



STAFFING APPEALS PROCESS



WHAT IS A STAFFING APPEAL?

The Government of Northwest Territories (GNWT) staffing appeal process allows unsuccessful candidates an opportunity to appeal a staffing decision if they feel that a procedural error was made during the hiring process.

WHAT IS A PROCEDURAL ERROR?

It means an 'error' occurred during any of the following recruitment phases:

- Application of the Affirmative Action Policy
- Advertisement
- Screening
- Assignment/Interview
- Reference check

EXAMPLE

A candidate feels their Affirmative Action status was not considered during the competition process despite identifying it on their resume. They would identify this as the procedural error within their appeal application.

CAN I APPEAL?

You can appeal if you are:

- a current GNWT employee; or
- have staffing priority under the GNWT's Affirmative Action Policy; or
- have staffing priority under the GNWT's Staff Retention Policy.

EXAMPLE

- *You currently work for the GNWT and you feel you meet the position's screening requirements but were not invited for a job interview. As you are a GNWT employee, you can appeal the competition.*
- *You recently applied on a position and felt your experience wasn't correctly considered. You are not eligible to appeal as you are not a current GNWT employee and hold no staffing priority under either policy.*

WHEN CAN I APPEAL?

When a human resource representative notifies you that a job offer was made, they will also tell you if you have appeal rights and how to start the appeal process.

IS THERE AN APPEAL SUBMISSION TIME LIMIT?

The appeal application must be received by 5:00 pm Mountain Time, within the following timelines:

- four (4) working days after the day you were notified in person or by phone;
- five (5) working days after the day the message was sent by fax or email; or
- ten (10) working days after the day the letter was sent by mail.

WHO REVIEWS MY APPEAL APPLICATION?

Staffing Review Officers (SRO) are non-government individuals appointed by the Minister responsible for the Public Service Act. The SRO reviews your application and decides if the position is appealable, if you are eligible to appeal, and if there are grounds for appeal.

WHAT HAPPENS IF MY APPEAL GOES FORWARD?

A hearing is conducted where you will be able to say what procedural error you believe was made and how it affected your opportunity to be the successful candidate.

- The SRO decides the appeal outcome.
- The SRO completes a report that includes the reasons for their decision. You will get a copy of this report.
- The SRO does not have the power to appoint you to the position if they agree that a procedural error was made, but can direct that the competition be restarted from the beginning or from the point where the error occurred.

WHEN CAN I NOT APPEAL?

- You cannot appeal a job offer because you felt that you might have been the best candidate. There must be a procedural error made during the hiring process.
- You cannot appeal if you are not a current GNWT employee and hold no staffing priority under the Affirmative Action or Staff Retention policies.

WHERE DO I SUBMIT MY APPEAL?

You must appeal in writing to the Deputy Minister of Finance at:

Deputy Minister
c/o Staffing Appeals Administrator
Department of Finance
P.O. Box 1320
Yellowknife, NT X1A 2L9
Fax: 867.873.0414
Email: staffing_appeals@gov.nt.ca

For the Staffing Appeal Application Form please visit:

www.fin.gov.nt.ca/en/services/staffing-appeals

Additional information on the Staffing Appeals process can be found in the Information Guide for Appellants.