

NSUPE Local 13 E-Bulletin - Applying for Jobs

The Local 13 Executive wants to remind members of two things regarding applying for new jobs in the bargaining unit:

1. It's very important to fully state your qualifications on your application. If the posting says you need two years' experience in direct supervisory experience, make sure your resume or cover letter spells out how you have that experience. Don't just assume that managers screening your application will know from your previous job titles that you have the necessary experience. It's also not a bad idea to set out the education topics covered in any certifications you have. For example, you might want to spell out that you did an entire unit on taxation while you were completing courses to become a Certified Financial Analyst. We don't want qualified applicants being screened out and not interviewed because something is missing from their qualifications.

2. Apply for every job you're interested in. Don't make assumptions that it's not worth applying because you know the co-worker beside you is applying and will probably get the position. That might happen – but there's a whole bunch of other things that might happen too. Your co-worker may not apply, or is missing a qualification, or accepts another job. Your co-worker may receive the job but then decide to go back to her previous position using the trial period (Art. 6.04) or take another job, and in either case, if it's within 60 days after the initial posting, HRM may rely on the prior posting to fill the resulting vacancy (Art. 6.02(d)). As well, the Local 13 Executive will occasionally agree to a request from HRM to use the same posting for a second vacancy for the exact same position if it arises very shortly after the first posting went up. In such cases, the Local 13 Executive assumes that anyone who wanted the job already applied for the first posting and that it benefits such applicants to not delay an appointment by requiring that HRM post for another two weeks.

If you have questions about applying for NSUPE Local 13 positions, please contact a union representative.

NSUPE Local 13 E-Bulletins contain information regarding the Union's interpretation of Local 13's collective agreement provisions. In some cases, HRM may have a different interpretation. Comments and questions are welcome at nsupe@ns.sympatico.ca. Check out the NSUPE website at www.nsupe.ca.