

# Contract Types

- **FSWEP-** *The Federal Student Work Experience Program* provides full-time secondary school, CEGEP, college, technical institute, and university students access to student jobs offered by the federal government. Students are hired through a central public service inventory of applications year-round.
- **CO-OP-** *Co-operative Education* provides full-time students registered in a post-secondary co-op/internship program with jobs in the federal government. Jobs are advertised and students are hired directly through an institution's program.
- **CASUAL-** Casual workers are hired to meet "short-term, unforeseen and urgent" operational needs. This type of appointment is exempt from the application of merit, including language testing. You must not exceed 90 working days in the same department or agency in a calendar year. Casuals are not represented by a union and do not have access to paid vacation, sick leave, or the Public Service Health Care Plan.
- **TERM-** Term employees are meant to fill only temporary requirements, though in practice they're often used outside of this requirement. Term contracts can be a variety of lengths, typically from 3 months to 2 years. This type of appointment is subject to application of merit, including language testing. Terms are represented by a union and have access to paid vacation, sick leave, and the Public Service Health Care Plan (the latter after 6 months of work).
- **INDETERMINATE-** These are permanent employees with all the rights associated with work in the public service.



# Common Classifications

- **AS- Administrative Services** The planning, development, delivery or management of administrative and federal government policies, programs, services or other activities, including budgeting, training, travel planning, and support to executives.
- **EC- Economics and Social Science Services** The research, analysis and evaluation of the economic or sociological effects of departmental or interdepartmental projects, programs, and policies.
- **PM- Programme Administration** The planning, development, delivery or management of administrative and federal government policies, programs, services or other activities, including project management or grants and contributions with partners.
- **IS- Information Services** The research into public attitudes and perceptions and the analysis, development, recommendation, and delivery of strategic communications plans and activities dealing with the explanation, promotion, and publication of federal government programs, policies, and services.
- **FS- Foreign Service** The planning, development, delivery, and promotion of Canada's diplomatic, commercial, human rights, cultural, promotional, consular, and international development policies and interests in other countries and in international organizations through a rotational career.
- **CO- Commerce** The planning, development, delivery, and management of economic development policies, programs, services, and other activities designed to promote the establishment, growth, and improvement of industry, commerce and export trade, and the regulation of trade and commerce.

