

Online / Social Media Check Frequently Asked Questions

Q: When will an online/social media check be conducted?

A: The hiring department should consider an online/social media check be conducted on a candidate when: a position requires specific education, training, licencing or professional certification; the position is one of authority or trust; the position provides services directly to children or vulnerable clients; or the position represents the public face of the government.

Q: What websites will be searched?

A: Websites that may be searched include but are not limited to: LinkedIn, Facebook, GlassDoor, Google/Google News, blogs and association websites.

Q: Will the job ad indicate that there will be an online/social media check?

A: No. The Yukon government employment website advises that online/social media checks may be required.

Q: Will candidates be advised that an online/social media check is going to be conducted?

A: Yes. An online/social media check will not be conducted without the written consent of the candidate (which may be given by email).

Q: Who will conduct the check?

A: All online/social media checks will be conducted by a Screener within the Public Service Commission, Corporate Human Resources and Diversity Services branch.

Q: Does the hiring department need to give a rationale for why they want a search conducted?

A: Yes. Departments are responsible for determining the need and relevance of an online/social media check for a position, and for providing a rationale to the Public Service Commission.

Q: What happens if a candidate does not give their consent?

A: If a candidate refuses to provide consent for an online/social media check, they may be decertified and excluded from further consideration for the position.

FOR MORE INFORMATION, PLEASE CONTACT:

Corporate Human Resources & Diversity Services, Public Service Commission
CHRDS.services@gov.yk.ca [May 16, 2019]



Q: Does the Screener look at private posts made to friends (versus public posts)?

A: No. The Screener will only look at posts and information that are publically available.

Q: Will candidates have to provide their username and/or password?

A: No. The Screener will only look at publicly available information. In certain circumstances a candidate may be invited to provide links to examples of work completed in the past and published on the internet (e.g. blog posts or publications) if relevant to the position, but candidates will not be required to provide any usernames or passwords.

Q: Under what circumstances would the Screener be looking for writing samples?

A: The Screener may look for professional or online writing samples if a position is required to write for, or represent the employer, e.g. a communications position. The candidate would be offered an opportunity to provide links to examples of their work as part of the process, such as articles, publications, papers, website design, and blog posts.

Q: What information is shared by the Screener to the selection board?

A: Only information relevant to the position is shared with the selection board, this may include:

- Name of the website(s) that was searched;
- Screenshot(s) of the information found and the URL(s) of where the information was gathered (Irrelevant information will be redacted from the screenshot).
- Confirmation of an absence of relevant information; and/or
- Examples of work completed by the candidate.

Q: What if there is no online information about the candidate?

A: An absence of online activity will not impact the hiring decision in any way.

Q: What will happen if concerning information is found?

A: The Screener will contact the candidate, who will be given an opportunity to clarify or refute the information collected. This additional information from the candidate will be included in the report to the selection board. Depending on the information and results, the selection board may decertify and exclude a candidate from further consideration for the position, provided the information is accurate and relevant to the position and for non-discriminatory reasons.

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Q: If someone decertifies on a competition based on the online/social media check, will this affect other competitions that the individual applies on?

A: No. The check will be based on the position they have applied for, and information collected will not be used for other positions. If a candidate applies for another position for which an online/social media check is undertaken, the information that is collected at that time may be considered.

Q: Who will have access to the information that is collected?

A: All information collected will be kept confidential and protected in accordance with the Access to Information & Protection of Privacy Act. The information will not be shared with anyone except the selection board and those authorized by the Public Service Commission.

Q: Where and for how long will the information be kept?

A: All information collected is kept on a secure internal drive and/or on the competition file. Competition files are stored in the Public Service Commission, and retained in accordance with the Yukon government's Records Management Directive.

Q: Can a candidate receive a copy of the information collected?

A: Yes. A candidate may request a copy of the information that is collected by the Public Service Commission, in accordance with the ATIPP Act, or upon request.

Q: Will the results of the check be provided as part of the appeal process (for bargaining unit members)?

A: Yes. The information collected will be provided in the case of an appeal, subject to Article 46 of the Collective Agreement between Government of Yukon and the Public Service Alliance of Canada; and in accordance with the ATIPP Act.

Q: Can the online/social media check be used for anything other than competitions?

A: No. Online/social media checks are only conducted for recruitment purposes.

