

QUESTIONS TO ASK MANAGEMENT ON GRIEVANCES

RELATED TO JOB SELECTION
Supplement to Union Fact Sheet

JOB POSTING NUMBER: _____

JOB TITLE: _____

1) Why was grievor not selected?

2) Why were other candidates selected?

3) How does the seniority of the selected candidate compare to grievor's seniority?

4) What is grievor's background? (relating to posting)

(a) Educational: _____

(b) Work Experience: _____

5) What are selected candidates' backgrounds?

(a) Educational: _____

(b) Work experience: _____

6) Can grievor do the job? (Has the grievor done this work or some of the duties before on a temporary basis?)

7) Is grievor's background suitable or work in this area? (area can be nature of work, job/department, function, etc.)

8) Can you show demonstrably and significantly that each of the selected candidates can do the job better than the grievor?

9) Have all candidates met "musts" requirements?

10) How have candidates met "wants" requirements?

JOB SELECTION COMPLAINT STAGE MEETING CHECKLIST

Grievor's Name _____ Grievance # _____

1) Copy of posting/bulletin _____

2) List of applicants, their start dates, seniority dates
(if different) their qualifications, (get from personnel
through Union Representative) _____

3) Grievor's qualifications in employee's personnel file _____

4) List of grievor's current skills (typing speed, word
processor, computer, specialized equipment, operations,
drafting, design, etc.) _____

5) List related experience of grievor

_____ Job Steward Name	_____ Job Steward Signature
_____ Date	