

**BCGEU & UBCO Support Staff  
Union Observer Form**

Name \_\_\_\_\_ Classification \_\_\_\_\_

Work Location (Campus & Dept) \_\_\_\_\_

Work Phone Number \_\_\_\_\_

Competition Information:

Competition No. \_\_\_\_\_ Classification \_\_\_\_\_

Position Title \_\_\_\_\_ Faculty/Division \_\_\_\_\_

Date(s) of Interviews: \_\_\_\_\_

Time of Interviews: Start \_\_\_\_\_ Finish: \_\_\_\_\_

Your Regular Hours of Work: Start \_\_\_\_\_ Finish: \_\_\_\_\_

Actual Hours Away From Work: From \_\_\_\_\_ To: \_\_\_\_\_

Composition of the Selection Committee: (name the members and their positions)

a) Chair \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

d) \_\_\_\_\_

e) \_\_\_\_\_

Is a Selection Committee Member a Supervisor for this position? \_\_\_\_\_

If Yes, who? \_\_\_\_\_

If No, who will be the immediate Supervisor? \_\_\_\_\_

What Factors were used by the Selection Committee in this Competition?

List the total points that were assigned to each factor.

Education \_\_\_\_\_ Skills \_\_\_\_\_

Experience \_\_\_\_\_ Ability \_\_\_\_\_

Knowledge \_\_\_\_\_ General \_\_\_\_\_

Other \_\_\_\_\_ Other \_\_\_\_\_

Were the applicants required to take any tests? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, when was the testing done? \_\_\_\_\_

What kinds of tests were conducted? \_\_\_\_\_

What are the results?

- a) \_\_\_\_\_ e) \_\_\_\_\_
- b) \_\_\_\_\_ f) \_\_\_\_\_
- c) \_\_\_\_\_ g) \_\_\_\_\_
- d) \_\_\_\_\_ h) \_\_\_\_\_

How did each member of the Selection Committee Panel respond towards the applicants during the interview?

a) 1st applicant \_\_\_\_\_ Length of interview \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) 2nd applicant \_\_\_\_\_ Length of interview \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c) 3rd applicant \_\_\_\_\_ Length of interview \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d) 4th applicant \_\_\_\_\_ Length of interview \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e) 5th applicant \_\_\_\_\_ Length of interview \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

f) 6th applicant \_\_\_\_\_ Length of interview \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

g) 7th applicant \_\_\_\_\_ Length of interview \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

h) 8th applicant \_\_\_\_\_ Length of interview \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was each applicant asked substantially the same questions? (Attach a list of the questions asked each candidate.)



Were any discriminatory questions asked? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, what was asked and which applicant(s) was asked these questions?

---

---

---

---

What were the total scores given to each applicant by the panel members?

1st Applicant _____	Score _____
2nd Applicant _____	Score _____
3rd Applicant _____	Score _____
4th Applicant _____	Score _____
5th Applicant _____	Score _____
6th Applicant _____	Score _____
7th Applicant _____	Score _____
8th Applicant _____	Score _____

Were the Personnel Files of the applicants referred to? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, were any comments made? Please provide details.

---

---

---

---

Were any "references" obtained prior to the interviews?

Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes for whom and what was said?

---

---

---

---

The successful candidate was: \_\_\_\_\_

Competition Information: Competition No. \_\_\_\_\_

Position Title \_\_\_\_\_

Classification \_\_\_\_\_

Faculty/Division \_\_\_\_\_

Name of successful candidate \_\_\_\_\_

To the best of your knowledge, was the Selection Process conducted in a fair and impartial manner?

Were any comments made that concerned you?

Were there any questions deleted or added that altered the total score?

If Yes, please provide details.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Union Observer

\_\_\_\_\_  
Print your name

Please remind the chair of the panel that you are to be included in all discussions pertaining to this selection. If for any reason the committee needs to reconvene, the chair of the panel is to advise you of the time and date.

Please return this file to the Union Observer Coordinator as soon as you know that a decision is final. This file must be signed off by a Union Representative and a copy of any concerns forwarded to Employee Relations.

Thank you for agreeing to be a Union Observer.

\_\_\_\_\_  
Signature of Union Representative

\_\_\_\_\_  
Date