proficiency. Some of these qualifications are sometimes referred to as competencies.
Substantive Position	The position in which an employee is the incumbent.
Surplus — Priority pursuant to the PSE Regulations	The priority entitlement refers to employees who have been declared surplus owing to lack of work, discontinuance of a function, or the transfer of work or a function outside the Public Service (alternative service delivery initiative).
Tenure	The period of time for which a person is appointed. This may be on a term or indeterminate basis.
Without Competition Appointment	An appointment based on individual or relative merit made without holding a competition.
Women (as a designated group)	Considered a designated group where their representation is below labour market availability in an occupational group.
Work force adjustment agreements	Agreements between the Treasury Board and unions on how work force adjustment situations will be applied to their members



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