

# Career Booth Camp

## 2023

**When do you need a selection  
process?**

Presented by the Federal Youth Network



# Khadeja **Elsibai**

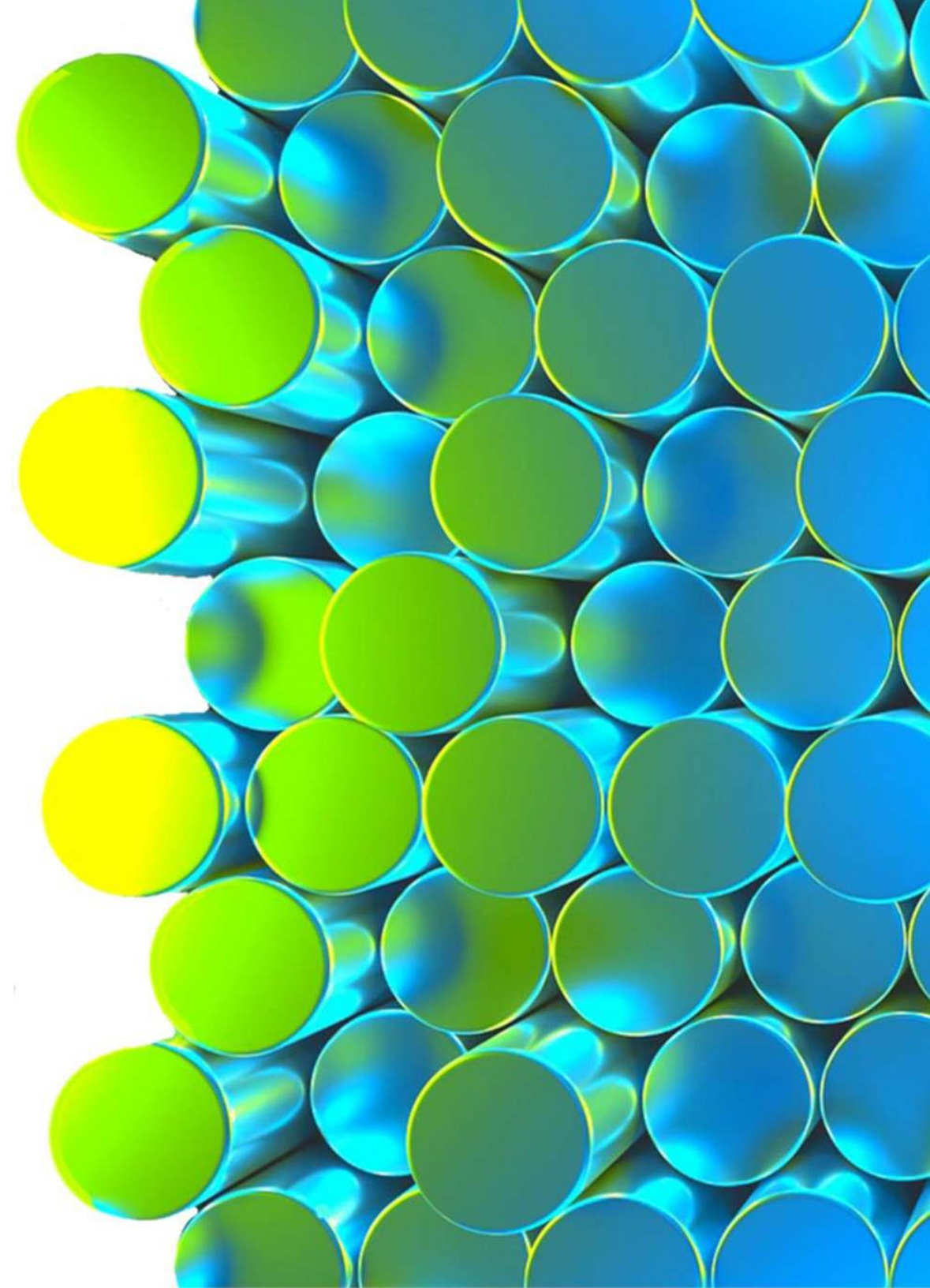
## She/her/Elle

- Khadeja is an analyst on the Business Data and Analytics team at the Office of the Superintendent of Bankruptcy (OSB), a regulatory agency of the Department of Innovation, Science and Economic Development. In this role, she uses "big data" to communicate statistics and information to internal and external stakeholders, and develop business intelligence tools that support the modernization of OSB's regulatory compliance programs.
- Khadeja is passionate about creating opportunities for public servants to connect and invest in their careers and professional development. She is the co-chair of Future Leaders of Ontario, the interdepartmental network of new and young professionals employed by the Government of Canada and residing in the province of Ontario.
- Khadeja is also a member of the Board of Directors of the Toronto Chapter of the Institute of Public Administration of Canada. As a member of the Board, she leads the Communications and New Professionals portfolios and supports the organization of events and programs to promote excellence in public administration.



# Learning Objectives

- Identify when a formal process is necessary to achieve certain career goals.
- Identify the important details of the processes, including
  - Intent
  - Expiration
  - Use by other departments
  - Partially evaluated application
- List ways to move from one position to another using various staffing terminologies.
- Evaluate which staffing is most applicable in a given situation using our glossary.



# Geneviève Léveillé

## She/Her/Elle



- New public servant since 2020 - Passionate about communications - Manager of social media, media relations and parliamentary affairs at the Public Service Commission of Canada (PSC)
- Geneviève holds a Bachelor's degree in communication with a public relations profile and has more than twenty years of experience in the field of corporate communications, marketing, social media and public relations within various organizations in the private and parapublic sector.
- Expert in events, change management, content creation and team mobilization, she is a natural leader who decided to make the jump to the federal public service to make a difference in the lives of Canadians and be part of the new public service. of tomorrow. With her creative, modern, agile and current approach, Geneviève is oriented towards concrete results, the creation of synergy between work teams and the efficiency of processes to meet organizational priorities.

