Department‑specific recruitment process template

Form completion time estimate: 3 to 5 minutes

[Jump to template.](#_Template)

# Requirement

As set out in the *Mandatory Procedures on Digital Talent*, managers or delegated authorities are required to inform the Office of the Chief Information Officer of Canada (OCIO) at Treasury Board of Canada Secretariat (TBS), if they are launching an internal or external advertised recruitment process for digital talent, and the intent of the process is to:

* make multiple hires or
* create a pool of qualified candidates

For a list of talent covered by this requirement, see [Scope of digital talent.](#_Scope_of_dDigital)

Submission of this template is required at the time the recruitment process is posted.

## Things to note

* If the intent of the process is to fill one position, this requirement does not apply.
* This is a reporting requirement only and does not impose any additional approval steps by OCIO. In other words, no OCIO approval is required to launch a recruitment process for digital talent.

# Why collect this data?

By collecting this information, OCIO can identify high demand areas and help with future recruitment and training of digital talent, including:

* creating pools of prequalified digital talent, informed by departmental needs
* advancing the coordination of training and upskilling opportunities for the Government of Canada (GC) digital community
* identifying potential systemic challenges and barriers in recruitment and staffing
* working with mandate authorities across the GC to identify solutions and best practices

# Instructions

The manager or delegated authority is responsible for completing this template. All fields are required unless indicated otherwise.

Submit the template to the [GCTalentGC@tbs‑sct.gc.ca](mailto:GCTalentGC@tbs-sct.gc.ca) mailbox at the time the recruitment process is posted.

For any questions or concerns regarding the template, contact [GCTalentGC@tbs‑sct.gc.ca](mailto:GCTalentGC@tbs-sct.gc.ca) for more information.

# Template

### General information

|  |  |
| --- | --- |
| **Department or agency** | *Name of department or agency* |
| **Recruitment process lead** | *Name, job title, email of the process lead* |
| **Date of template submission** | *YYYY‑MM‑DD* |

### Brief description of the process

|  |  |
| --- | --- |
| **Position group and level of the process**  (If the process is intended for a variety of positions, list all of them.) | *Replace this text with a list of the positions by group and level (e.g., IT‑01, IT‑02, IT‑03).* |
| **Job title of the process**  (If the process is intended for a variety of positions or multiple streams, list all of them.) | *Replace this text with a list of the streams (e.g.,* web developer - junior and senior). |
| **Type of employment**  (Include all that apply) | *List the types of employment (e.g., indeterminate, term, lateral deployment, secondment, assignment).* |
| **Proposed posting date** | *YYYY‑MM‑DD* |
| **Internal or external advertised** | *Choose a type.* |
| **Proposed platform to advertise**  (Include all that apply) | *List the platforms (e.g., GC Jobs, GCconnex, GCXchange, GCcollab, Facebook, LinkedIn).* |
| **Link to job advertisement (if available)** | *Insert the hyperlink* |

End of template

# Scope of digital talent

For the purpose of this requirement, scope of digital talent includes any person whose primary or contracting function supports the development or delivery of GC digital initiatives, products or services:

* any employee that is classified in the IT group
* any person whose primary work function is or is expected to be covered under the mandate authorities of the CIO of Canada, including all CIO and Heads of IT (but not including corporate support functions, such as administrative professionals and finance)
* cybersecurity
* information management
* data management for the development or delivery of a GC digital initiative, service or product
* data science and analytics for the development or delivery of a GC digital initiative, service or product
* user‑experience research or service design for the development or delivery of a GC digital initiative, service or product

For the purpose of this requirement, digital talent does not refer to those supporting other mandate areas whose daily work requires the use of digital skills and tools.

As an example, a person who designs, develops, delivers, or maintains a digital platform for tracking benefit application progress is considered digital talent under this definition; whereas a person who uses the digital platform to answer client inquiries about the benefit application is not.

[Return to Requirement.](#_Requirement_2)