



GC JOBS: CONNECTING YOU AND YOUR FUTURE

Where to look for jobs

- Go to Canada.ca/GCJobs and click on **Search for government jobs** and subscribe to job alerts
- Separate agency websites
- Connections/networking

The GCJobs site provides you with all the access to the different employment opportunities within the Core Federal Public Service.

Certain government organizations do not have to post their job opportunities on the GC Jobs website. Some do, but many don't. You may want to visit these organizations' websites.

GC Connex and GC Collab are accessible to employees (and students, casuals) for temporary opportunities or lateral movement.

Make contacts, network through events and associations, or groups on the various GC platforms (Gcconnex, GCCollab)

Understanding job posters

By clicking on the job advertisement, you will have information related to:

- The department / organization
- The location
- The occupational group
- The salary
- The closing date: It is very important to apply before that date
- And who can apply: It can be internal to the public service or open to the public. It may also be restricted to one or more departments or to a geographic area. If you are not sure, you can ask for more information by emailing the contact listed at the bottom of the page.

Below the job posting box, you will find information regarding assessment, what you must provide when applying, essential qualifications, conditions of employment and many other important considerations.

You're now ready to apply!



Eg:

GC Jobs
Canada

[Home](#) | [Job search](#) | [Login](#) | [Search archives](#) | [Help](#)

[Home](#)

Administrative / Operational Assistant (Anticipatory)

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Reference number: RCM19J-017430-000400
Selection process number: 19-RCM-EA-P-E-KEL-CROPS-FPOL-81532

Royal Canadian Mounted Police - Federal Policing
Kelowna (British Columbia), Osoyoos (British Columbia)
CR-05
\$52,162 to \$56,471

For further information on the organization, please visit [Royal Canadian Mounted Police](#)

Closing date: 21 February 2019 - 23:59, Pacific Time

Who can apply: Persons residing in Canada and Canadian citizens residing abroad.

[Apply online](#)

Important messages

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please use the Contact information below to request specialized accommodation. All information received in relation to accommodation will be kept confidential.

[Assessment accommodation](#)

PLEASE NOTE, WE WILL ONLY ACCEPT ON-LINE APPLICATIONS RECEIVED VIA THE Canada.ca SITE.

Job Poster Terminology

- Tenure means the period of employment. For example, specified period with specific starting and ending dates or indeterminate where there is no defined end date, acting, etc.
- Intent of the process means the reason for the process. For example, to create a pool of qualified candidates.
- Essential for the job the minimum qualifications or criteria that are necessary for the position.
- May be needed the qualifications or criteria that may be required for the position.
- Bilingual imperative means that the language requirements of the position must be met at the time of appointment.

Things to note:

- Read the **entire** job advertisement including the notes.
- Be sure your application is in before the deadline! Don't wait until the last minute to start the application process – certain jobs will ask you to answer specific questions with concrete examples as part of the application process - allow yourself sufficient time to address all the questions.



- **Key words are not enough.** You must provide specific examples in your application to **demonstrate** how you meet the essential qualifications listed
 - Use **specific** and **concrete** examples of your work experience.
 - Dates and where the experience was acquired are also important:
 - For example, *“in January 2012, I wrote a report on the benefits of improving the system. In order to do this, I had to conduct research through several academic journal studies in order to determine that...”*
 - Focus on what YOU did, and what results YOU accomplished.
- Submit only what was asked (e.g. sometimes a cover letter is not required)
- Ensure information on your cover letter and resume match
- Be succinct but it is okay to go over the industry standard of a two-page resume and one-page cover letter

Assessments can include: written test, simulation, interview, reference check, language test, etc. AND may be multi-step.

Complete the job application

Once you click on [Apply Now](#), you will be redirected to this screen which will allow you to ensure that you have completed all the sections. In most cases, you won't need a covering letter to submit your application. Instead, you will be asked to fill screening questions that will help employers narrow-down on the right candidate.

Jobs open to the public

Advertisement information	Requirements
Citizen Services Officer (Bilingual) CSD19J-019352-000210 View application Delete application Closing on: 2019-02-25	<input checked="" type="checkbox"/> Notice <input type="checkbox"/> Résumé <input type="checkbox"/> Screening questions <input type="checkbox"/> Work locations <input type="checkbox"/> Employment tenure <input type="checkbox"/> Classification <input type="checkbox"/> Education <input type="checkbox"/> Languages <input type="checkbox"/> Employment Equity <input type="checkbox"/> Submit application



Your Resume

The objective of your resume is to provide enough detailed information so that hiring managers can determine if you meet the requirements of the job.

Make sure you include:

- Name and contact information
- Highlights of qualifications
- Education
- Work Experience
- Certifications
- Awards, scholarships received
- Volunteer experience

Screening questions

To increase the likelihood of being selected, use **specific** and **concrete** examples of your work experience.

Make sure to specify when and where you acquired the experience. It is also important to focus on what you accomplished, and the results you obtained.

Eg:

Screening questions

Select a Yes or No response. In certain instances you may be required to enter additional information to compliment your response.

Please ensure information you provide is **free of third party personal information and references to your Social Insurance Number**. Visit Help for further information.

The system will automatically disconnect you without warning after 60 minutes if there is no activity. You MUST save or move to a new screen to maintain your connection. Typing information without saving does not prevent you from being disconnected.

