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User guide to requesting candidates on the GC Digital Talent Platform

Recruitment and Talent Acquisition team
Digital Community Development
Office of the Chief Information Officer
Treasury Board Secretariat of Canada

User guide to requesting candidates on the GC Digital Talent Platform

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User guide to requesting candidates on the GC Digital Talent Platform

This guide offers step-by-step instructions on using the GC Digital Talent Platform to request candidates for your hiring needs. If you have any questions along the way, send the Recruitment and Talent Acquisition team an email: recruitmentimit-recrutementgiti@tbs-sct.gc.ca.

BEFORE YOU GET STARTED

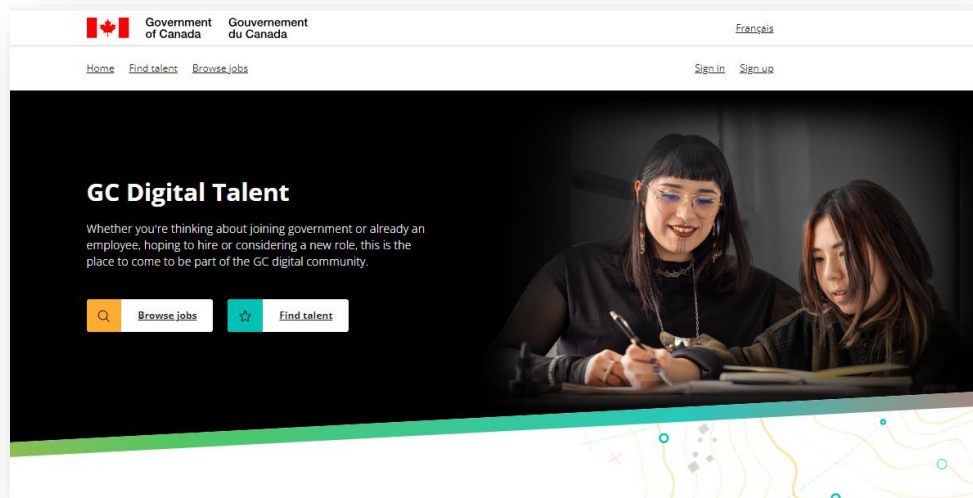
Questions marked with a red asterisk (*) are mandatory.

PRO TIP:

Keep an eye on the right side of your screen for the "Estimated candidates" box. It estimates how many qualified candidates in our database meet your criteria, adjusting as you refine your search. If no candidates are found, don't worry; you can still submit your request and clarify your needs in the comments.

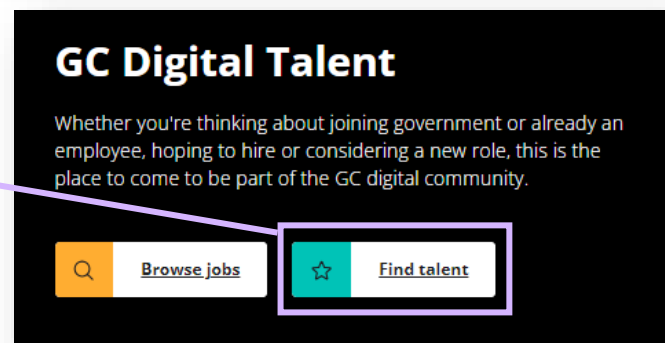
1 Access the Platform

- Open your web browser and go to talent.canada.ca



2 Find talent

- Click on the "Find talent" button



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3 Classification filter

- Specify the classification and stream for the position you want to fill (e.g., IT-01, Security)

Classification filter

We use this filter to match candidates who express interest in a classification level, or certain expected salaries in these classifications.

