

STANDING COMMITTEE ON HUMAN RESOURCES

GUIDELINES

1. **Name of candidate.**
2. **Name of Agency, Board or Commission (ABC) and the function of the ABC.**
Board name and function as stated on the profile.
3. **What qualifications are necessary to be a member of this ABC?**
Information is contained in the board profile and can be the same as the information contained in the Form A under Qualifications.
4. **In what respect does this candidate satisfy the qualifications described in question #3?**
Same as the information on the Form A under Qualifications.
5. **Does the ABC currently meet the affirmative action and gender equality policies of the government?**
Same as the information on the Form A under Current Composition.
6. **What is the current remuneration for this position on the ABC?**
Provide information on any honorarium, per diem and expenses paid to the members. The information should be the same as contained in the profile and Membership table, and what is stated on the Form A.
7. **If the current remuneration is under review, what was the last known remuneration for this position?**
Answer to this question would normally be: Not under review.
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!**
Application package (including resume and any nomination letters) must be attached for all submissions regardless of remuneration.

****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.**
Yes, Board vacancies were included in the Spring 20XX and Fall 20XX advertising campaign media and online postings. (If a stand-alone ad is used, provide dates and media/online where the ad appeared.)

10. How many responses came from the advertisements? Of these responses, how many are of the female gender and how many are of the male gender?
TOTAL: *Number of qualified applicants Minister proved to select from.*
Man: *Number of applicants that are female.*
Woman: *Number of applicants that are male.*
Unspecified/other: **NOTE:** *The online application system lists seven options from which applicants can select gender. The majority of applicants identify as either Man or Woman, however, if an applicant identifies with one of the other five options, use this category - please do not indicate the chosen option.*
11. Was this person solicited to apply for this position?
Should always be No.
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)
13. It is my opinion as the Minister responsible for the ABC that from the candidates who applied to the position this is the best qualified person to carry out the duties of this position.

Date

Honourable *Minister name*
DEPARTMENT NAME

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"s are not filled out in their entirety, the Standing Committee on Human Resources will not approve the appointment.

Form must be printed on letter size paper and cannot be double-sided. Handwritten changes are not permitted on the Human Resources Committee forms, any required changes will be sent back to the department to make, potentially resulting in a delay of the appointment getting finalized.