

## How to Request a Review - Optional Checklist

The specific information required to request a staffing review is outlined in this document and may be used as check list that you can view or download.

### Are you eligible for a staffing review by the Merit Commissioner?

If you have concerns that a competition did not follow the **merit principle or hiring process requirements** and the following requirements are met, you are eligible:

- You are an unsuccessful **BC Public Service** employee in a competition
- The competition was for permanent or temporary appointment lasting over seven months
- The competition was for a bargaining unit position
- You completed step 1 and step 2 of the Staffing Review Process
- You received the deputy minister's (or organization head's) inquiry decision within the last five **calendar days**?

### What does my request need to include?

You need to submit to the Merit Commissioner the following information:

- Your name, preferred pronouns, contact information and reason for requesting a review
- Competition requisition number, position title and classification
- Ministry or organization name
- A copy of your request for an internal inquiry
- A copy of the internal inquiry decision and report if available

Your request must be made in writing (point form is fine).

### How do I submit a request?

- E-mail the required information to us at [merit@meritcomm.bc.ca](mailto:merit@meritcomm.bc.ca)
- In person or by courier delivery to us at Suite 502 – 947 Fort Street, Victoria, V8W 9A3
- State that it is a “Request for Staffing Review by the Merit Commissioner”

If you do not meet a requirement or you aren't certain or you need help or clarification to submit your request, you can:

Contact our office for help at 250-953-4208 or [merit@meritcomm.bc.ca](mailto:merit@meritcomm.bc.ca).