



## Job Posting Questionnaire

ONA GEL File #: \_\_\_\_\_ Grievor Name: \_\_\_\_\_  
Bargaining Unit \_\_\_\_\_  
Grievance #: \_\_\_\_\_ Employer: \_\_\_\_\_

### Introduction

Skills, ability, experience, qualifications and also seniority are commonly found factors in most ONA collective agreements to determine who should win a job posting competition. This questionnaire is designed to find out that information.

Job posting grievances, involve the employer's assessment of qualifications and seniority impacting our members on both sides of the dispute. In recognition of the special nature of these grievances, ONA is guided by the following broad principles:

- Incumbents, grievors and potential grievors are all ONA members.
- All Bargaining Unit members involved in a job posting situation deserve to be treated with respect. They have the right to have their points of view listened to and considered. They have the right to be told of ONA's principles and policies with regards to such grievances.
- In the end, ONA must make a choice and will be able to actively support only the incumbent or the grievor, not both.
- ONA believes in the fundamental importance of seniority as a factor in the context of potential for advancement or lateral movement within the Bargaining Unit.
- When proceeding with a grievance, ONA staff and Local representatives will continue to treat the incumbent with respect.
- Because job posting grievances are naturally contentious, we will make every effort to find out all the facts and make assessments of merits before proceeding.

### 1. General Questions

(a) The job posting in question was for the following position:

\_\_\_\_\_ position

\_\_\_\_\_ unit

(b) Posting deadline for application: \_\_\_\_\_

- ☐ The employer awarded me the position
- ☐ The employer did not award me the position

### 2. Job Posting Requirements and You

Using the required and preferred qualifications found on the employer's job posting, please fill out the following assessment of how closely you meet them. If you believe one of the

employer's factors is not relevant, please add this to your comment in the right-hand column. If there are qualifications not listed by the employer which you believe are relevant to performing the posted position, please list them on a separate page in a format similar to this table.

Factors listed on posting	Have	Do not have	Your details *separate page if required
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

### 3. Employment History

#### (a) Your History with this Employer

Your seniority at the time of the job posting? (i.e. hours, years or seniority date):

\_\_\_\_\_

	Position	Unit	Dates	FT, RPT, Casual
Current position				
Position at the time of posting (if different)				
Position				
Position				
Position				
Position				
Position				
Position				
Position				
Initial position hired into				

**(b) Your History outside this Employer**

	Position	Unit	Dates	FT, RPT, Casual
Position				
Position				
Position				
Position				
Position				
Position				
Position				
Position				

(c) Had you ever worked in the posted position before (on temporary or permanent basis)?

☐ Yes ☐ No

If yes, please give details:

(d) Do you have any discipline on your employment record?

☐ Yes ☐ No

If yes, please give details:

**4. Interview**

(a) Was an interview part of the selection process?

☐ Yes ☐ No

(b) Were you interviewed?

☐ Yes ☐ No

(c) If yes, who did the interviewing (i.e. names and titles)?

(d) If yes, what questions were asked? (Provide copy of questions if available)

(e) Do you believe the questions were appropriate?

☐ Yes ☐ No

(f) Please comment.

**5. Relevant Education/Experience**

Include all relevant degrees, diplomas, certificates, courses, conferences, published writings, journal subscriptions, etc. Attach separate page if necessary:

**6. Other Applicants**

Applicant	Address, Phone	Senior/Junior to you

Please list his or her experience, skills, education of which you are aware:



**7. Your Conclusion**

(a) Why do you believe you are the best person for the job?

Why do you think you should have been awarded the job?

(b) Why do you think the employer did/did not award you the job?

**8. Documentation**

Please send a copy of the following documents with your completed questionnaire:

- ☐ job posting
- ☐ job description of the posted job
- ☐ seniority list at the time of the job posting
- ☐ previous performance evaluations
- ☐ your application for the job
- ☐ letter denying you the job
- ☐ letter awarding you the job
- ☐ job description of the job you were in at the time of the posting
- ☐ your resume as it would have looked at the time of the job posting

If you do not have a resume, in addition to the information already requested, please provide a thorough chronological history of your employment history, including relevant volunteer work. Identify any gaps, such as leaves, etc.