

SECTION 3

RECRUITMENT AND STAFFING

3.07 USE OF EQUIVALENCY QUALIFICATION STATEMENTS IN THE STAFFING OF GOVERNMENT POSITIONS

AUTHORITY: *Civil Service Act*

ADMINISTRATION: P.E.I. PUBLIC SERVICE COMMISSION

1. PURPOSE:

1.01 The purpose of this policy is to outline the process used when considering equivalencies in lieu of stated formal qualifications.

2. APPLICATION:

2.01 This policy applies to all employees who are responsible for or involved in the screening and selection process for all unionized and excluded positions within the civil service and excluded positions in Health PEI on behalf of the Government of Prince Edward Island.

3. POLICY:

3.01 Demonstrated equivalencies will be considered in lieu of the stated formal qualifications in most competitions, and applicants who meet either the established formal qualification or the accepted equivalency will be considered equally.

4. PROCEDURES:

4.01 All job descriptions (position questionnaires) have a section listing the education and experience required to perform the duties of the position. These qualifications are used as the education and experience requirement statements on job ads when vacant positions are posted for competition.

4.02 Notwithstanding 4.01, the qualification statement on job ads for all unionized and excluded positions within the civil service and excluded positions in Health PEI will allow for demonstrated equivalent education and experience in lieu of the stated formal qualifications, except for qualifications for regulated professions. Decisions regarding the qualifications for regulated professions will be left to their respective licensing body.

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- 4.03 On rare occasions, the position's home department may feel that the more formal qualification approach is required with no allowance for equivalent education and experience. After discussions between the department and the Public Service Commission, the PSC will determine which approach is appropriate for the particular position.
- 4.04 Job postings (except for those regulated professions) shall be advertised with the following language included in the qualification statement: "Demonstrated equivalencies will be considered." It is the responsibility of the applicant to fully demonstrate on their application how they meet the requirements of the position.
- 4.05 When screening applications in a competition, the list of commonly used equivalencies will be used to determine qualified candidates.
- (1) If an applicant presents with a good background not on the list of commonly used equivalencies, a discussion between classification, staffing, HR Manager and the departmental manager will determine if the applicant should be screened as qualified.
 - (2) This list of commonly used equivalencies can be updated by the Public Service Commission as experience with the use of equivalencies increases and other equivalency scenarios are validated.
 - (3) Staffing Consultants shall participate in the screening of all positions where individuals with equivalent qualifications are applicants.
 - (4) When an applicant's qualifications are accepted as equivalent, they shall be rated in the interview process as having met the education and experience requirements of the position.

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- (5) It is important to note that an applicant's equivalencies are evaluated for each position they apply for, and are granted based on the skills and abilities required to perform the duties of that particular position. The individual may be granted an equivalency for one position and not another.
 - (6) Supporting documentation shall be kept in the competition file and on the PeopleSoft system.
- 4.06. Following screening, the final decision about the best qualified applicant for the position takes place during the interview, testing and referencing phase of the selection process.