

Selection Process for Management Staff

January 23, 2019

Questions and Answers

1. ***What is the status of the non-supervisory positions?***

Just before the holiday break, we advised everyone that all staff in non-supervisory positions, whether they are union-represented, non-union or contracted, will have a position in the new organization. We also advised that these staff will not have to apply for their jobs. In the next few weeks, these staff will be receiving a letter to confirm this

2. ***What's the process for filling the remaining jobs?***

We are starting with the positions that are direct reports to the CEO. These jobs will be posted this week. The deadline for applications is February 5, and the selection process will be completed in the week of February 18. It's anticipated the posting of the roles for the remainder of the Manager and Supervisor positions will occur the week of February 11. Our goal is to have all vacancies filled before merger date, April 1.

3. ***Are these jobs being advertised externally?***

No, the present plan is that the job postings are restricted to existing staff at Whitby Hydro and Veridian. Only if necessary will we consider external applicants.

4. ***Can I apply to any position including those higher in the organization?***

Yes, the competition is open to all. We encourage staff to apply for vacancies for which they are qualified.

5. ***Can non-management staff apply to management positions?***

Yes, one of the things we heard from staff is the desire for career change and advancement. As stated above, the competition is open to all.

6. ***I don't have a resume. Where can I get assistance to write one?***

We are looking into seminars and online tools to help you.

7. ***Will VPs be involved in the interviews of their reporting manager positions and will Managers be involved in the interviews of their reporting Supervisor positions?***

This is our goal, and we've set up the processes with enough overlap to allow this.

8. ***Are there a maximum number of positions that I can apply to?***

Yes, to ensure that we're not slowed down by the process, we recommend you apply to no more than three or four vacancies.

9. ***What happens if I don't apply for any of the posted positions? Can't I just keep my current job?***

Once Elexicon becomes a reality on April 1, Whitby Hydro and Veridian will no longer exist. As a result, all current management staff at Whitby Hydro and Veridian should apply for one of the new management positions at Elexicon.

Anyone who does not apply for one of the Elexicon management positions or who is not successful in obtaining one of these posted positions *may* (but not necessarily) be offered transitional or other employment by Elexicon. This process is currently under review. At the present time, it is uncertain whether any other positions, apart from those that are being posted, will be offered by Elexicon. Again, this is why all current management staff should seek to obtain one of the posted positions.

10. ***What happens if my current position no longer exists in the new organization?***

In most cases, the new positions are similar to the existing ones, so all staff should have little trouble identifying positions for which they are qualified and can apply.

11. ***Will contract staff be allowed to apply for these positions?***

Yes, but their application will be considered only after all regular staff applications have been processed.

12. ***What happens if I'm on vacation during the posting and interview period?***

Our goal is that no one will be disadvantaged because they're on vacation. However, the onus will be on each individual to advise their Human Resources department of their intent to apply, and if possible, maintain contact through email or with a colleague while they're away.

13. ***When will I know my work location?***

Details are being finalized and we plan to communicate this mid-February.