

GC Jobs

Connecting you and
your future





Graduate and focused
recruitment

“I am a graduate and I want to make a difference”

[Recruitment of Policy Leaders \(RPL\)](#)

[Other Specialized Recruitment Initiatives](#)

[General GC Recruitment \(GC Jobs\)](#)

Did you know?

- Departments can rehire students in subsequent semesters who were previously hired through government student programs (FSWEP, CO-OP, RAP).
- If you are hired as a student, you could be eligible for bridging. Student bridging supports the hiring of students into temporary or permanent positions in the federal public service after the completion of their educational program.



General government recruitment
(GC jobs)

What is General GC recruitment?

- Permanent positions are called "**Indeterminate**" positions
- Short-term employment opportunities in **Term** or **Casual** positions (usually for a period of 90 days or less).

How do I apply?

- Go to [GC Jobs](#)
- Click on “How to apply”
- Register for job alerts



Where do I look for jobs?

- Go to Canada.ca/GCJobs click on **Find government jobs** and subscribe to job alerts
- Separate agencies' websites
- Connections/networking



Access GC Jobs

1. Visit Canada.ca/GCJobs
2. Create an account
3. Search for specific job opportunities






MENU ▾

[Canada.ca](#) > [Jobs and the workplace](#) > [Find a job](#)

Government of Canada jobs

Opportunities to work for the federal government.

Follow GC Jobs:   



Most requested

[Sign in to create a GC Jobs account](#)

[Rates of pay for Government of Canada employees](#)

[Federal Student Work Experience Program](#)

Government jobs

• [Find government jobs](#)

• [How to apply](#)

Employment equity

• [Self-declare when you apply](#)

• [Jobs for Indigenous people](#)

Students and recent graduates

• [Student jobs](#)

• [Jobs and inventories for graduates](#)

• [Become a policy leader](#)

Military and veterans

• [Jobs in national security and defence](#)

• [Jobs for military and veterans](#)

Public servants

• [Hiring and assessing candidates](#)

• [Public service pay, pension and benefits](#)

• [Work assignments outside the public service](#)

Job search

Use filters such as work locations or job types to refine your search

The screenshot shows a job search interface with a navigation bar at the top containing 'Home', 'Job search', 'Login', 'Search archives', and 'Help'. Below the navigation bar is a 'Home' link. The main content area is divided into two columns. The left column is titled 'Job search' and contains a 'Refine search' section with a 'Job title' input field. Below this is a 'Work locations' section, which is circled in red. It includes a 'Location' input field, a 'Show' button, and two checkboxes: 'Exclude various locations' and 'Exclude international'. Below the 'Work locations' section is a 'Job types' section, also circled in red, with three checkboxes: 'Graduate programs', 'Student programs', and 'Regular job postings'. The right column is titled 'Search results' and shows 'Jobs open to the public (551)'. It includes a pagination bar with links for '[First / Previous]', 'Page 1', '2', '3', '4', '5', '6', '7', '8', '9', '10', '11', '12', '13', '14', '15', '16', '17', '18', '19', '20', and 'of 28', followed by '[Next / Last]'. The search results are listed in four items:

- 1. Assistant Coordinator (Nurse), Critical Incident Stress Management (2 STREAMS)**
Closing date: 2024-05-17
Health Canada - Corporate Services Branch - Specialized
Health Services Directorate - Employee Assistance Services
Winnipeg (Manitoba)
Various language requirements and/or profiles
\$88,197 to \$103,995 (Salary under revision)
- 2. Corporate Planning & Reporting Officer and Corporate Performance Analyst**
Closing date: 2024-05-17
Social Sciences and Humanities Research Council of Canada
Ottawa (Ontario)
Bilingual - imperative
\$75,721 to \$92,345
- 3. Detachment Services Assistant 3**
Closing date: 2024-05-17
Royal Canadian Mounted Police
St. Paul (Alberta)
English essential
\$61,154 to \$66,206
- 4. Interpretive Media Officer**
Closing date: 2024-05-17
English essential

Understanding job posters



Administrative Assistant positions at Public Safety Canada

[Share this page](#)

Reference number: PSP23J-024094-000012

Selection process number: 2023-PSP-EA-COLL-184087

Public Safety Canada
Ottawa (Ontario)
AS-01
\$60,424 to \$67,582

For further information on the organization, please visit [Public Safety Canada](#)

[The "Crack the Code" video helps people seeking a new career with the Government of Canada navigate the application process step by step.](#)

[Follow us on LinkedIn to stay up-to-date about career opportunities!](#)

[Information on employment equity](#)

Closing date: 18 October 2024 - 23:59, Pacific Time

Who can apply: Persons residing in Canada, and Canadian citizens and Permanent residents abroad who self-declare as members of the following Employment Equity designated groups: Aboriginal peoples, persons with disabilities, visible minorities or women.

