Health PEI Staffing Recruitment Process

New Permanent Position*

Develop/Update PQ

Hiring manager consult with HR coordinator to determine if classification is required

Hiring Manager develop/update PQ and org chart

HR Coordinator and/or HR Manager reviews PQ and provides any feedback/recommendations to the Hiring Manager.

HR manager and Director/E.D approve PQ

HR Coordinator prepares PQ, Org Chart and HR checklist, then submits to PSC

PSC assigns a Classification Consultant to review the submission and assign the classification level

PSC sends classification decision memo to hiring manager, HR manager, HR E.D. and E.D.

List of Abbreviations

Hiring manager: Manager/Director/E.D.

ED: Executive Director
HR: Human Resource
COO: Chief Operating Officer
PQ: Position Questionnaire
PSC: Public Service Commission

PSC: Public Service Commission **PMF**: Position Management Form

R&R: Recruitment and Retention Secretariat

ESA: Employee Service Assistant

Create PMF

Hiring manager draft the PMF and sends the form to: fiscal analyst HR manager, and E.D. for their review and signatures

Once the form is complete with the above four signatures, the hiring manager sends the PMF (and any supporting schedules) to PMF@ihis.org to be logged, reviewed and approved by the CFO

Once the CFO signs the PMF, the finance dept. will forward the approved PMF to the Hiring Manager and HR Manager to commence the posting process

Create Job Action

Hiring Manager submits package containing HRAF, classified PQ, and PMF to ESA

ESA develops draft job posting

Hiring manager reviews and approves job posting

ESA sends the job posting to PSC (within 2 business days of receiving complete package)

Post Job

PSC posts the position internally and/or externally (for hard to recruit positions, consult HR manager and R&R)

PSC assigns Staffing Consultant

Hiring Manager books screening time with PSC Staffing Consultant

Hiring Manager and PSC staffing consultant screen applicants based qualifications and eligibility

PSC staffing consultant and hiring manager agree on an interview panel

PSC Staffing Consultant sends draft questions to Hiring Manager to review and finalize

PSC Staffing Consultant reviews the interview questions to ensure alignment with best practice

Recruit

PSC Staffing Consultant coordinates interviews

Interview panel conducts interviews

PSC Staffing
Consultant contacts
references

Staffing consultant
and Hiring Manager
make
recommendation for
hire and consults HR
manager for any
concerns

Hiring Manager or
Staffing Consultant
(Excluded positions
only) makes job offer
to successful
candidate

If the candidate
accepts position,
Hiring Manager
provides ESA with the
position #, competition
#, start date,
applicant's name,
contact information

Hard to recruit
Clinical
position

Hiring Manager/
Determines the need to repost position in consultation with PSC Staffing Consultant

Hiring Manager engages R&R

R&R develops and implement recruitment strategy for hard to recruit positions

^{*} For hard to recruit clinical positions: the hard to recruit process highlighted above can commence at anytime in the recruitment process, whether before the job posting or after an unsuccessful candidate, but earlier is recommended

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Tips and Tricks

Tip #1:

Hiring Managers are encouraged to reach out to a subject matter expert or professional lead to support PQ writing, interview creation and interview panel members for all MH&A clinical positions.

Tip #2:

Ensure that there is a representative of the licensed health professional or subject matter expert is sitting on the interview panel.