# Audrey-Anne Racine

## She/Her/Elle

- Audrey-Anne Racine (Elle/She/Her) is a human resources advisor for the Awareness, Recruitment, Retention and Advancement of Diversity (SRRAD) team at Employment and Social Development Canada (ESDC), national ambassador for the student network at ESDC and co-president of GC Students
- Audrey-Anne completed her bachelor's degree in industrial relations and human resources in 2020 and is in the process of obtaining a master's degree in project management from the Université du Québec en Outaouais in April 2023.
- She obtained her first position in the public service as a student in 2019, then went through the student integration process in May 2021. She strongly believes in collaboration, interdepartmental teamwork and dreams of contribute to the continuous improvement of the Government of Canada and to make human resources concepts accessible and demystified



# Anselme Nsoga

**He/Him/Il**



- Mr. Nsoga is a federal public servant with twenty years of experience in executive talent acquisition, management and assessment. He has notably worked on the development and management of business partnerships in human resources, the design and development of organizations, the engagement and management of client portfolios, the creation and analysis of reports on HR metrics, as well as many other areas.
- He is currently a manager at Public Services and Procurement Canada (PSPC). In addition to his duties, he is a speaker and career development coach for Advancing New Canadian Women in Technology (ANCWT) at the University of Ottawa, career developer and mentor at FIN Mentorship - OCISO and project manager in charge of implementation of Nheza digital services.
- Anselme holds a Bachelor of Business Administration from the University of Quebec in Outaouais (UQO, Gatineau).

**First part**  
Some Concepts in  
Human Resources

# The Public Service Employment Act (PSEA)

An appointment is merit-based when the following conditions are met:

1. Possess all essential qualifications, including language
2. Possess all additional qualifications (assets)
3. Meet any current or future operational requirements
4. Satisfy any (other) current or future needs specified by the deputy head.

