

SELECTION AND RECRUITMENT

MANUAL

For

The

Belize Public Service

July 2002

SELECTION AND RECRUITMENT MANUAL

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INTRODUCTION

The Public Service, as the implementation arm of the government, is responsible to advise on, develop and implement policies and programs for national development.

The Minister for the Public Service and by extension the Ministry of the Public Service, in support of the above and in accordance with Section 106(3) of the Constitution, is charged with the responsibility to advise the Governor General on regulations relating to inter alia:-

- (a) the formulation of schemes for recruitment to the Public Service;
- (b) generally the management and control of the Public Service.

In accordance with the above responsibilities, the Ministry of the Public Service has prepared this Selection and Recruitment Manual which gives the necessary administrative support to the relevant regulations.

This manual is designed to provide guidelines and procedures to ensure the selection and recruitment of the best available personnel to efficiently and effectively function within the Public Service and contribute to the realization of its stated purpose and goals.

NOTIFICATION OF VACANCY

Every request for the filling of a vacancy is an opportune occasion for the review of the staffing requirements of the organization and should therefore be fully justified taking into consideration the current needs, present programs and future mid to long term projections. Each request should therefore be preceded by such a review together with verification of the existence of such a position and the availability of the necessary funds. This is certified through the completion of a Staff Vacancy form (see appendix I) which should indicate:

- (i) The budgetary allocation for the position
- (ii) The title of the position
- (iii) The salary scale
- (iv) The date and cause of the vacancy
- (v) The recommended date and method for the filling of the position

Note: Strict adherence to the Public Service Regulation 11(1), as quoted below, is to be observed.

“No officer shall be appointed or promoted to a post for which he is not qualified.”

The Ministry of the Public Service will advise on and assist ministries with the preparation and or review of job descriptions prior to the advertisement of established positions.

A current list of duties, together with the academic qualifications, specific attributes, skills, knowledge and abilities required for the job is to be attached.

The Staff Vacancy form should be submitted to the Chief Executive Officer, Ministry of the Public Service, for all positions under Section 106 of the Constitution for initial recruitment in the Public Service by advertisement, except in cases where the power to appoint has been delegated to Chief Executive Officers. For promotions, acting appointments or appointment of persons already within the Public Service, the Staff Vacancy form should be submitted to the Office of the Public Services Commission or Chief Executive Officer.

In cases where an officer demits office, the Ministry shall indicate to the Ministries of the Public Service and Finance whether or not there is need to have the position filled.

ADVERTISEMENT PROCESS

1. Prior to advertising a position, the pool of short-listed applicants on record with appropriate qualifications for the position, shall be reviewed first for possible selection and recruitment. This would result in savings both in terms of time and funds where recent advertisements produced several qualified/suitable candidates for similar positions.
2. Advertisements shall be internal for positions where public service experience is required.
3. Advertisements for all other positions shall be placed in the major, local newspapers as well as the Government Gazette to ensure the widest circulation possible, in order to attract a wide enough pool of applicants from which to make a selection.
4. When vacancies are advertised the applicants should be requested to submit documentary evidence of their qualifications together with their applications. This ensures that accurate information is received on candidates to enable proper assessment of suitability and avoid wasting both the applicants' and the panel's time.
5. The Ministry of the Public Service shall furnish Ministries with a copy of the advertisement which is to be published and informed of the cost of such which shall be borne by them.
6. Advertisements are normally to be published for two (2) consecutive weeks and applications should be received for one (1) week following the last week of the advertisements.
7. The applications should then be reviewed by an officer competent to assess the applicants' suitability to be invited to the interview.

THE INTERVIEW PROCESS

Preparatory

1. The Ministry of the Public Service shall inform ministries of the pool of applicants and their credentials prior to the setting up of interviews.
2. Letters of invitation to attend interviews shall thereafter be sent to the applicants within two (2) weeks following the last week of the advertisement.

Note: All applicants should also be contacted by telephone or e-mail where numbers and addresses are provided. Applicants who do not meet the job requirements shall not be invited to the interview.

