



Public Service Commission
of Canada

Commission de la fonction publique
du Canada

POST-SECONDARY RECRUITMENT (PSR) REQUEST FORM

1 – PROGRAM (please choose one of the following options)

1 - PSR Career Choice (Advertisement)

2 - PSR General Inventory Search

2 - REGION (e.g., Atlantic Region, Quebec Region, National Capital Region, Ontario Region, Central Prairies and Nunavut Region, Alberta and Northwest Territories Region, British Columbia and Yukon Region)

3 - DEPARTMENT NAME

4 - CONTACT INFORMATION

Contact #1

Name

Title

Telephone

E-Mail

Contact #2

Name

Title

Telephone

E-Mail

5 - PRIORITY CLEARANCE (For Inventory Search Request Only)

Please indicate your priority clearance # _____

* Priority clearance is needed prior to posting a career choice and prior to consulting the inventories.

6 - POSITION INFORMATION

Position Title

Position Location	<i>city/province</i>
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Expected Start Date	<i>year/month/date</i>
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Positions to be filled

Referrals Requested

7 - POSITION IDENTIFICATION

Classification	Group _____	Sub Group _____	Level _____
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Tenure

8 - WORK DESCRIPTION / CHALLENGE

English:

French:

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9 - STATEMENT OF QUALIFICATIONS
English:
French:

10 - LANGUAGE REQUIREMENT
Linguistic Profile (*mandatory for bilingual imperative and non-imperative)
R W O R W O R W O R W O
Other Language _____

11 - EDUCATION *to see a complete list of the specializations, please see the complete list of Areas of Study and Specializations form.
1 - Academic Level:
Specialization :
2 - Academic Level:
Specialization:
3 - Academic Level:
Specialization:

12 - EMPLOYMENT EQUITY

NOTE: Please fill out the following information, only if you are advertizing a career choice.

13 - TESTS	Weight
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Situational Judgment Test (SJT)	
Written Communication Proficiency Test (WCPT)	
Graduate Recruitment Test (GRT)	
Other: _____	

14 - CONDITIONS OF EMPLOYMENT
1.
2.
3.
4.

15 - OTHER QUALIFICATIONS	
<p>* The Public Service Resourcing System (PSRS) can help you ask applicants specific question in order to confirm certain facts (e.g., mobility) or obtain specific information of particular importance to the position (e.g., courses taken). Please identify the question or statement in English and French that you would like to specify on the advertisement.</p>	
Question and/or Description	Type (i.e., Screening, Silent Screening, Non-Screening or Text Question)
1.	
2.	
3.	
4.	

5.	
6.	

16 - DOCUMENTS REQUESTED
CV
Transcript
References Please specify the number of references, you would like for applicants to provide __

17 - DATES
Start Date
Closing Date
Latest Graduation Date