Classification filter *

IT-01: Technician (\$60,000 to \$78,000) ▾

Stream *

Security ▾

4 Skills selection

- Identify specific skills for the position, then click on "Add this skill"
- To do this, you can:
 - Click the "All skills" button and browse the list
 - Enter keywords in the search box to search for skills (e.g., Python)
 - Browse through "Found skills"

Tip: Click "See definition" to learn more about the skills

Note: Candidates who have any of the selected skills will be counted in the "Estimated candidates" total, even if they don't possess all the specified skills

All skills ▾ e.g. Python

- ✓ All skills
- Technical skills
 - Interpersonal
 - Access to Information and Privacy
 - Software Solutions - Web Development
 - Software Solutions - Quality Assurance
- Personal
 - Programming Languages and Tools
 - Digital Business Line Advisory Services

Found 224 skills.

Respect for Diversity	Add this skill See definition
Client Services	Add this skill See definition
Workload Management	Add this skill See definition
TypeScript	Add this skill See definition
Office Software	Add this skill See definition
PowerBuilder	Add this skill See definition

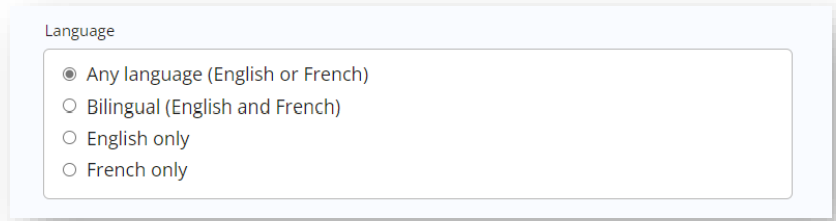
Search skills by keyword

All skills ▾ Python

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5 Working language ability

- By default, the selection is set to "Any language" (English or French)
- Modify if you require a specific language (e.g., English only)



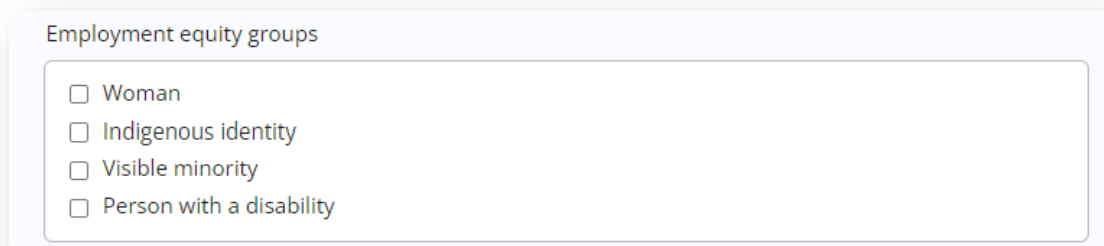
Language

- Any language (English or French)
- Bilingual (English and French)
- English only
- French only

6 Employment equity

- You can request candidates by employment equity (EE) group to address representation gaps

Note: Candidates matching any of the selected EE groups will be counted in the "Estimated candidates" total, even if they haven't self-identified as all the specified EE groups



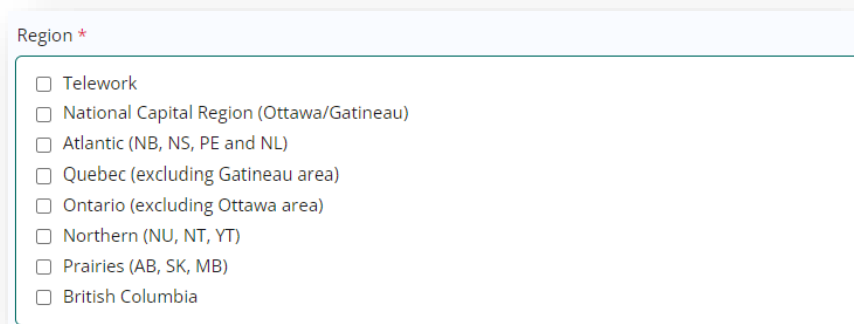
Employment equity groups

- Woman
- Indigenous identity
- Visible minority
- Person with a disability

7 Work location

- Select one or more regions

Note: Candidates matching any of the selected regions they are willing to work in will be counted in the "Estimated candidates" total, even if they haven't selected all the specified regions



