



**DEBRIEFING**

**Category:** Human Resources

**Effective:** January 2022

**Policy Statement**

Candidates who have applied for employment in ASD-W may have the opportunity to receive feedback on their application process if requested. This may help to improve their ability to present themselves in any future employment opportunities that may arise.

**Procedures**

1. Candidates, once informed of the Committee's decision, may request a debrief with the Chairperson or Designate of the Selection Committee.
2. Strengths, as well as areas for improvement will be reviewed with the candidate.
3. Documentation from the competition file will be used as a basis for this review and discussion.
4. Candidates may be provided with feedback on the selection criteria, selection tools, performance during the interview and other information that the Committee deems appropriate.
5. The details of the reference check(s) will remain confidential from the candidate, though it may be required to identify that reference checks played a role in the decision-making. Specific details including which reference said what would not be shared with the candidate
6. No reference shall be made to the qualifications or performance of other candidates in the competition.