[Apply online](#)



Job poster terminology

- Tenure
- Intent of the process
- Essential for the job
- May be needed for the job (assets)
- Bilingual imperative (for example: BBB/BBB)



Completing a job application

Jobs open to the public

Advertisement information	Requirements
<p data-bbox="216 449 1019 492">Citizen Services Officer (Bilingual) CSD19J-019352-000210</p> <p data-bbox="216 521 445 564">View application</p> <p data-bbox="216 592 471 635">Delete application</p> <p data-bbox="216 656 547 699">Closing on: 2019-02-25</p>	<ul data-bbox="1592 449 1923 1120" style="list-style-type: none"><li data-bbox="1592 449 1732 492">✓ Notice<li data-bbox="1592 521 1758 564">✗ Résumé<li data-bbox="1592 592 1911 635">✗ Screening questions<li data-bbox="1592 656 1847 699">✗ Work locations<li data-bbox="1592 728 1898 771">✗ Employment tenure<li data-bbox="1592 799 1821 842">✗ Classification<li data-bbox="1592 871 1783 913">✗ Education<li data-bbox="1592 942 1796 985">✗ Languages<li data-bbox="1592 1013 1898 1056">✗ Employment Equity<li data-bbox="1592 1085 1911 1128">✗ <u>Submit application</u>

[Landing page image description](#)

Your resume

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

Read Carefully and...

- Follow the instructions on the advertisement
- Submit before the deadline
- Submit only what is required
- Ensure that the information in your cover letter matches your resume
- Be clear and precise
- Remember that accommodations are there to help you



Key words are not
enough!

Screening questions section (1 of 2)

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.

Screening questions section (2 of 2)

Screening questions

Select a Yes or No response and provide additional information if required.

Important

- We recommend saving your answers in a text editing software, and copy-paste them into your job application.
- Save periodically to avoid losing your work should you encounter a connection problem. Also, if you close your browser without saving first, the system will not save your work and you will lose your information.
- If you get an error message, you **must** correct the error and use the **Save** button again before leaving the section. If you do not, the system will **not** save your answers when you go to another page and you will lose your information.

EXP1 - Do you have experience providing customer service?

If you answer Yes: If yes, please demonstrate how you meet this essential experience criterion.

Note:

It is **NOT** sufficient to only state that the qualifications are met or to provide a listing of current or past responsibilities. Rather you must clearly demonstrate, with an example, **HOW, WHEN, and WHERE** the qualification was met through substantiation with a concrete and detailed example.

Official languages

You can use French or English at any stage in the hiring process wherever you are in Canada.



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

Assessment accommodations

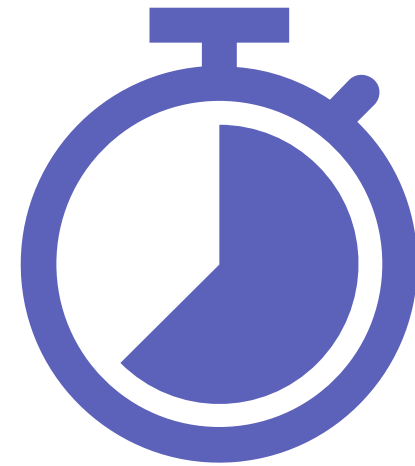
Assessment accommodations remove obstacles from the selection process so that you can demonstrate your abilities to your fullest capacity.

If you are contacted for a test or interview and require adjustments, you should inform the hiring organization of your needs.



Accommodations in the selection process

- Settings
- Response format
- Scheduling & Timing
- Presentation format



Assessment Accommodation



Help remove potential barriers related to testing (exam / interview)



Does not change the nature or level of the qualification evaluated.



If you require assessment accommodation, check the job advertisement or assessment invitation to find the responsible contact so you can inform them as soon as possible.

Self-declaration, What is it?

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



Who can self-declare?

You can self-declare if you are a member of one or more of these 4 designated employment equity groups as identified by the [Employment Equity Act](#):

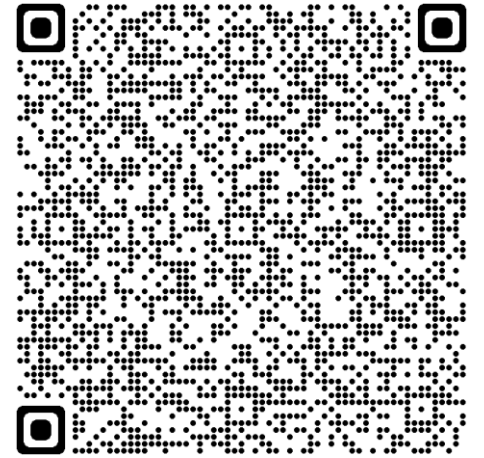
- Women
- Indigenous Peoples
- Persons with disabilities
- Members of a visible minority



Self-declaring...Why?

If you identify as belonging to one or more employment equity group, and you choose to self-declare on your application, you will:

- Become eligible for tailored programs, mentorship, learning and networking activities;
- Help build a public service that represents Canada's diversity;
- Allow the public service to identify and eliminate barriers to hiring faced by members of employment equity groups, by measuring their success rates at each step of the hiring process.



Self-Declaration: Persons with a disability

If you have a disability and choose to self-declare, you will:

- Lead the way to change
- Make a difference by sharing your unique talents, perspectives and ideas
- Help more people with disabilities to bring their skills to Canada's public service
- Help create a diverse and inclusive public service that is truly representative of Canada

Diversity and Inclusion – Commitments and Initiatives

- ✓ Accessibility Strategy for the Public Service of Canada
- ✓ Call to action on anti-racism, equity, and inclusion
- ✓ Hiring of 5,000 persons with disabilities by 2025
- ✓ Federal Internship Program for Canadians with disabilities
- ✓ Specialized recruitment processes
- ✓ Networks across government and within departments

So? How did we do?

Thank you for participating in our event!

Please take 5 minutes to answer our short anonymous survey.

Insert the unique QR code

for your event/activity

GC Jobs – Connecting you and your future



Questions? Send us an email:
cfp.pfete-fswep.psc@cfp-psc.gc.ca



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