

GC (Government of Canada) Recruitment Business Reference Model

GC Jobs Transformation

GC Recruitment Business Reference Model

1. Prepare for Resourcing - Business Function
 - 1.1. Define Staffing Needs – High-level functionality
 - 1.1.1. Create Staffing File – Business Features
 - 1.1.2. Define Job Requirements – Business Features
 - 1.2. Define Recruitment Approach – High-level functionality
 - 1.2.1. Access Labour Market Information - Business Features
 - 1.2.2. Manage Staffing Team - Business Features
 - 1.2.3. Access Existing Job Inventories - Business Features
 - 1.2.4. Delegate Task to Staffing Team Member - Business Features
 - 1.2.5. Define Eligibility Requirements - Business Features
 - 1.2.6. Define Assessment Approach - Business Features
 - 1.3. Define Assessment Tools - High-level functionality
 - 1.4. Identify Persons with Priority Entitlement - High-level functionality
 - 1.4.1. Lookup PPE Inventory - Business Features
2. Attract Applicants - Business Function
 - 2.1. Undertake Advertising - High-level functionality
 - 2.1.1. Create Job Poster - Business Features
 - 2.1.2. Publish Job Poster - Business Features
 - 2.1.3. Publish to External Job Boards - Business Features
 - 2.2. Manage Profile - High-level functionality
 - 2.2.1. Self-refer as a PPE - Business Features
 - 2.3. Apply for a Job - High-level functionality
 - 2.3.1. View Internal & External Jobs – Business Features
 - 2.3.2. Search for Jobs - Business Features
 - 2.3.3. Answer Assessment Questions - Business Features
 - 2.3.4. Save/Retrieve Job Application - Business Features
 - 2.3.5. Submit Job Application - Business Features
 - 2.3.6. View Job Application Status - Business Features
 - 2.3.7. Provide Personal Information – Business Features
 - 2.3.8. Upload Documents – Business Features
3. Conduct Assessment – Business Function
 - 3.1. Determine Eligibility - High-level functionality
 - 3.1.1. Receive Eligibility Results - Business Features
 - 3.2. Accommodate Job Seekers – High-level functionality
 - 3.2.1. Request Accommodation Measures – Business Features
 - 3.3. Assess Job Seekers - High-level functionality
 - 3.3.1. Send/Receive Communications – Business Features
 - 3.3.2. Inform Job Seekers of Assessment Activities – Business Features
 - 3.3.3. Self-Schedule Assessment Activities – Business Features

GC Recruitment Business Reference Model

- 3.3.4. Review Job Applications - Business Features
- 3.3.5. Rate Job Requirements – Business Features
- 3.3.6. Store/Display Assessment Results - Business Features
- 3.3.7. Manage Job Inventories - Business Features
- 4. Undertake Selection – Business Function
 - 4.1. Make Selection Decision - High-level functionality
 - 4.1.1. Select Job Seeker for Appointment - Business Features
 - 4.1.2. Document Staffing Rationale – Business Features
 - 4.1.3. Inform Job Seeker of Staffing Decision - Business Features
 - 4.2. Conduct Notifications – High-level functionality
 - 4.2.1. Request Informal Discussion – Business Features
 - 4.2.2. Post Notification of Consideration – Business Features
 - 4.2.3. Post Notification of Proposed Appointment – Business Features
 - 4.2.4. Post Notification of Acting Appointment – Business Features
 - 4.3. Extend Employment Offer - High-level functionality
 - 4.3.1. Generate Letter of Offer - Business Features
 - 4.3.2. Digitally Sign Letter of Offer – Business Features
- 5. Oversight & Monitoring
 - 5.1. Audit & Investigations - High-level functionality
 - 5.1.1. Enable Staffing Audits - Business Features
 - 5.1.2. Access Audit Trail - Business Features
 - 5.1.3. Track Communications, Request & Permissions – Business Features
 - 5.2. Reporting - High-level functionality
 - 5.2.1. Ad hoc (configurable) Reports - Business Features
 - 5.2.2. Report on Staffing - Business Features
 - 5.2.3. Report on Staffing Process - Business Features
 - 5.3. Data Analytics - High-level functionality
 - 5.3.1. Enable Web Analytics - Business Features
 - 5.3.2. Access Live HR Statistics - Business Features
- 6. System Support – Business Function
 - 6.1. User Support – High-level functionality
 - 6.1.1. Facilitate User Support – Non-Functional and Technical Capabilities
 - 6.2. System Administration – High-level functionality
 - 6.2.1. Assign Access Rights – Non-Functional and Technical Capabilities
 - 6.2.2. Configure Business Rules – Non-Functional and Technical Capabilities
 - 6.2.3. Configure Workflows - Non-Functional and Technical Capabilities
 - 6.2.4. Configure Information Management Rules - Non-Functional and Technical Capabilities
 - 6.2.5. Connect with Programs – Non-Functional and Technical Capabilities

6.2.6. Connect with Assessment Platform– Non-Functional and Technical Capabilities

6.2.7. Access to Raw Data– Non-Functional and Technical Capabilities