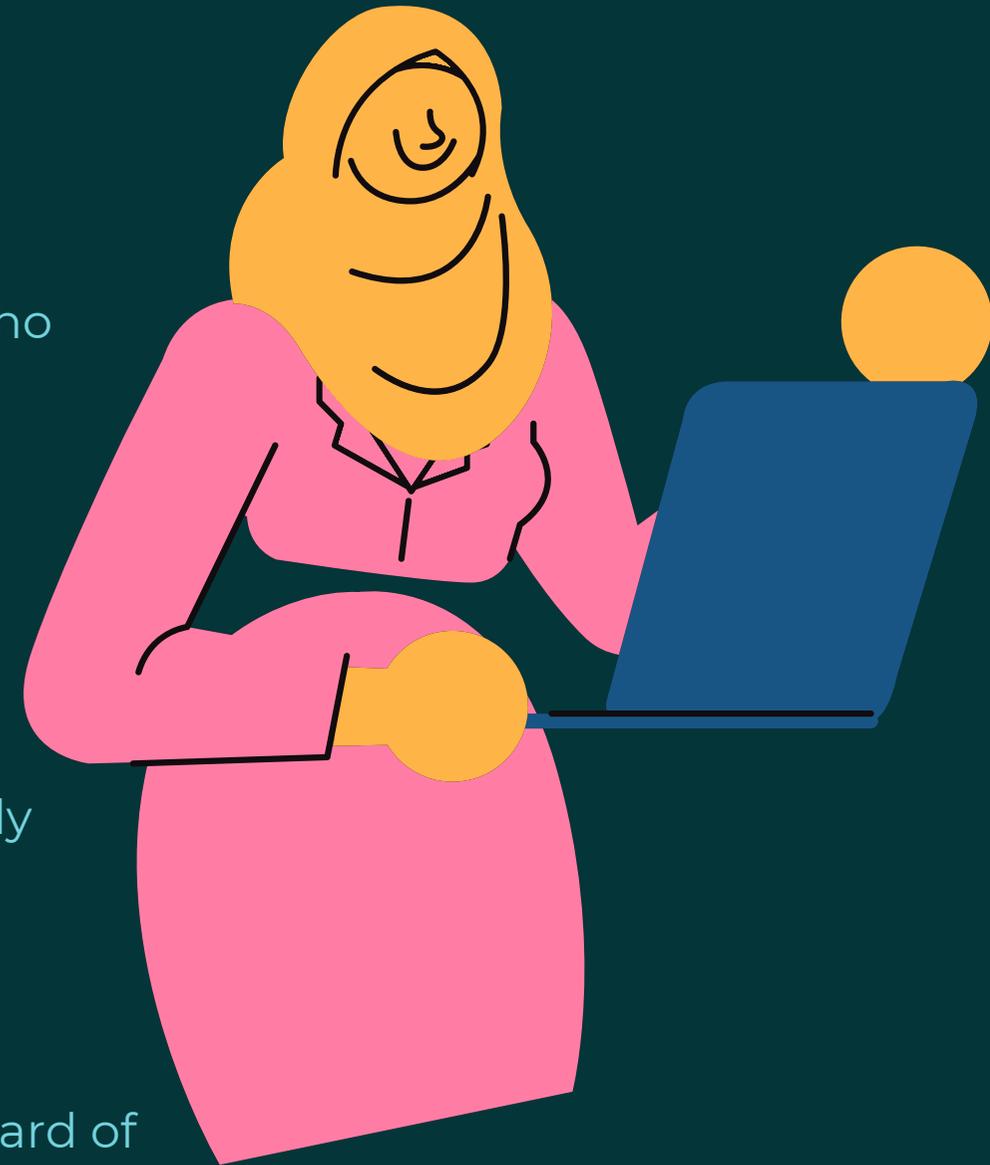


# The Competency-Based Approach

A competency is any observable and/or measurable knowledge, skill, ability or behaviour that contributes to successful job performance.

Common competencies you might encounter in job posters:

- **Relationship Building-** Building and maintaining relationships with networks who may be able to assist in moving an agenda forward.
- **Judgement-** Efficiently assimilating, organizing, and interpreting information from a variety of sources and selecting the best solution or course of action.
- **Client Focus-** Focusing one's efforts on discovering and meeting the client's needs, including a desire to help or serve others.
- **Initiative-** A strong bias for taking action, proactively doing things and not simply thinking about future actions.
- **Interpersonal Understanding-** Being able to understand people and using this understanding to relate and interact harmoniously and effectively with them.
- **Results Orientation-** An overall concern for working well and surpassing a standard of excellence, as well as the objectives that may exist through collaboration with others.
- **Adaptability and Flexibility-** The ability to readily adjust one's behaviour to meet the demands of a changing work environment by reacting positively to change, co-operating readily with revised methods and priorities.



# Security Clearances

- **Reliability-** Basic background screening when duties require access to government information and assets, and unescorted access to operations zones in government facilities.
- **Enhanced Reliability-** Enhanced background screening for positions that perform security and intelligence functions or duties that support those functions.
- **Secret (Level II)-** Builds on reliability status screening and is conducted for positions requiring frequent and unsupervised access to Government of Canada information, assets, facilities or IT systems categorized as secret.
- **Enhanced Secret-** Conducted for positions that perform security and intelligence functions, or duties that support those functions and that require long-term, frequent and unsupervised access to secret law enforcement information, assets, facilities or IT systems.
- **Top Secret (Level III)-** Conducted for positions requiring frequent and unsupervised access to top secret Government of Canada information, assets, facilities or IT systems, and when you have access to classified information, assets or facilities where the impact of wrongdoing would cause extremely serious injury to the national interest and pose a threat to the security of Canada.