3. Letters of regret shall be sent to those who do not meet the requirements.
4. Applicants shall be informed to present the following at the interview:
 - (a) The originals of their supporting documents (and copies where not sent previously).
 - (b) Certified copies of transcripts (where originals would not be available to the panel by the date of interview).
 - (c) A testimonial from the last employer where applicable.
5. An appropriate panel shall be set up to interview the applicants. Every effort should be made to select persons with the relevant technical knowledge to sit on the panel.
6. The Panel shall normally comprise four (4) persons namely:
 - (a) Member representing the Public Services Commission.
 - (b) Administrative Officer from the Ministry of the Public Service.
 - (c) Administrative Officer of the relevant Ministry.
 - (d) A senior technical officer of the relevant Ministry.

The chairperson of the Panel is to be selected and so identified in the letter to the panelists.

In cases where the chairperson is not from the Ministry of the Public Service, the person appointed to chair the Panel should be duly provided with all the necessary forms and information to ensure the smooth operation of the entire procedure.

7. The Panel should be notified of the interview at least one (1) week prior to the date of the interview to allow the panel to be prepared and to allow for delivery and receipt of invitation.
8. The notice shall be accompanied by a full package of information which should include:
 - (i) The names, official titles and contact numbers for other members of the Panel.
 - (ii) The list of applicants to be interviewed and their specific qualifications, copies of which should also be included.
 - (iii) Copy of the advertisement with the job description and qualification requirements.

The Interview

1. Interviews shall normally commence at 9:00 a.m. and panelists are required to convene one half hour prior to the commencement of the interview to deal with issues such as:
 - (i) The role of the chairperson and panelists.
 - (ii) Job requirements.
 - (iii) An objective grading system for panelists to use to evaluate each candidate interviewed.
 - (iv) Distribution of relevant forms/handouts.
 - (v) Confidentiality.
 - (vi) Security vetting for sensitive jobs.
 - (vii) Any matter incidental to the interview.
2. Appropriate time should be given to allow the panelists to properly interview the applicants.
3. On conclusion of the interview, the panelists should come to a consensus, fill out the necessary forms and submit to the Chairperson for the timely preparation of the report.

4. The Panel's report is to be prepared by the chairperson who shall ensure that each member signs the report prior to submission to the Commission/Chief Executive Officer. Panel reports shall be prepared and submitted within one (1) week of the interview.
5. After the Public Services Commission/Chief Executive Officer has approved an appointment, the other candidates are to be informed that their application was not successful within one (1) week of the decision,.
6. The Public Services Commission/Chief Executive Officer shall offer the successful candidate(s) appointment to the position.
7. The Ministry of the Public Service shall determine the salary and date of appointment.

ORIENTATION AND INDUCTION OF NEW OFFICER

On recruitment of an officer each Ministry shall:

1. Open a Personal File ('P' File) on the new officer, remove application form and all qualification documents from "interview file" and place them along with a copy of the letter of appointment on the 'P' File.
2. Plan orientation/training for new officer:
 - (a) Set time period for the orientation.
 - (b) Decide what the officer needs to be oriented about.
 - (c) Ensure officer is given a rounded knowledge of the Ministry/Department (vision, mission, goals and objectives, short-term plan/long term-plan and the Ministry's hierarchy).
 - (d) Ensure officer is given a clear understanding of the role of the Public Service and its functions e.g. policy formulation, preparing and implementing budget.
 - (e) Sensitize officer on the regulations (Public Services Commissions Regulations; Public Service Regulations, Financial Orders; Stores Orders; Control of Public Expenditure etc. emphasizing key issues).
3. Inform officer of the meaning/purpose of the probationary period and consequences of good or poor performance results at the end of the period.

4. Ensure the officer is clear as to the chain of command and who is his/her immediate supervisor.
5. Ensure that the officer gets a written copy of his/her job description (list of duties) and that he/she is clear on what is expected of him/her.
6. Set six (6) months performance targets with the officer:
 - (a) Monitor, coach, guide and evaluate officer's performance regularly.
 - (b) Prepare performance appraisal report at the end of six (6) months.
7. Set another six (6) months performance targets with the officer. Repeat steps at 6 (a) and (b) above. At the end of this period make recommendations to the Public Services Commission/Chief Executive Officer for or against the officer's confirmation of appointment in the post.

