



POST SECONDARY RECRUITMENT GUIDE TO DESCRIBING A CAREER CHOICE

(This Guide contains texts which can be copied and pasted onto the poster)

Position Title:

- Titles should be short yet descriptive. They need not reflect the official title of the position.
- Titles should be gender-neutral or should be expressed in both their feminine and masculine versions.
- Avoid adjectives such as 'junior' which are evident and make the French version of the title long and cumbersome.
- We suggest consulting the following writing guides available through *Termium Plus*:
 - *Le guide du rédacteur, Section 9.2*, which deals with the feminisation of titles in French and provides extensive masculine and feminine equivalents.
 - *The Canadian Style, Section 14*, on the Elimination of Stereotyping.

Positions:

Indicate the number of positions.

(Note: There is **no need** to insert a sentence on each poster on the possible creation and use of eligibility lists. The PSR site already contains the following generic statement: "*Candidates who have been found qualified as a result of their participation in a Career Choice, may be considered for other similar positions, with various language requirements, in all departments across Canada.*")

Location:

- National Capital Region (Ottawa-Hull)
- Other (Specify)

Salary:

- From \$ _____ to \$ _____

(Statements such as the following may also be inserted if they are useful)

- (under revision)
- (depending on the level of education)
- (depending on the level of education and skills)
- (with progression based on successful completion of training program)

Descriptions

- The purpose of this section is to provide the reader with enough information on the department and on the position to determine interest and suitability.
- Information could include the duties and responsibilities of the position, the challenges it presents and any unique features.
- A description of the organizational context (branch / division responsibilities) is often useful. (Ex: The position is located in _____, which is responsible for _____).
- Two writing guides available through *Termium Plus* provide useful advice :
 - *Le guide du rédacteur, Section 9.2*, deals with the feminisation of titles in French
 - *The Canadian Style, Section 14*, on the Elimination of Stereotyping

- For more information on the Department, please visit [http/ _____](http://_____)
- (If applicable) For examples of the type of work done in the Branch / by the group, please visit: [http/ _____](http://_____)

(Please ensure the address provided leads to the correct site in English and in French. Links **will not be verified** by the PSC)

OUR REQUIREMENTS

Employment Equity

To be completed if the department intends to limit participation or give preference to designated employment equity groups. Information on the poster itself will be concise. Where a preference or restriction is indicated, a link will be established to an explanatory text on the PSR Web site.

If applicable, copy and paste from one of the groups below:

- Participation is limited to members of the following Employment Equity group(s) :
 - members of visible minority groups
 - aboriginal peoples
 - persons with disabilities
 - women
- Preference may be given to members of the following Employment Equity group(s) :
 - members of visible minority groups
 - aboriginal peoples
 - persons with disabilities
 - women

Education:

The PSR applicant module asks applicants to provide information on their academic qualifications

- their level of study (Doctorate, Master's or Bachelor's),
- the completion date of their course of studies (Ex: by June 2001), and
- their academic specializations.

Based on this information, the system presents applicants with a list of career choices to which they can apply.

In this section, departments are asked to specify these academic requirements in two ways:

- 1) by formulating the description that will appear on the poster, and
- 2) by identifying, with the use of the document entitled "Areas of Study and Specializations", the specializations which correspond to the poster description and which should be programmed into the system.

1) Poster Description of Education Requirements

Please describe by filling in the missing information and then paste the statements onto the poster.

- Completion, by (month and year), of a Doctorate
- Completion, by (month and year), of a Master's degree
- Completion, by (month and year), of a Bachelor's degree
- in / with specialization in (describe in general terms).

(May be added if applicable)

- Applicants must have taken the following courses:
- Preference may be given to candidates with courses in:
- Preference may be given to candidates with a (Master's degree, Doctorate).
- Preference may be given to applications based on Grade Point Average or other measures of academic standing.

2) Identification of Areas of Study and Specialization

The PSR system must be programmed to recognize academic specializations which have been identified as relevant to the position. The manager is the best person to determine which academic specializations are acceptable and which are not. The Areas of Study and Specialization list provides the manager with a tool to make this determination. This list is based on an index of areas of study found in the Directory of Canadian Universities.

Areas of study are divided into 21 main groupings. In each grouping, from 5 to 40 specializations may be listed. The manager is asked to review the list and indicate which areas of study/specializations should be programmed into the system.

Depending on the position, the choice of specializations can be very narrow or very broad. For example;

- One specialization only (ex: petroleum engineering)
- All specializations withing one Area of study (ex: All Physical Education, Recreation and Leisure)
- Some specializations in several Areas of studies. Ex: specializations related to the forestry field in (1) Agriculture, Forestry and Fisheries, (2) Engineering and Technology, (3) Environment and Natural Resources, and (4) possibly in Natural Sciences.

The goal is to identify those specializations which should reasonably be included (and excluded). Please bear in mind that once the Career Choice is posted, new specializations cannot be added.

Official Languages

The goal here is to provide information on the official languages requirements to allow candidates to self-screen and determine whether or not to apply. For bilingual positions, a link will be established to the PSR Web site where an explanation of the meaning of the language profile and of imperative/non-imperative staffing can be found.

Please copy the appropriate statement and paste it onto the poster :

- Knowledge of English is required
- Knowledge of French is required
- Various language requirements
- Knowledge of English and French is required (Language profile ___/___ - Imperative Staffing)
- Knowledge of English and French is required (Language profile ___/___ - Non-Imperative Staffing)

Tests

(Please note that tests are ONLY to be use in posted career choices)

The following PSC tests are available for use by all departments:

- the Graduate Recruitment Test (GRT) and,
- the Written Communication Proficiency Test (WCPT)
- the Situational Judgement Test (SJT)

Other Requirements / Information

This section can include a description of other features of the positions or of desirable qualifications. For example:

- Preference may be given to individuals with a recognized professional _____ designation
- Knowledge of one of the following languages would be an asset: _____
- Willingness to work shifts
- Willingness to work overtime on a regular basis
- Willingness to wear a uniform
- Willingness to travel extensively throughout the region by car and possess a valid Class "G" driver's licence
- Willingness to relocate anywhere in Canada as per the needs of the organization
- A security clearance must be obtained before an appointment is made
- Pass a pre-employment medical examination

INFORMATION TO BE PROVIDED

Copy and paste the appropriate choices:

- Your résumé.
- The names, contact information and affiliation of two references.
- Your university transcripts as well as a list of the courses that you are taking or will be taking during this academic year.
- A text of no more than ____ words describing and giving examples of _____.
- A text of no more than ____ words describing the type of work of interest and how it relates to the position.