# Official Language Levels

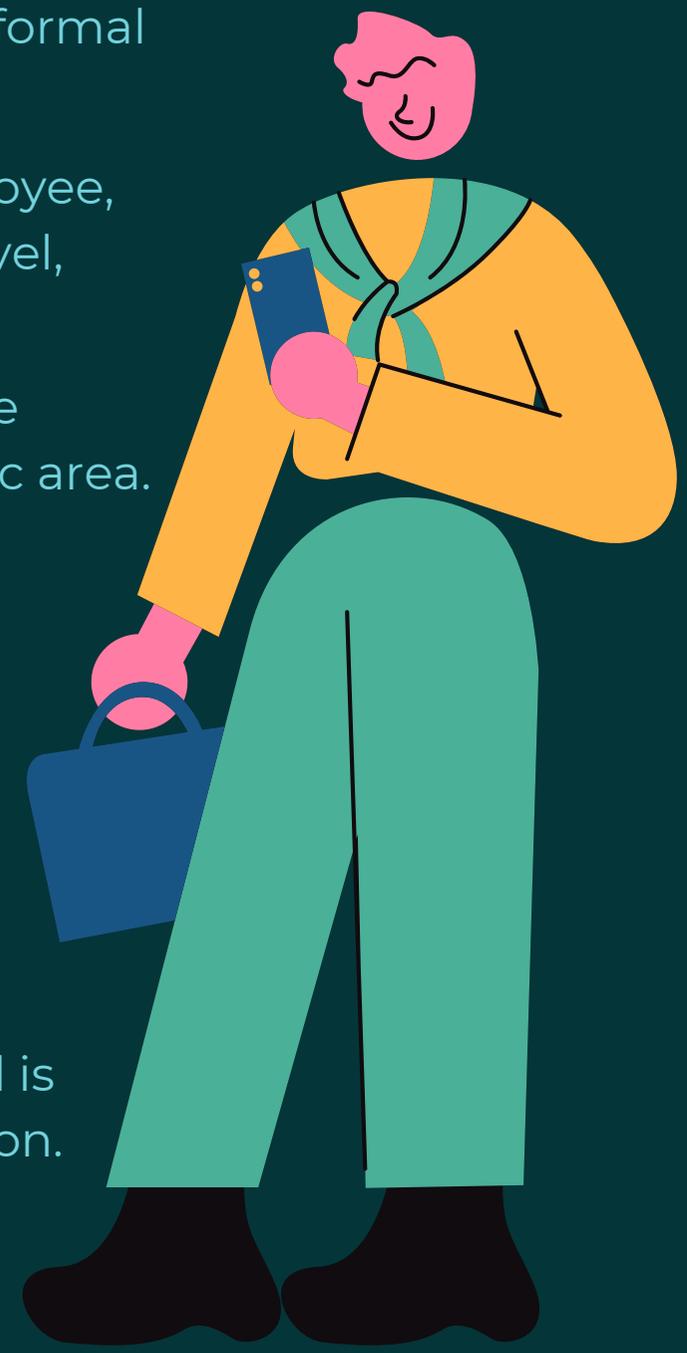
Common official language-related terms you might encounter in job posters:

- **Imperative-** The language requirement of the position must be met at the time of appointment (when you start the job).
- **Non-Imperative-** The position can be staffed with a person who agrees to become bilingual through language training at government expense.
- **English or French Essential-** The job only requires fluency in one official language, meaning you will not need to be tested.
- **BBB/BBB-** The job requires an intermediate level in reading, writing, and oral communication in both English and French. This is a very common profile for non-management and non-public facing jobs.
- **CBC/CBC-** The job requires an advanced level in reading and oral communication, and an intermediate level in writing, in both English and French. This is the typical profile for many management positions.
- **CCC/CCC-** The job requires an advanced level in reading, writing, and oral communication in both English and French. This is a common profile for public facing jobs, as well as for all Foreign Service Officers.



# Staffing Terminology

- **Substantive Level-** The permanent position, classification, and level of employment based on a formal letter of offering appointment to the position, either for a specified period or indeterminately.
- **Acting Appointment-** The temporary performance of the duties of another position by an employee, if the performance of those duties would have constituted a promotion from the substantive level, had they been substantively appointed to the acting position.
- **Internal Posting-** Open to candidates who are already (term or indeterminate) employees in the public service, but can be further restricted to employees of a certain department or geographic area.
- **External Posting-** Broadly open to the general public to apply, including people residing in Canada and Canadian citizens residing abroad.
- **Assignment-** A temporary move of an employee within their department to temporarily perform the functions of a position that already exists or to take on a special project. The employee maintains their substantive position in the home organization, and is paid by the home organization. On completion the employee returns to their substantive position.
- **Secondment-** A temporary move of an employee to another department or agency in the core public service. The employee maintains their substantive position in the home organization, and is paid by the home organization. On completion the employee returns to their substantive position.
- **Deployment-** A permanent move, a transfer from one substantive position to another substantive position, which may involve a change to the terms and conditions attached to the new position. The employee vacates the former substantive position to assume incumbency in the new position.



# Getting in the Pool

The Public Service Commission provides a ready supply of pre-assessed candidates for staffing purposes. Qualified individuals are available to federal organizations on demand through candidate pools.

Pools are created through formal competitions that are posted on jobs.gc.ca, but only if noted under the 'Intent of the Process' section of the poster. Some pools are only valid for future jobs in the same department running the competition. Others are open to staff positions across the public service (apply for these first!). Pools can be valid for one year, or multiple years. Once qualified in a pool, you can use it to shop around for jobs you are interested in.

Depending on a department's needs, qualified candidates can be drawn from two types of pools:

- **Partially Assessed / Qualified-** A list of candidates who have been assessed and who meet some or all of the merit criteria of the position, often without SLE testing completed, and where more formal assessments need to be done. This allows tailoring to specific requirements in order to ensure the right fit.
- **Fully Assessed / Qualified-** A list of candidates who have been found fully qualified and ready to begin work, and can be appointed without any more formal assessments. This enables departments to fill vacancies quickly.