Region *

- Telework
- National Capital Region (Ottawa/Gatineau)
- Atlantic (NB, NS, PE and NL)
- Quebec (excluding Gatineau area)
- Ontario (excluding Ottawa area)
- Northern (NU, NT, YT)
- Prairies (AB, SK, MB)
- British Columbia

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8 Advanced filters

These are optional but advisable to review:

- a) **Education requirement for the job:** The default selection is "Can accept a combination of work experience and education."
- b) **Employment Duration:** Select the position's duration
- c) **Conditions of employment/Operational requirements:** Select as needed

Note: The Recruitment and Talent Acquisition team carefully vets all candidates, ensuring they have the required education and experience to meet GC Qualification Standards for IT.

Advanced filters

- ✓ **Education requirement for the job**
Can accept a combination of work experience and education
- ✓ **Employment Duration**
(None selected)
- ✓ **Conditions of employment / Operational requirements**
(None selected)

Education requirement for the job

Can accept a combination of work experience and education

Most jobs in the Digital community do not require a diploma, change this only if the job requires a diploma.

Education Requirement filter

- Can accept a combination of work experience and education
- Required diploma from post-secondary institution

Employment Duration

(None selected)

The selected duration will be compared to the one chosen by candidates in their applications. Change this only if the job offer has a determined duration.

Duration

- Any duration (short term, long term or indeterminate) (Recommended)
- Term duration (short term, long term)
- Indeterminate duration (permanent)

Conditions of employment / Operational requirements

(None selected)

The selected conditions of employment will be compared to those chosen by candidates in their applications.

Conditions of employment

- Availability, willingness and ability to work overtime (Occasionally).
- Availability, willingness and ability to work overtime (Regularly).
- Availability, willingness and ability to work shift-work.
- Availability, willingness and ability to work 24/7 on-call status.
- Availability, willingness and ability to travel as required.
- Availability, willingness and ability to transport, lift and set down equipment weighing up to 20kg.
- Must possess a valid driver's license or personal mobility to the degree normally associated with possession of a valid driver's license.

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9 Results

- The estimated number of candidates matching your criteria is displayed.

Tip:

To expand your results, you may receive a note recommending the removal of certain filters.

Results: 24 matching candidates

To improve your results, try removing some of these filters: [Employment equity \(2\)](#), [Skills selected \(7\)](#)

Cybersecurity/Information Security/IT Security Positions (IT-01 Security)

There are approximately 24 matching candidates in this pool.

[View the job poster for this recruitment process](#)

These essential skills were assessed during the process:

Teamwork

Analytical Thinking

Problem Solving

Process run by Digital Community Management at Treasury Board Secretariat

[Request candidates](#)

10 Request candidates

- Click the "Request candidates" button

Note: Candidates are grouped by recruitment processes, with each process having its distinct essential skills. If your search yields candidates from multiple processes, submit a separate request for each one, as you can only request candidates from a single process at a time.

Cybersecurity/Information Security/IT Security Positions (IT-03 Security)

There are approximately 10 matching candidates in this pool.

[View the job poster for this recruitment process](#)

These essential skills were assessed during the process:

Stress Management

Teamwork

Analytical Thinking

Problem Solving

Process run by Digital Community Management at Treasury Board Secretariat

[Request candidates](#)

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11 Your contact information

- Fill out your contact details, including a government of Canada email address

Your contact information

To submit a request, please provide the following information so we can contact you.

Full Name *	Department / Hiring Organization *
<input type="text" value="Peter Parker"/>	<input type="text" value="Treasury Board Secretariat"/>
Government e-mail *	What is your job title? *
<input type="text" value="peter.parker@canada.ca"/>	<input type="text" value="IM/IT Manager"/>

12 Job opportunity details

- Specify any additional important details about the job opportunity in the comment section

Details about the job opportunity

Will this position be supervising others?