Merit is one of the core values of the Public Service Employment Act.



# Statement of Merit Criteria

The [Public Service Employment Act](#) defines a Statement of Merit Criteria as an **obligation in the appointment process**.

Merit criteria are defined in the essential qualifications (language, education, skills, experience, knowledge, etc.).

Each merit criterion is assessed prior to appointment.

- **Means of assessing merit:** GC Jobs screening questions, interviews, written exams, competency tests, references and others.

# Types of appointment process (definition)

The Commission may use two types of processes to appoint a person.

**Advertised appointment process** - An appointment process in which persons in a given area of selection are informed of an employment opportunity to which they may apply.

**Non-advertised appointment process** - An appointment process that does not meet the criteria for an advertised appointment process.

# Types of appointment process (definition)

**External appointment process** - A process for making one or more appointments to which both persons employed in the public service and persons from outside the public service are eligible.

**Internal appointment process** - A process for making one or more appointments to which only persons employed in the public service are eligible.



# How do you get into positions or move up the ladder?

Demonstrate through a selection process that you meet the essential qualifications, assets, working conditions and operational requirements.

- **Entry into the Public Service:** new employees (as a result of an advertised or non-advertised appointment): Specified (term) and indeterminate (permanent) employment.
- **Promotion (as a result of an appointment process or position reclassification):** For example, promotion from an AS02 group and level to the AS03 group and level or reclassification from the AS02 group and level to the AS03 group and level.
- **Acting appointment** - The temporary appointment of an employee to another position, where the term or indeterminate appointment would have constituted a promotion.

# **Why my application might be rejected?**

1. You are outside the established area of selection.
2. Not being able to demonstrate with concrete examples in the screening questions that you meet the merit criteria (essential and/or asset).
3. Failure to demonstrate that you meet one or more of the merit criteria (essential and/or asset) during the assessments.
4. Not meeting the working conditions and/or operational requirements.

# My application is in a pool. What does that mean?

- That you meet the requirements of this position and are eligible for an advertised or non-advertised appointment.
- You are an available resource to be considered for an appointment. You can promote your membership in this pool for employment opportunities in your networking activities.
- Read the following article from the PSC: ([Hiring from pools – Advertised or non-advertised appointment - Canada.ca](#))

# Second part GC Jobs

# Follow GC Jobs so you don't miss a thing!

For new jobs in the federal public service, be sure to follow GC Jobs on:

- Facebook (GC Jobs/Emplois GC)
- Twitter (@Jobs\_GC/@Emplois\_GC)
- Instagram (@Jobs\_GC/@Emplois\_GC)



