Narrative for the Directive on Digital Talent Reporting Requirements Decision Tree

Text-based complement to the infographic process map

# Step 1: Start by evaluating your digital talent needs

Is this for one digital initiative that requires ten or more net new FTEs (including plans for staffing, training, and contracting) in a single organization?

* If yes, then you are required to complete and submit the [**Digital Initiative Forward Talent Plan** **template**](https://talent.canada.ca/documents/Forward_Talent_Plan_EN.docx). Proceed to step 2.
* If no, proceed to step 2.

# Step 2: How are you getting the talent?

## Search on the GC Digital Talent Platform

If you search on the [GC Digital Talent Platform](https://talent.canada.ca/en/search), there is no further reporting requirement.

## Procurement

If you initiate a procurement process to meet the digital talent need, then you are required to complete the [**Digital Services Contracting Questionnaire**](https://talent.canada.ca/documents/Digital_Contracting_Questionnaire_EN.docx).

* If talent shortage is the primary rationale for using procurement, then you are required to first do a search on the [**GC Digital Talent Platform**](https://talent.canada.ca/en/search) to see if there is any available talent that meets the digital talent need.
* The search will generate a tracking number. Include the tracking number in the [**Digital Services Contracting Questionnaire**](https://talent.canada.ca/documents/Digital_Contracting_Questionnaire_EN.docx)**.**

## Recruitment Process

* + If you run a process on the [**GC Digital Talent Platform**](https://talent.canada.ca/en/browse/pools), then there is no further reporting requirement.
  + If you leverage **GC Jobs or other internal or external platforms**, determine if the process meets the following conditions:

1. The process is intended to make multiple hires; or
2. create a pool of qualified candidates.

* If the process is intended to make multiple hires or create a pool of qualified candidates, you are required to complete the [**Department-specific Recruitment Process template**](https://talent.canada.ca/documents/Digital_Recruitment_Template_EN.docx).
* If the process is intended to fill one position only, then there is no reporting requirement.

# Are you stuck? We can help!

* Email us at [GCTalentGC@tbs-sct.gc.ca](mailto:GCTalentGC@tbs-sct.gc.ca)
* Check out other resources on the [GC Digital Talent platform](https://talent.canada.ca/en/directive-on-digital-talent)