



Health Canada and the Public
Health Agency of Canada

Santé Canada et l'Agence
de la santé publique du Canada

Resourcing:

Policy on Area of Selection

April 2016



Canada 

POLICY#:	4.1		
EFFECTIVE:	1 April 2016	REVISION #:	16.04.01
REVIEW FREQUENCY:	5 years (Low Risk)	OPI:	Staffing Policy Centre

Context

This policy is a mandatory requirement of the Public Service Commission (PSC) as outlined in the Appointment Delegation and Accountability Instrument (ADAI). It should be read in conjunction with the Public Service Commission (PSC) Appointment Policy.

The policy has been updated to reflect the new authority delegated by the PSC to Deputy Heads, granting them the authority to approve exceptions to the National Area of Selection in external advertised processes.

Application

This policy applies to all internal and external advertised appointment processes and internal non-advertised appointment processes including executive (EX) and non-EX occupational groups.

This policy does not apply to the following appointments and administrative actions:

- Appointments of persons with priority entitlement;
- Appointments following revocation;
- External non-advertised appointment processes;
- Incumbent-based appointments (e.g. SE-RES positions).

Policy Statement

Objectives

The objective of this policy is to set out the area of selection requirements for each type of appointment in order to:

- Enhance access to employment opportunities for persons who reflect a myriad of backgrounds, skills and professions that are needed to serve Canadians in their official language of choice;
- Provide meaningful access to advertised internal and external employment opportunities and to recourse for internal non-advertised appointment processes;

- Enhance employee opportunities for mobility (geographically, professionally and between federal organizations) when the area of selection is established for an internal advertised appointment process;
- Establish the process for seeking Deputy Head (DH) approval for exceptions to the National Area of Selection (NAOS).

Expected Results

The expected results are that sub-delegated managers will choose an area of selection and recourse that:

- Respects the *PSEA* values of fairness, access, transparency and representativeness, and at the same time allow flexibility and efficiency so that the organization meets its operational requirements;
- Takes into account the Integrated Operational and Human Resources Plan of the respective organizations;
- Takes into account both employee career advancement opportunities and potential impacts on employee morale, performance and retention, as well as the impact on the organization's performance;
- Takes into account other strategic considerations.

Strategic Considerations

The primary goal of the area of selection is to canvas a sufficient candidate pool to draw from. There is no minimum area of selection that is required nor is it necessary to use the same area of selection for all positions in the same occupational group and level or within the same region. However, the choice of an area of selection may have a direct impact on the quality of the successful candidate. One that is too narrow may result in candidates without the depth of experience required; one that is too broad may make the staffing process inefficient.

Examples of flexibilities include limiting the area of selection to target members of designated groups in order to advance employment equity goals or canvassing the Canadian public for candidates with skills not found in the public service.

Lifeline Provisions

Current Veterans Affairs Canada headquarters employees whose substantive positions are located in Charlottetown and the National Energy Board (NEB) employees whose substantive positions are located in Calgary and who were employed in the NEB prior to July 1, 1996, must be included in any internal

advertised appointment process for which employees or persons occupying positions in the National Capital Region are eligible.

Policy Requirements

Deputy Heads are responsible for:

- Establishing the areas of selection and policy instruments as mandated by the PSC;
- Approving exceptions to NAOS for external processes.

Sub-delegated managers are responsible for:

- Consulting the Integrated Operational and Human Resources Plan;
- Consulting with their HR Advisor when determining area of selection and recourse;
- Determining reasonable areas of selection in accordance with this policy;
- Ensuring that decisions are documented and provided to the HR Advisor for the staffing files;
- Assessing whether special measures are required to support departmental employment equity goals and taking into consideration employment equity objectives;
- Ensuring that recourse for internal non-advertised appointment processes is available to persons affected by appointments;
- Ensuring areas of selection respect the values of fairness, access, transparency and representativeness;
- Consult Director, Staffing Policy Centre when considering an exception to the NAOS;
- Seeking Deputy Head approval in writing, including prior consultation with the Director General, Human Resources Services Directorate, for his recommendation.

HR Advisors are responsible for:

- Understanding their clients' needs and operational challenges;
- Providing strategic and expert advice to client managers when determining areas of selection and recourse;
- Ensuring that appointment-related decisions are well documented.

Staffing Policy Centre is responsible for:

- Ensuring that this policy is reviewed and revised as appropriate;

- Providing strategic advice, interpretation and information on this policy to HR Advisors;
- Consulting with central agencies in their role as subject matter experts.

Monitoring and Reporting

Monitoring and audits will be carried out by the Staffing Policy Centre to ensure compliance. Annual reporting of the NAOS requirements will include, as a minimum, the approved DH exceptions to the NAOS requirement for external advertised appointment processes.

Consequences

DHs are responsible for taking corrective measures in response to identified areas of concern. These could include training, the suspension or removal of sub-delegated authority, disciplinary action or any combination of these measures.

Information Management

Records related to area of selection will be kept on the staffing file. This information will be kept for five (5) years from the date of the last action on the file and will then be destroyed.

Definitions

For definitions of related terms, please refer to the Glossary.

References

Acts and Regulations

- [Public Service Employment Act \(PSEA\)](#)
- [Public Service Employment Regulations \(PSER\)](#)

Public Service Commission Publications

- [Appointment Policy](#)

Internal Publication (HC and PHAC)

- *Human Resources Delegation Instrument* [HC](#)
- *Human Resources Delegation Instrument* [PHAC](#)

Enquiries

For information on interpretation of this policy, or for any other related questions, please contact the Staffing Policy Centre by email: Staffing.Policy.Centre_Centre.des.politiques.de.dotation@hc-sc.gc.ca.