

# **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	