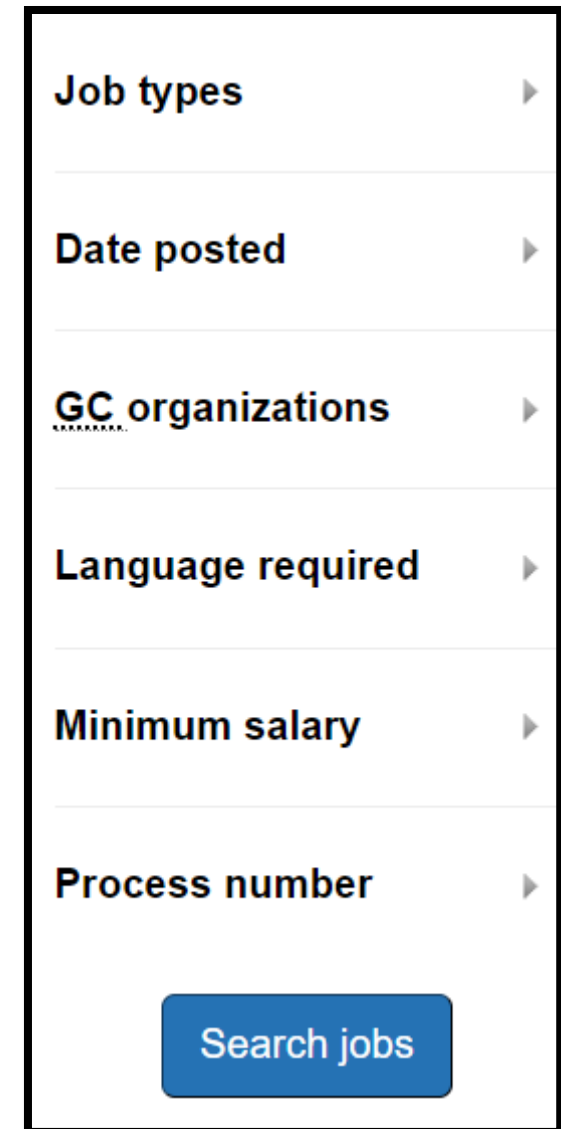


# Find a job on GC Jobs

- [Government of Canada jobs - Canada.ca](#)
- [Youth and student employment - Canada.ca](#)
  - [Federal Student Work Experience Program - Canada.ca](#)
  - [Post-Secondary Co-op/Internship Program - Canada.ca](#)
  - [Research Affiliate Program - Canada.ca](#)
- [Post-Secondary Recruitment - Canada.ca](#)
- [Jobs in national security and defence - Canada.ca](#)

# Search on GC Jobs

1. Go to the [GC Jobs](#) website to find a job
2. In the left column, add criteria to refine your search: [group and level](#), city, language and others (see image).



The image shows a vertical sidebar of search filters on the GC Jobs website. The filters are listed from top to bottom: Job types, Date posted, GC organizations, Language required, Minimum salary, and Process number. Each filter has a right-pointing arrow. At the bottom of the sidebar is a blue button with the text "Search jobs".

Job types	▶
Date posted	▶
GC organizations	▶
Language required	▶
Minimum salary	▶
Process number	▶

Search jobs

# Selection area of a process

- Validate that you are eligible for the process by looking at the selection area (see image).
  - Will you be able to prove that you meet the language profile?
  - Is this the right [group and level](#) for you?
  - Are you interested in the type of employment, are you eligible?
  - Do you meet all the criteria in the "Who is eligible" section?

## 5. [Litigation Analyst](#)

Closing date: 2023-01-26

Royal Canadian Mounted Police - Federal Policing

Ottawa (Ontario)

Various language requirements and/or profiles

EC-03

Indeterminate

\$68,666 to \$77,696

Who can apply: Persons employed within the public service occupying a position in the National Capital Region.

Eligible veterans and [CAF](#) members may apply.

# Essential qualifications of a process

- Validate the essential qualifications section that you must meet at the time of application (see image).
  - Your language level must be met at the time of nomination.

**In order to be considered, your application must clearly explain how you meet the following (essential qualifications) ?**

**Education**

Successful completion of two years of a post-secondary program with acceptable specialization in social science, statistics, library/archival work or a law-related field.

At the manager's discretion, an acceptable combination of education, training and/or experience that is comparable to the minimum education stated above, may serve as an alternative.

[Degree equivalency](#)

**Experience**

EX1: Experience in supporting document collection, and in using tracking systems and/or reports to support the collection.

EX2 : Experience in researching and analyzing sensitive documents for use in complex matters.

EX3: Experience in records and information management, including the use of databases or major case management.

EX4: Experience in establishing and/or maintaining collaborative relationships with internal stakeholders

# Apply on a process

- Complete all sections of the requirements in order to apply on a process (see image).

