



## Prescreening Questionnaire for Manager of Total Compensation & Systems

Competition number:

Name:

Date:

Are you legally authorized to work in Canada?

Canadian citizen or permanent resident  Work permit  Other [Click or tap here to enter text.](#)

Thank you for applying for a position with the District of Saanich. The information you provide is collected by the District of Saanich for the purpose of assisting with the assessment of your suitability for the above noted position. All information collected will only be shared with the individuals involved in the selection process.

**Please note: to be included in the competition this form must be completed as directed. Commenting to “see resume” or descriptions over the indicated word allotment will result in disqualification.**

**We understand that completion of this questionnaire will require time and effort and that much of the information will be included in your resume. This step assists the hiring panel to shortlist candidates and we appreciate your commitment to this process.**

### Education:

Do you meet the requirements for the positions  Yes  No If not, specify which requirement(s) you do not meet. Please describe where and when you obtained your undergraduate degree in Human Resources, Business, Computer Science, Finance or other relevant degrees. Add all degrees/programs here.

Date	Institution	Type of Degree

An equivalent combination of education and experience may be considered. If you do not meet the educational requirements, please explain how your experience is equivalent.

Date	Type of experience (200 words or less)

Please indicate details of your current employment:

Current Employer	Current Position



**Experience:**

Do you have a minimum of 5 years of progressively more complex related experience?  Yes  No  
 If so, how many years do you have? \_\_\_\_\_

If yes, please indicate when and where you obtained this experience in the applicable section below.

*Note: all sections may not apply.*

Area of experience	Month/year From/to	Employer	Brief description of experience (Please be specific, 100 words or less)
Using and applying Human Resources Management/Information systems (HRIMS).			
Leading compensation and benefits work.			
Providing job design/evaluation and organizational design support.			
Researching and writing programs, policies & executive level reports.			
Leading and/or participating as a subject matter expert on HR transformation projects.			
Leading process improvement initiatives			



Area of experience	Month/year From/to	Employer	Brief description of experience (Please be specific, 100 words or less)
Providing statistical analysis and HR metrics to support decision making.			

**Other:**

Additional training or certification in job evaluation, project management and/or software programs such as HRIMS is an asset.

*Do not list all courses, just certifications or training directly related to what is indicated.*

Date	Institution	Type of Course

Thank you for your interest in the District of Saanich, we appreciate you taking the time to complete this questionnaire.