Note: The following shall be gazetted:

1. **Appointments** – upon receipt of formal acceptance of the offer of appointment.
2. **Confirmation of Appointments.**
3. **Promotions** – upon formal acceptance of the offer of promotion.
4. **Resignations** – upon acceptance of resignation.
5. **Retirements.**

Appendix I**Staff Vacancy Form**

No. _____

From: _____

To: Chief Executive Officer, Ministry of the Public Service

SUBJECT: VACANCY FOR

Date: _____

Head _____

Item _____

Post _____

Salary Scale _____

Date and Cause of Vacancy _____

Recommended Date of Filling _____

(1) I recommend that this vacancy should be filled by:

(a) the promotion of the following officer of my department:

Name _____

Post _____

Salary _____

(b) the appointment of a candidate from within or outside the Service as a result of a competitive selection after the advertisement of a vacancy by circulars, in the Government Gazette, the local newspapers and on the radio in terms of the attached draft:

- (c) the re-appointment on contract for _____ years of the following former public officer:
Name _____
Previous Post _____
Previous Salary _____
- (2) I am unable to recommend that the vacancy be filled by a local appointment under any of the methods referred to in paragraph (1) above because

- (3) I therefore recommend that the vacancy be filled by recruitment from abroad on a contract/gratuity basis.

Signature of Chief Executive Officer
or Head of Department

Note:

- (1) Paragraph (1) and (2) should be struck out as required by the terms of the recommendation.
- (2) If a promotion recommended under paragraph (1) (a) above involves the supersession of other officers in the Department/Ministry, their names, posts and salaries should be stated on the back of the form with brief reasons to justify their supersession.

Appendix II

Panel Report

NAME, ADDRESS AND TEL. NO.	SEX	AGE	QUALIFICATIONS	EXPERIENCE	REMARKS

Appendix III**Pro Forma Letters*****Reference:******Date:***

Dear

I am pleased to inform you that, by virtue of the powers delegated to me by the Public Services Commission in accordance with Section 106 (5) of the Constitution, I have approved to you an offer of appointment to the post of _____, Ministry of _____. This offer of appointment is with effect from _____ on probation for one (1) year in the first instance, subject to your being medically fit.

The post of _____ is on Payscale ____ of _____ per annum.

Kindly be advised that your entry point on the salary scale will be addressed by the Ministry of the Public Service. .

You will be subject to Public Service Regulations, Services Commissions Regulations, Financial and Stores Orders and any other instructions which may from time to time, be issued.

Enclosed are copies of the Dress Code, Public Service Regulations and Services Commissions Regulations.

If you accept the offer, please arrange to be medically examined at the nearest Government Hospital, taking along the attached Forms P/22 and P/23. Form P/22 should be completed by you before presenting yourself to the examining Medical Officer. This examination will also include a drug test. Your appointment will be subject to your passing of the drug test and medical examination.

Please confirm acceptance of this offer and complete your medical examinations within one (1) month of the receipt of this letter.

Sincerely

c: Chief Executive Officer, Ministry of the Public Service
Accountant General
Auditor General

Reference:

Date:

Dear

I am pleased to inform you that, by virtue of the powers delegated to me by the Public Services Commission in accordance with Section 106 (5) of the Constitution, I have approved to you an offer of appointment to the post of _____, Ministry of _____. This offer of appointment is with effect from _____ on probation for one (1) year in the first instance, subject to your being medically fit.

The post of _____ is on Payscale _____ of _____ per annum.

Kindly be advised that your entry point on the salary scale will be addressed by the Ministry of the Public Service. .

You will be subject to Public Service Regulations, Services Commissions Regulations, Financial and Stores Orders and any other instructions which may from time to time, be issued.

Enclosed are copies of the Dress Code, Public Service Regulations and Services Commissions Regulations.