Yes, this is a supervisory position

What is the job title for this position? *

In this field please include any additional details and qualifications you are seeking from the candidates such as: programming languages, certifications, knowledge, or a specific work location.

Additional Comments

13 Summary of filters

- This displays an overview of your selected filters

Summary of filters

Pool Requested <ul style="list-style-type: none">• Cybersecurity/Information Security/IT Security Positions (IT Security)	Work language ability <p>Any language</p>
Group and level <ul style="list-style-type: none">• IT-01	Employment Duration <p>(None selected)</p>
Stream <ul style="list-style-type: none">• Security	Work Location <ul style="list-style-type: none">• Telework
Selected skills (7) <ul style="list-style-type: none">Python Client Services HTML C++ Results Mindset DevOps User Experience Design for Digital Product	Employment equity <ul style="list-style-type: none">• Woman• Indigenous
Education Level <p>Can accept a combination of work experience and education</p>	Conditions of employment / Operational requirements <ul style="list-style-type: none">• (None selected)

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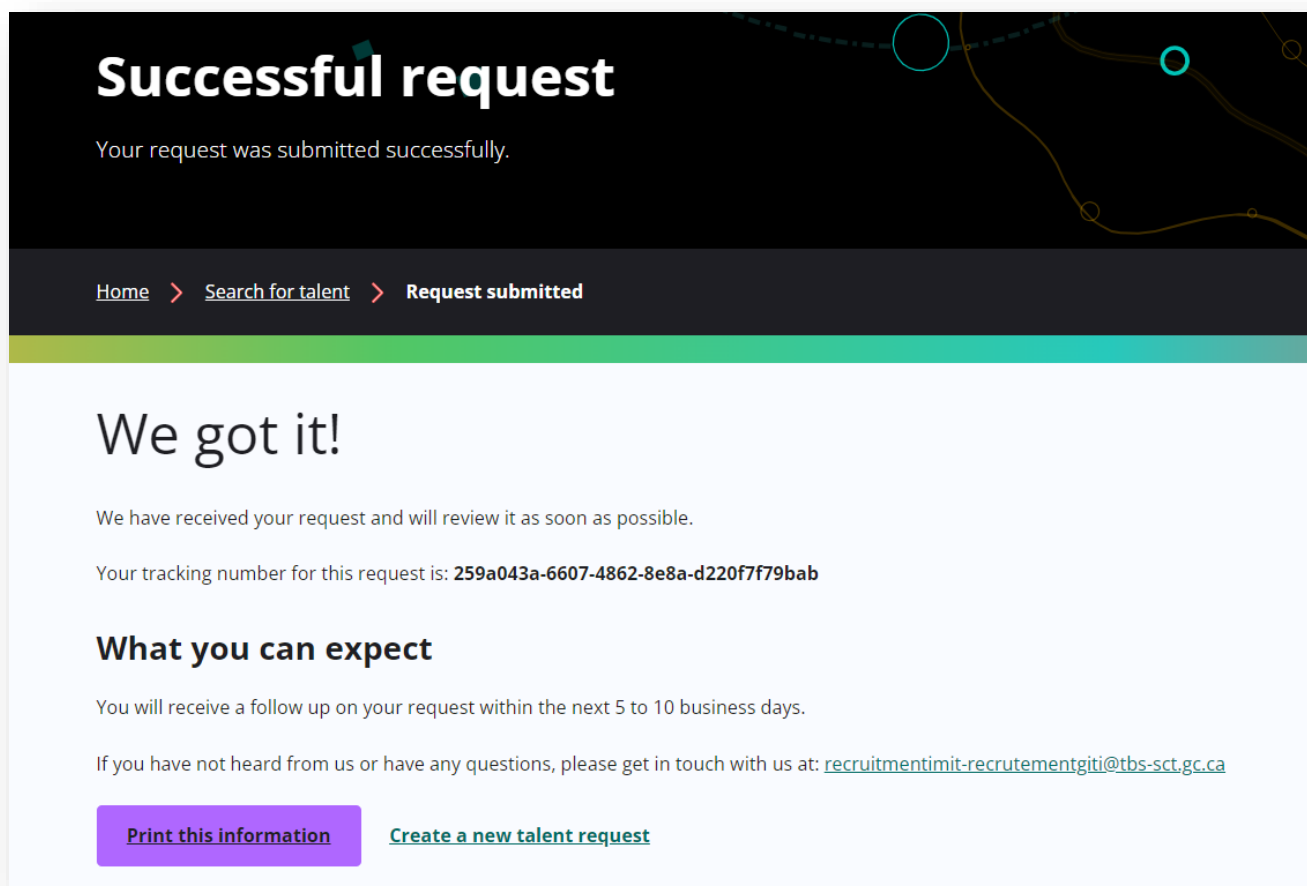
14 Submit your request

