



Public Service Commission Services Branch

What can we do for you?

We offer a range of external staffing, EX resourcing and assessment services, with offices in Halifax, Montreal, Ottawa, Toronto, Winnipeg, Edmonton and Vancouver.

Recruitment Services

Our recruitment services include:

- advice in the development of broad recruitment strategies, to help your organization attract qualified applicants from outside the public service;
- screening of applications based on criteria determined by your department;
- access to time-saving, targeted inventories or specialized recruitment of:
 - policy leaders
 - internal auditors
 - post-secondary graduates for specific career streams
 - human resources professionals
 - Federal Student Work Experience Program (FSWEP) students
 - employment equity group members and bilingual persons with identified skills.
- development of partially assessed applicant pools for a variety of positions (e.g. pre-tested pools of applicants meeting requirements for clerical positions);

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Recruitment Services

For more information on these services, please contact the individual identified for your region.

- **Atlantic Region** - Claudette Seems
Phone: (902) 426-2166
E-mail: cseems@psc-cfp.gc.ca
- **Quebec Region** - Francine Boileau
Phone: (514) 283-5772
E-mail: francine.boileau@psc-cfp.gc.ca
- **National Capital and Eastern Ontario Region** - Lynne Lapointe
Phone: (613) 996-8101
E-mail: lynne.lapointe@psc-cfp.gc.ca
- **Ontario Region** - Freda Kurin
Phone: (416) 973-9536
E-mail: freda.kurin@psc-cfp.gc.ca
- **Central Prairies and Nunavut Region** - Rick Valcourt
Phone: (204) 983-2069
E-mail: rick.valcourt@psc-cfp.gc.ca
- **Alberta and Northwest Territories** - Doug Nelson
Phone: (780) 495-7059
E-mail: dnelson@psc-cfp.gc.ca
- **British Columbia and Yukon** - Liz Murray
Phone: (604) 666-0698
E-mail: liz.murray@psc-cfp.gc.ca

Recruitment Services (*continued*)

- assistance in identifying pertinent media sources and developing print advertising for placement in newspapers, trade journals, etc;
- expertise in establishing appropriate areas of selection for external processes;
- participation in a variety of community outreach activities to attract highly sought-after applicants to the public service;
- use of jobs.gc.ca, the Government of Canada's single window for advertising job opportunities in the public service;
- expertise in the use of merit criteria to support the use of the Public Service Resourcing System (PSRS);
- testing of candidates in large urban centres;
- a personalized approach to finding applicants to meet your needs.

EX Resourcing Services

The Services Branch is a leader in the development and delivery of public service-wide executive group (levels EX-1 to EX-3) resourcing, including:

- advice to deputy heads and hiring managers, as well as to members of, and aspirants to, the EX group;
- advice on the most effective and appropriate internal and external staffing strategies and tools to assess EX competencies;
- information on interdepartmental talent pools and initiatives to increase representation of members of employment equity groups;
- management of the resourcing process;
- recommendations on EX resourcing strategies and appointments;
- brokerage of candidates.

EX Resourcing Services

For more information regarding Executive internal and external staffing services, please contact Brian Hamilton at (613) 947-7691 or brian.hamilton@psc-cfp.gc.ca

Assessment Products and Services

The Services Branch offers a full range of assessment products and services for internal and external staffing as well as development. These products and services include:

- consultation services to answer all your assessment related questions;
- tailor-made assessment solutions to meet clients' selection and development needs;
- second language testing;
- SELEX and other EX selection tools as well as a range of instruments for the staffing of support, officer level and managerial positions;
- EX counselling services.

Assessment Products and Services

For more information regarding assessment products and services please call (613) 992-9741 or visit the Personnel Psychology Centre website at <http://www.psc-cfp.gc.ca/ppc/ppc-cpp.htm>.