



## STAFFING APPEALS PROCESS



### WHAT IS A STAFFING APPEAL?

The Government of the 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 Indigenous Employment Policy
- Advertisement
- Screening
- Assignment/Interview
- Reference Check

### EXAMPLE

*You believe your priority status under the Indigenous Employment Policy was not considered during the competition despite identifying it on your resume. You would identify this as the procedural error on your appeal application.*

### CAN I APPEAL?

You can appeal if you are:

- a current GNWT employee; or
- have staffing priority under the GNWT's Indigenous Employment 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 a current GNWT employee and hold no staffing priority under either policy; therefore, you are not eligible to appeal.*

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

### WHO REVIEWS MY APPEAL APPLICATION?

First, your application is reviewed by the Deputy Minister of Finance, or their delegate, to determine if you have appeal rights and if the appointment is appealable.

Then, your application is reviewed by a Staffing Review Officer (SRO), who determines if there are grounds for appeal, in other words, if you appear to have identified a procedural error on your appeal application.

A Staffing Review Officers (SRO) is a non-government individual appointed by the Minister responsible for the Public Service Act.

### WHAT HAPPENS IF MY APPEAL GOES FORWARD?

The SRO conducts a hearing, where they will examine the evidence in your appeal application along with evidence provided by the selection committee.

- 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.

### WILL I BE CONTACTED DURING THE APPEAL PROCESS?

The SRO may contact you during their review or during the hearing to request additional information on the procedural error you believe was made and how you believe it affected your opportunity to be the successful candidate.

### 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 Indigenous Employment or Staff Retention policies.

You cannot appeal a competition that is cancelled or otherwise does not result in the proposed appointment of a successful candidate.

### 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](mailto:staffing_appeals@gov.nt.ca)

For the Staffing Appeal Application Form, please visit:

[www.fin.gov.nt.ca/en/services/staffing-appeals](http://www.fin.gov.nt.ca/en/services/staffing-appeals)

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