Advertisement Information	Requirements
<p data-bbox="468 883 1013 915"><a href="#">Litigation Analyst RCM23J-014977-000203</a></p> <p data-bbox="468 932 681 964"><a href="#">View Application</a></p> <p data-bbox="468 980 701 1013"><a href="#">Delete application</a></p> <p data-bbox="468 1029 768 1062">Closing on: 2023-01-26</p>	<ul data-bbox="1770 883 2090 1338" style="list-style-type: none"><li data-bbox="1770 883 1895 915">✓ Notice</li><li data-bbox="1770 932 2090 964">✗ Employee information</li><li data-bbox="1770 980 1924 1013">✗ Résumé</li><li data-bbox="1770 1029 2070 1062">✗ Screening questions</li><li data-bbox="1770 1078 2003 1110">✗ Work locations</li><li data-bbox="1770 1127 1983 1159">✗ Classification</li><li data-bbox="1770 1175 1945 1208">✗ Education</li><li data-bbox="1770 1224 1962 1256">✗ Languages</li><li data-bbox="1770 1273 2061 1305">⚠ Employment Equity</li><li data-bbox="1770 1321 2070 1338">✗ <b>Submit application</b></li></ul>

# Diversity in a process

- The importance of self-declaration for jobs in the Government of Canada
  - [Self-declaring. Because your perspective counts. - Canada.ca](#)
- Student workers have access to the Aboriginal Student Employment Opportunity (ASEO) and the Employment Opportunity for Students with Disabilities (EOPS)
  - Once employed with the Government of Canada (GoC), Aboriginal students or students with disabilities can register by completing the application form.
  - The program includes training, mentoring, events and support services.
  - Graduates can then register in a directory that facilitates matching between hiring managers.

# Additional Resources

- Check out the [GC Students employment page](#) to better understand how staffing works.
- Check out the [Federal Youth Network resources](#) for more tips and tricks!
- Canada School of Public Service (CSPS) training:
  - [Course Description - Basics of Staffing in the Public Service \(H200\) - Module 1 \(csps-efpc.gc.ca\)](#)
  - [Course Description - Basics of Staffing in the Public Service \(H200\) - Module 2 \(csps-efpc.gc.ca\)](#)

Third part  
Tips and tricks in a  
selection process



# How do I search for a non-advertised process?

Demonstrate your interest in starting your career (student workers and new public servants), progressing (promotion) or having an acting of more than 4 months to your manager or by networking, using, for example, the following channels:

- Network of contacts (sponsor, friends and others)
- Facebook Groups
- LinkedIn
- [GCdirectory](#)

# How do I properly formulate my answers to the screening questions?

- **Tip 1:** Use concrete and specific examples of how you meet the qualifications, don't copy and paste from your resume, use your writing skills to write your response in complete sentences.
- **Tip 2:** Write your answers in a separate Word document so that you can easily check your answers for typos and spelling errors and, most importantly, you can save your answers and reuse them in different selection processes on GC Jobs.

# How do I properly formulate my answers to the screening questions? |...|

- **Tip 3:** Use the STAR acronym method!
  - S is for Situation, tell us when and where you acquired the qualification using dates
  - T is for task, you will now tell us what you did.
  - A is for action, you will now tell us how you accomplished these tasks.
  - R is for results, you can present the statistics and feedback you received.
- **Tip 4:** Check out the [Federal Youth Network resources](#) for more tips and tricks!

I have difficulty applying on processes, I am always removed from the process.

Do not be discouraged! This is normal learning!!

- **Tip 1:** Ask for feedback, if possible, from those involved in the process and seek advice from your colleagues.
- **Tip 2:** Practice your answers with friends/family to receive feedback.
- **Tip 3:** Improve your responses by applying the principles of the acronym STAR method.

At the end of a selection process, I am told that I am qualified in a pool, what can I do?

You are qualified for a certain group and level! Congratulations!

Network with hiring managers to find a job, using the following channels, for example:

- Network of contacts (sponsor, friends and others)
- Facebook Groups
- LinkedIn
- [GCdirectory](#)

# My application is considered, but I am not appointed

Section 30(4) PSEA: "The Commission is not required to consider more than one person in making an appointment based on merit."

Example: while you are in a selection process, the deputy head appoints another person for the same process.

You may be considered in a pool ( of partially or fully assessed persons).

# Thank you

