

### WELCOME TO NEW SECRETARY OF THE PUBLIC SERVICE COMMISSION



Welcome to Beth Onesemo-Tuilaeapa to the role of Secretary of the Public Service Commission. Beth commences duties on the 1st May and brings to the role a wealth of knowledge and experience. The PSC team welcome her to the role of Secretary.

### RECRUITMENT & SELECTION – PROPER ASSESSMENT TOOLS TO BE USED

It is disturbing to hear that some selection panels do not prepare properly prior to interviewing shortlisted applicants!



One important role of any selection panel is to plan an interview properly prior to the actual day to ensure that all applicants are asked a set of **structured questions** that test their ability to meet the essential and desirable criteria of the advertised position.

It is not acceptable to turn up on the day and decide what you will ask a few minutes before the first applicant is due to be interviewed. It reflects poorly on the members of the selection panel and particularly badly on the Ministry which is seeking to fill the role.

So remember proper planning by selection panels result in better outcomes for both the applicants and minimises the possibility of appeals.

### MISCONDUCT – DEFINED

Following a request from a number of Ministries a definition of Misconduct is now included in the Working Conditions and Entitlements Manual. Misconduct has been defined as:-

*An employee acting or behaving in a way that is contrary to the Code of Conduct outlined in Section 19 of the Public Service Act 2004.*

### HR NEWS 1<sup>ST</sup> ANNIVERSARY



HR News will be publishing its first anniversary edition in July - why not submit an article for publication - tell all our readers about HR best practise initiatives in your Ministry!

Please submit short articles for publication to [tpenn@psc.gov.ws](mailto:tpenn@psc.gov.ws) as soon as possible. Don't keep those great ideas to yourself - why not share them so we can all benefit from the great work that you are doing.

### SECONDARY EMPLOYMENT



The question arises from time to time about whether an Officer can engage in any paid employment or occupation outside of the Public Service. The answer to this is very simple and is specified in the Public Service Regulations, 2008. Regulation 34 states that an employee must not engage in **any paid** employment or occupation outside the Public Service **unless it is approved** by the Commission. This means that approval **must** be obtained prior to accepting or undertaking any work.



## HR NEWS – APRIL 2009 - FROM THE DESK OF THE TEAM AT PSC

Furthermore Regulation 35 states that an employee **must not** accept any remuneration, beyond their salary and allowance for performing any service connected with their duties in the Public Service from any person, unless it is approved by the Commission.

### WORKING CONDITIONS AND ENTITLEMENTS MANUAL



During the month of April briefing sessions were held to advise Ministries of the changes that have occurred to the Working Conditions and Entitlement Manual. In total 37 people representing 17 Ministries attended these sessions. It was great to have lively discussion and debate about the rationale behind the changes. These issues are currently being looked at and feedback from those sessions will be provided to all participants in May together with electronic copies of the PowerPoint presentation. Copies of the current manual can be downloaded from the PSC website.

### WE JUST HAD TO LAUGH OUT LOUD!



A selection panel recommendation was received in the office recently. We quote:  
**"THE TWO APPLICANTS ARE HIGHLY RECOMMENDED ANONYMOUSLY BY THE PANEL"** [sic]

Well we just wondered why the panel members wanted to remain nameless as opposed to all supporting the appointment! It conjured up visions of the applicants being interviewed



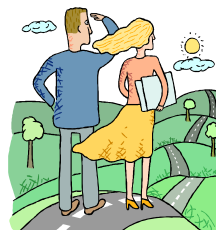
blindfolded!

Just a tip to all selection panels check the words that you use to make sure they make sense - anyway it really made our day and made us LOL!!

### DID YOU KNOW?



Given the global economic recession of which Samoa is undoubtedly being affected by, a freeze on the establishment of new positions in government ministries is now in place. Hence in the spirit of structural efficiency where extra work needs to be done, it may be best to spread it amongst existing staff. This not only saves limited financial resources but will also benefit the professional development of staff in gaining a wider scope on the various internal activities of the organisation. It also offers variety to staff from doing monotonous work and prevents idle chit chat and gossip.



**MAY'S HR NEWS COMING SOON!**