Do you have a secondary school diploma or an acceptable combination of education, training and/or experience?

Please Specify
Yes
No

If you answer Yes: Please explain how you meet the educational requirement by providing concrete examples (diploma obtained, educational institution, duties, projects, organization, duration). This section will be used for screening purposes and your ability to communicate in writing will be assessed as well.



STAR Method:

- **S**ituation: Describe the situation
- **T**ask: Give details on what you had to do
- **A**ction: Give details on actions you have taken
- **R**esult: Describe the result of the situation and the impact

Notes:

- If you graduated outside Canada, just make sure you have your [Education Equivalency](#) before the testing period starts.
- You can use French or English at any stage in the hiring process wherever you are in Canada. The exception, of course, is the Second Language Evaluation (SLE) exams!

Assessment Accommodation

Assessment accommodation removes obstacles from the selection process so that you can demonstrate your abilities to your fullest capacity. (Check the job advertisement to find out who to contact about accommodation measures).

If you have a disability-related functional limitation that may impact your performance during the selection process, such as a test or interview, you may require assessment accommodation

A functional limitation can be temporary, visible or invisible.

Applicants **MUST** provide information related to functional limitations in order to be accommodated. Not the cause, but how it relates to the assessment.

Although assessment accommodations **do not** alter the qualification being assessed nor the proficiency level required, they may, however, alter the way a qualification is assessed or the setting.

Assessment accommodations are designed to remove the obstacles without altering the criteria being assessed so candidates with limitations can fully demonstrate their abilities

There are many potential factors that may impact your performance during the selection process such as:

- A visible or invisible disability (including temporary)
- Religious reasons
- Personal needs (family constraints, time constraints, illness)



Examples of a disability :

Temporary	Visible	Complex	Invisible
An impairment when one is recovering from an injury or an operation.	<ul style="list-style-type: none"> • mobility • dexterity • visual • hearing • down syndrome 	<ul style="list-style-type: none"> • multiple sclerosis • muscular dystrophy • fibromyalgia • chronic fatigue • degenerative arthritis 	<ul style="list-style-type: none"> • environmental illnesses • <u>colour</u> blindness • partial loss of vision • tunnel vision • hard of hearing • learning disabilities • attention deficit hyperactivity disorder • dyslexia • social disorders • mental health issues

Types of accommodation:

Settings: To alter the setting of the assessment. For example, changing the test location if it is not wheelchair-accessible, providing a table and a chair that provide greater physical support, or altering the lighting conditions in the assessment room.







Response format: To allow individuals with disabilities to give responses using their preferred communication modality. For example, having the respondent use a tape recorder, a computer, a Braillewriter, or its own adaptive equipment to answer questions.

Scheduling and Timing: Another accommodation strategy is to alter the timing of the assessment such as extended time to complete a test or an interview and/or more breaks during a longer assessment period. It may also include scheduling an assessment session at the most appropriate time of day for a person.

Presentation Format: To alter the medium used to present the instructions or questions to the person. For example, a test booklet may be produced in Braille, large print or audio format. A reader could also be appropriate for persons who are blind. Another example would be to provide instructions through the use of sign language or in writing.



Reasons for non-disclosure:

 Fear of being singled out and treated differently and negatively than others	 Belief that the disability is not relevant to performance	 Concern that confidential and sensitive information will become common knowledge in the workplace
 Discomfort about asking for help	 Fear that asking for accommodation will have a negative consequences	 Concern about experiencing attitudinal barriers and unconscious bias in the selection process or workplace

The Public Service Commission’s Personnel Psychology Centre (PPC) protects the information disclosed.

Managers might want to find out about functional limitations so they can accommodate the candidate/employee, but not why they need it.

Self-Declaration

When you apply to any [Government of Canada job](#), you’ll be asked to fill out a **self-declaration form** to identify yourself as a member of an [employment equity](#) group.

- Self-declaration is **voluntary**
- Self-declaration is highly **encouraged**
- Self-declaring is a **way to fully demonstrate** your skills and abilities
- Self-declaring **help increase the representation** in the federal public service

Some jobs are open specifically to members of an employment equity group.

- **Example: Jobs only open to person with a disabilities, as with the [Employment Opportunity for Students with Disabilities](#), part of the [Federal Student Work Experience Program](#).**

The [Employment Equity Act](#) identifies 4 designated groups:

- Women
- Aboriginal peoples
- Persons with disabilities
- Members of visible minorities

Note: You may self-declare to more than one designated group



Aboriginal peoples includes Indigenous, Inuit or Métis.

Persons with disabilities means persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who

- a) consider themselves to be disadvantaged in employment by reason of that impairment, or
- b) believe that a employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment, and includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace

Members of visible minorities means persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour.

The purpose of the *Employment Equity Act*:

The purpose of this Act is to achieve **equality in the workplace** so that no person shall be denied employment opportunities or benefits for reasons unrelated to ability and, in the fulfilment of that goal, **to correct the conditions of disadvantage in employment experienced by women, Aboriginal peoples, persons with disabilities and members of visible minorities** by giving effect to the principle that employment equity means more than treating persons in the same way but also requires special measures and the accommodation of differences.

- To help create a **diverse and inclusive** public service that is truly representative of the population we serve
- To give you the chance to **fully be yourself** in your work environment
- To have access to jobs open specifically to members of an employment equity group