A purple rectangular button with a white border and the text "Submit Request" in white, underlined. A teal line points from the button to the first bullet point.

[Submit Request](#)

- Click "Submit Request" button
- You will be redirected to a confirmation page indicating that your request has been submitted
- The Recruitment and Talent Acquisition team will respond to your request within 5 to 10 business days. For questions, contact the team at: recruitmentimit-recrutementgiti@tbs-sct.gc.ca

Note: If your results included multiple processes or if you want to request candidates for a different position, click the "Create a new talent request" button

A screenshot of a web page with a dark header and a white main content area. The header contains the text "Successful request" and "Your request was submitted successfully." Below the header is a breadcrumb trail: "Home > Search for talent > Request submitted". The main content area has a large heading "We got it!" followed by the text "We have received your request and will review it as soon as possible." and "Your tracking number for this request is: 259a043a-6607-4862-8e8a-d220f7f79bab". Below this is a section titled "What you can expect" with the text "You will receive a follow up on your request within the next 5 to 10 business days." and "If you have not heard from us or have any questions, please get in touch with us at: recruitmentimit-recrutementgiti@tbs-sct.gc.ca". At the bottom of the main content area are two buttons: a purple button labeled "Print this information" and a teal button labeled "Create a new talent request".

Successful request

Your request was submitted successfully.

[Home](#) > [Search for talent](#) > **Request submitted**

We got it!

We have received your request and will review it as soon as possible.

Your tracking number for this request is: **259a043a-6607-4862-8e8a-d220f7f79bab**

What you can expect

You will receive a follow up on your request within the next 5 to 10 business days.

If you have not heard from us or have any questions, please get in touch with us at: recruitmentimit-recrutementgiti@tbs-sct.gc.ca

[Print this information](#) [Create a new talent request](#)

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15 After submission: What to expect

- Your request is received by the Recruitment and Talent Acquisition team
- They review their database for qualified candidates matching your search criteria
- Matching qualified candidate profiles are emailed to you for review.
 - ✓ The number of profiles you receive depends on database matches.
- If interested in a candidate, request more information from the team
- Receive a candidate package containing:
 - ✓ Selection Process Number
 - ✓ Application and candidate profile
 - ✓ Proof of citizenship or permanent residency
 - ✓ Proof of education (if applicable)
 - ✓ Language profile and security clearance (if applicable)
 - ✓ Ratings for the interview
 - ✓ References and ratings for the reference checks
- To proceed with a candidate, schedule an informal meeting with them. If you intend to assess the candidate further, please share your approach with the team.
- Keep the Recruitment and Talent Acquisition team updated throughout. Your feedback on candidates is vital for the program's success. All feedback is welcomed.

Tip:

Avoid reevaluating competencies already assessed by the team

Note: If you have multiple vacancies or are considering multiple candidates, you can choose to move forward with more than one candidate