Directive on Digital Talent

Implementation Guidance
for Digital Initiative Managers
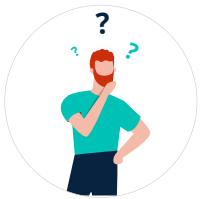
Help and resources

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 on the GC Digital Talent platform.

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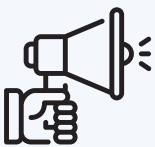Have questions? We are here to help! Email us at GCTalentGC@tbs-sct.gc.ca.

GC Digital Talent Platform: talent.canada.ca

Why the new Directive?

It can be challenging to find and hire digital talent. The Directive on Digital Talent aims to support departments with their digital talent needs through data collection, planning, and interdepartmental coordination. Requirements in the directive are mandatory.

What's in it for me?

Have a say
The reporting requirements tell OCIO what digital talent to recruit, giving you a pipeline to tell OCIO what you need.

Find talent
The Directive enables advance planning, helping OCIO to add talent regularly to the GC Digital Talent platform.

Hire quickly
Talent on the GC Digital Talent platform are prequalified, so you can hire quickly when there's a good fit.

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

OCIO = Office of the Chief Information Officer of Canada

What is required?

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

General requirements

These requirements apply to all digital initiative leads and managers.

- ☐ Check the GC Digital Talent platform whenever you are looking for digital talent.
- ☐ Engage us (GCTalentGC@tbs-sct.gc.ca) when planning a recruitment process for multiple hires.
- ☐ Implement OCIO-identified measures to advance diversity, inclusion and equity.
- ☐ Contribute to your organization's Annual Digital Talent Survey.
- ☐ Work with corporate services to leverage existing flexibility when sourcing digital talent.
- ☐ Use the standard job descriptions (GC network only) when possible, otherwise please email us a copy if you created one.

OCIO = Office of the Chief Information Officer of Canada

Reporting requirements

There are three possible forms that apply in specific situations.

Department-specific recruitment process template

This is required when you launch a digital talent recruitment process that will make multiple hires or create a pool of candidates.

Digital services contracting questionnaire

This is required when you initiate a procurement process for digital talent or services. If you are procuring due to a talent shortage, you will need to verify that no talent is available through a GC digital talent search.

Digital Initiative Forward Talent Plan template

This is required when you plan a new or expanded digital initiative that will add 10 or more net new full-time equivalent positions (FTEs) of digital talent to your organization.