How – to create reports for Commissioner's Instruction 39

<u>Commissioner's Instruction 39: Interim Arrangements to Fill Public Sector Vacancies</u> was issued to respond to the competitive employment market and help agencies more efficiently access and appoint staff.

Minor amendments have been made in RAMS to gather data on recruitment across the sector – including:

- updated vacancy categories and subcategories to capture data on use of Commissioner's Instruction 39 and Commissioner's Instruction 2: Filling a Public Sector Vacancy.
- new reporting fields to capture data on time to recruit.

This guide demonstrates how to generate reports in RAMS incorporating new and existing data fields.

Commissioner's Instruction Report

GENERATE IN RAMS

New reporting options have been added to the Reports tab under Commissioner's Instruction Report.

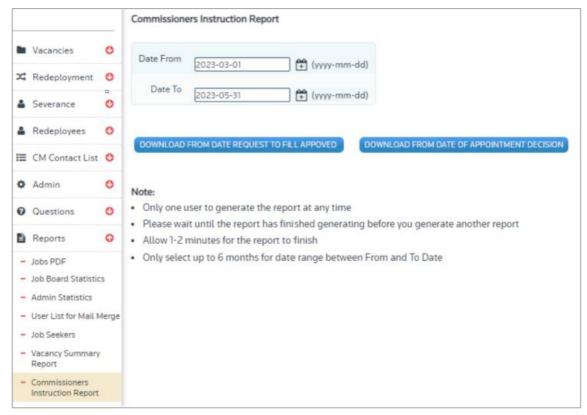
RAMS system administrators and superusers can generate reports by entering the desired date range (up to 6 months) and filtering by **Date Request to Fill Approved** or **Date of Appointment Decision**.

Date Request to Fill Approved

The date the agency's delegated authority signs the request to fill or request to advertise form.

Date of Appointment Decision

The date the agency's delegated authority signs the selection report. If the recruitment process does not require a selection report, this is the date the delegated authority approves the decision to finalise the recruitment process.





DOWNLOAD TO EXCEL

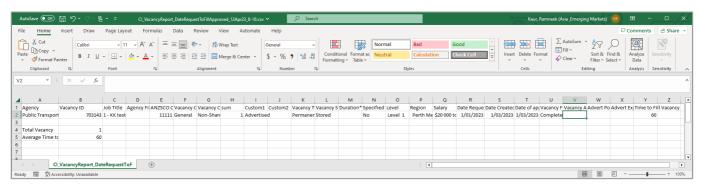
Reports are generated in CSV format and include data from new and existing fields, as well as the **Total Number** of Days and Average Time to Fill.

Total Number of Days

Number of calendar days to finalise a recruitment process calculated from **Date of Request to Fill Approved** to **Date of Appointment Decision**. This will automatically fill as N/A if the **Date of Appointment Decision** field is not completed.

Average Time to Fill

Average number of calendar days to finalise recruitment processes within the desired date range. All processes with N/A for **Total Number of Days** will be excluded when the average is calculated.



REPORT ON PROGRESS

The Commissioner's Instruction Reports are intended to support chief human resource officers (CHROs) to provide progress updates to their agency's corporate executive on use of the provisions in Commissioner's Instruction 39 and time to fill vacancies.

Terminology

Acting

The temporary movement of an employee to a vacancy with the same or a higher classification level within the same public sector body.

Appointment pool

A pool of people assessed as being suitable for an advertised vacancy. Pools can be used to make subsequent appointments to same or similar vacancies within the same public sector body or a different public sector body.

Fixed term appointment

The appointment of a person to a vacancy for a fixed period by a public sector body's CEO/employing authority under section 64(1)(b) of the Public Sector Management Act 1994.

Genuine occupational qualification

Refer to guidance on the exceptions in the Equality Opportunity Act 1984.

Measure to achieve equality

Refer to guidance on the exceptions in the Equal Opportunity Act 1984.

Permanent appointment

The appointment of a person to a vacancy for an indefinite period by a public sector body's CEO/employing authority under section 64(1)(a) of the *Public Sector Management Act 1994*.

Public sector employee

An employee of a public sector body not appointed by the CEO/employing authority under Part 3 of the *Public Sector Management Act 1994*.

Public service officer

An officer of a public sector body appointed by the CEO/employing authority under Part 3 of the *Public Sector Management Act 1994*.

Recruitment

The process used by a public sector body to attract, assess, and select a person to fill a vacancy.

Regional vacancy

A vacancy located in any region (except the Peel region) listed in Schedule 1 of the *Regional Development Commissions Act 1993.*

Same vacancy

A vacant position with the same classification level and identical work-related requirements.

Secondment

The temporary movement of an employee to a vacancy in a different public sector body or outside of the public sector.

Similar vacancy

A vacant position with the same classification level and comparable work-related requirements.

Specialist position

A position deemed to require specialist skills, knowledge, abilities and/or qualifications by a public sector body's CEO/employing authority.

Subsequent appointment

The appointment of a person assessed as being suitable for an advertised vacancy (external process) to a same or similar vacancy within the same public sector body.

Suitability list

A list of people assessed as being suitable for an advertised vacancy. Suitability lists can be used to make subsequent appointments to same or similar vacancies within the same public sector body or a different (external) public sector body.

Transfer

The permanent movement of an employee to a vacancy with the same classification level within the same public sector body or a different public sector body.

Vacancy

A vacant position within a public sector body resulting from the creation of a new position, or the temporary or permanent movement of another employee.