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Building Nunavut Together
Nunavuliuqatigiingniq
Bâtir le Nunavut ensemble
Nunavut

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Department of Finance
Kiinauyaliqiyikkut
Ministère des Finances

November 5, 2014

Elaine Keenan Bengts
Nunavut Information and Privacy Commissioner
5018 – 47th Street
PO box 262
Yellowknife, NT
X1A 2N2

Dear Ms. Keenan Bengts

RE: File: 14-148-5

Thank you for your letter and the observations and conclusions you have made from the review of the above file.

This letter is to respond to your recommendation:

> *That the public body review its policies and procedures with respect to what information is used in the screening process when considering which job applicants will be invited for an interview such that all of the information provided by the job candidate is considered, whether it is contained in the resume itself or the cover letter.*

The Government of Nunavut follows consistent procedures upon receiving an application from a candidate for any position:

- All information that is received from a candidate is considered in the screening of that candidate including any emails, cover letter, resume, references and any other information received at the time of application.
- Notwithstanding the above statement, the only information that is required from an applicant at the time of application is a resume.
- Information provided in emails and cover letters in reference to education and experience must be supported by information provided within the resume. For

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example; if the cover letter states that an individual has experience in a certain field, but the resume does not show any experience in that field, then the content of the resume is used as the authoritative document.

Yours truly,

Chris D'Arcy
Deputy Minister of Finance

c.c. Mads Sanbakken, ATIPP Coordinator Department of Finance

c.c. Jessica Bell, Manager, ATIPP

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