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](https://talent.canada.ca/en/directive-on-digital-talent).

## Talent search

Looking for digital talent? Find prequalified talent on the [GC Digital Talent platform](https://talent.canada.ca/en/directive-on-digital-talent).

## Contact

Have questions? We are here to help! Email us at [GCTalentGC@tbs-sct.gc.ca](mailto:GCTalentGC@tbs-sct.gc.ca).

GC Digital Talent platform: [talent.canada.ca](https://talent.canada.ca/en/)

# Why the new Directive?

It can be challenging to find and hire digital talent. The [Directive on Digital Talent](https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=32749) 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 the Office of the Chief Information Officer of Canada (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](https://talent.canada.ca/en/search).

### Hire quickly

Talent on the [GC Digital Talent platform](https://talent.canada.ca/en/search) 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.

# 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](https://talent.canada.ca/en/search) whenever you are looking for digital talent.
* Engage us ([GCTalentGC@tbs-sct.gc.ca](mailto: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](https://www.gcpedia.gc.ca/wiki/CIO_Suite) (GC network only) when possible, otherwise please [email us a copy](mailto:GCTalentGC@tbs-sct.gc.ca) if you created one.

## Reporting requirements

There are three possible forms that apply in specific situations.

### Department-specific recruitment process template

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

[Download the department-specific recruitment process template.](https://talent.canada.ca/documents/Digital_Recruitment_Template_EN.docx)

### Digital services contracting questionnaire

This questionnaire is required when you initiate a procurement process for digital talent or services.

[Download the digital services contracting questionnaire.](https://talent.canada.ca/documents/Digital_Contracting_Questionnaire_EN.docx)

**Note**: If you are procuring due to a talent shortage, you will need to verify no talent is available through a [GC digital talent search](https://talent.canada.ca/en/search).

### Digital Initiative Forward Talent Plan template

This template 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.

[Download the digital initiative forward talent plan template.](https://talent.canada.ca/documents/Forward_Talent_Plan_EN.docx)