

Directive on Digital Talent

Implementation Guidance for HR Advisors



Implementation Guidance Key:



Managers



HR



Procurement



Help and resources

Forms

Need your forms? All of them can be easily found on the [GC Digital Talent platform](#).

Talent search

Looking for digital talent? Find prequalified talent or run a departmental recruitment process on the [GC Digital Talent platform](#).

Contact

Have questions? We are here to help! Email us at GCTalentGC@tbs-sct.gc.ca.

GC Digital Talent Platform: talent.canada.ca



Why the new Directive?

Managers across the Government of Canada (GC) have identified challenges in finding and hiring digital talent. The [Directive on Digital Talent](#) aims to support managers and the GC digital community through data collection, planning, and interdepartmental coordination. The Directive also creates a requirement for HR advisors to leverage the flexibilities available to them under the HR policy suite to ensure that departments are not developing artificial dependence on contracting out because of HR barriers.

What's in it for me?



Help managers find talent

The Directive enables advance planning, helping OCIO to add prequalified talent regularly to the [GC Digital Talent platform](#) for managers to hire quickly.



Develop relevant HR products

The reporting requirements tell OCIO what new digital roles are emerging for future HR products (e.g., standardized job descriptions).



Get business intelligence

Departments will have access to the data collected through the Directive for their own planning and decision making.



No extra approvals

Directive requirements do not impose additional approval steps by OCIO for HR advisors or their clients to proceed with a staffing action.

What is required?

For ease of reference, the requirements are categorized into “general” and “reporting”.



What should HR advisors be aware of?



Obligations to fulfill the requirements fall under managers, digital initiative leads, or delegated authorities.

HR advisors **are not responsible** for fulfilling these requirements, unless they are acting in a role that would normally be undertaken by a hiring manager or delegated authority (e.g., leading and running a full recruitment process).

HR advisors **are responsible** for ensuring that those accessing HR services are aware of the Directive’s requirements related to digital talent. This can be accomplished by simply referring clients to the [GC Digital Talent platform](#) for more information.

General requirements

These requirements apply to all digital initiative leads, managers, and delegated authorities looking for digital talent.



- ☐ Check the [GC Digital Talent platform](#) first when looking for digital talent.
- ☐ Engage OCIO (GCTalentGC@tbs-sct.gc.ca) when planning a recruitment process for multiple hires.
- ☐ Use the [standard job descriptions](#) (GC network only) when possible, otherwise please [email OCIO a copy](#) if one is created.
- ☐ Engage OCIO (GCTalentGC@tbs-sct.gc.ca) when there are changes to the departmental CIO (or equivalent) position or digital executive organizational structures.
- ☐ Weigh the risk of non-delivery of services or artificial dependence on contracting out against any risk associated with the use of other HR flexibilities. See [Guidance on Enabling Human Resources Support for Digital Talent](#) for further guidance.
- ☐ Consider leveraging OCIO’s support to run job processes through the GC Digital Talent platform, where applicant data can be collected, leveraged, and aggregated. If departments elect to run staffing processes on the GC Digital Talent platform, mandatory reporting is not required (as the data is automatically collected.)

OCIO = Office of the Chief Information Officer of Canada

Reporting requirement

This requirement only applies in specific situations.



Department-specific recruitment process template

This is required when a digital talent recruitment process intended for multiple hires or creation of a pool is launched.

In rare cases, OCIO may follow up on the outcome of a digital talent recruitment process. If this is the case, departments will be required to submit additional documentation.