If you accept the offer, please arrange to be medically examined at the nearest Government Hospital, taking along the attached Forms P/22 and P/23. Form P/22 should be completed by you before presenting yourself to the examining Medical Officer. This examination will also include a drug test. Your appointment will be subject to your passing of the drug test and medical examination.

Also attached is a Widow's and Children's Pension Option Form which should be completed and returned to this Ministry. You may wish to seek information from the Office of the Accountant General regarding the Widow's and Children's Pension Scheme.

Please confirm acceptance of this offer and complete your medical examinations within one (1) month of the receipt of this letter.

Sincerely

c: Chief Executive Officer, Ministry of the Public Service
Accountant General
Auditor General

Reference:

Date:

Dear

Please be informed that, by virtue of the powers delegated to me by the Public Services Commission in accordance with Section 106 (5) of the Constitution, I have approved that you be confirmed in your appointment as _____, Ministry of _____ with effect from _____.

The confirmation of your appointment was based on your overall performance. You are therefore, encouraged to continue to perform at the highest level and in the interest of the Public Service.

Sincerely

c: Chief Executive Officer, Ministry of the Public Service
Accountant General
Auditor General

Reference:

Date:

Dear

I am pleased to inform you that, by virtue of the powers delegated to me by the Public Services Commission in accordance with Section 106 (5) of the Constitution, I have approved your promotion to the post of _____, Ministry of _____ with effect from _____.

The post of _____ is on Payscale _____ of _____ per annum.

Kindly be advised that the Ministry of the Public Service will address your salary entry point.

Please indicate within a period of two (2) weeks, your acceptance or otherwise of this offer.

Sincerely

c: Chief Executive Officer, Ministry of the Public Service
Accountant General
Auditor General

Reference:

Date:

Dear

Please be informed that, His Excellency the Governor General, has approved that you be retired from the Public Service on Medical Grounds, in accordance with Chapter 30 Section 6 (1) (a) (iv) of the Pensions Act with effect from _____.

Kindly be advised that whenever your retirement benefits are ready for collection, you will be informed in writing by this Office.

I wish to thank you, on behalf of the people and Government of Belize, for the years of service you have rendered and to wish you the best in your future endeavours.

Sincerely

c: Chief Executive Officer, Ministry of the Public Service
Accountant General
Auditor General

Reference:

Date:

Dear

Please be informed that, His Excellency the Governor General, has approved your early retirement from the Public Service, with effect from _____, in accordance with the Pensions Act, Chapter 30, Section 6 (1) (a) (i) quoted by:

- 6.1. (a) if he retires from the public service under the Government of Belize**
- (i) on or after he attains the normal retirement age or, in special cases with the approval of the Governor General, any lower age not being less than fifty years.**

Kindly be advised that whenever your retirement benefits are ready for collection, you will be informed in writing by this Office.

I wish to thank you, on behalf of the Government and people of Belize, for the many years of service you have rendered and to wish you the best in your future endeavours.

Sincerely

c: Chief Executive Officer, Ministry of the Public Service
Accountant General
Auditor General

Reference:

Date:

Dear

Please be informed that, His Excellency the Governor General, in accordance with Chapter 30 Section 6 (1) (a) (v) of the Pension Laws of Belize, has approved that you be retired from the Public Service in the Public Interest, with effect from _____.

Kindly be advised that whenever your retirement benefits are ready for collection, you will be informed in writing by this Office.

On behalf of the people and Government of Belize, I wish to thank you for the many years of service you have rendered and wish you all the best in your future endeavours.

Sincerely

c: Chief Executive Officer, Ministry of the Public Service
Accountant General
Auditor General

Reference:

Date:

Dear

Please be informed that, in accordance with Chapter 30 Section 9 of the Pension Laws of Belize, your retirement from the Public Service will take effect from _____, when you would have attained the age of 55 (fifty-five) years.

Kindly be advised that whenever your retirement benefits are ready for collection, you will be informed in writing by this Office.

On behalf of the people and Government of Belize, I wish to thank you for the years of service you have rendered and wish you all the best in your future endeavours.

Sincerely

c: Chief Executive Officer, Ministry of the Public Service
Accountant General
Auditor General

Selection & Recruitment Procedures

Flow Chart

