

  
OFFICE OF THE  
**MERIT COMMISSIONER**  
AUDIT REPORT

MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT

*I have conducted four additional random audits of four appointments to or from within the public service by the Ministry of Children and Family Development for the period from June 6th to December 31, 2001. This included a review of the documentation of 39 applicants to assess whether the recruitment and selection processes were properly applied to result in appointments based on merit and that the individuals appointed possessed the required qualifications for the positions.*

I conclude that the merit principle was duly applied in all four  
\_\_\_\_\_ competitions

I conclude that the merit principle was applied with some exceptions as  
\_\_\_\_\_ noted below

I cannot determine whether the merit principle was duly applied.

I conclude that the merit principle was not duly applied in one case.

**COMMENTS:** Appointment of

Appointment of

Inconsistencies in the application of the process were noted from the documentation on file, however, these were verbally addressed with the panel chair. As there was no ultimate effect on the results of the competition, nor was any applicant disadvantaged, I concluded merit had been applied. Only the successful applicant was found qualified in the competition.

The applicant appointed possessed the required qualifications for the position to which they were appointed.

Appointment of

This competition was very well documented with a logical flow evident from the posted qualifications through the variety of assessments and tests to the appointment.

The applicant appointed possessed the required qualifications for the position to which they were appointed.

Appointment of

There was only one applicant in this competition and the appointment represented a voluntary demotion for the employee. The appointment could have been made outside of the competition process.

The applicant appointed possessed the required qualifications for the position to which they were appointed.

Appointment of

While all three qualified applicants in this competition were appointed to positions, it was noted that applicant tracking and the documentation of past work performance checks were of some concern. The fact that an applicant was already employed within the ministry does not negate the need for a consistent approach to conducting reference checks.

The applicant appointed possessed the required qualifications for the position to which they were appointed.

Judi Pringle  
Director of Audit & Compliance  
Office of the Merit Commissioner

March 1, 2002