

General test site analysis

<https://uat-psjobs-emploisfp.psc-cfp.gc.ca/psrs-srfp/applicant/page1710>

Jane

1. Job search

Problems and solutions in the job search page

- Search button is not at the first screen(users have to scroll down to see it)
- Users have to scroll down for search button every time to get a new job list summary.
- Users may only want to do search by job title and location(most frequent search criteria). Search button at the end of filter is kind of forcing users to see all search criteria before clicking the search button
- It takes 4 steps just for add up a location: typing the name of city, click show button, click the check box, click add button, which are too many.
- And the location tag appear in two places: filter bar and the top of job summary, may confuse users which part they should edit.

Solution: create a leading search bar only job title and location, and move search button on the top

- “Save your search” and “sign up for email alert” button are not at the first screen, it takes more time for users to find it.

Solution: move “save your search” and “sign up for email alert” buttons to the top of filter.

1. Job search

Problems and solutions in the job search page

- General job seekers may not understand what the tab name meaning in acronym(NAPA, NAA)

Solution: don't use acronym or have a question mark beside so that users can click on it for explanation

- Each job item takes different room, and some of them are too wordy.

Solution: design a solid format and template for job items or hide some wordy part.

- In the filter of “job type” and “minimum salary” , the job summary result is the same if the users click all or click nothing.

Solution: I think it is a technical bug here. It should have selecting everything as default setting, such as “all” check box which contains a sub-list.

- There is no way to favor a job item that users want to keep in their account in this page so that they can come back later to read it and even maybe apply it.

Solution: add save function to job item

- It takes three steps to add a organization: type an organization name, add, and search. It adds in both filter and search results.

Solution: simplify the user experience

jobs.gc.ca



- Home
- Job search
- Login
- Search archives
- Help

Home

Job search

Refine search

Job title

Work locations

Location

Show

☐ Exclude international

Job types

Date posted

GC organizations

Classifications

Search results

- Internal jobs (265)
- Jobs open to the public (528)
- NoC (298)
- NAPA (719)
- NAA (870)

[First / Previous] Page 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14 of 14 [Next / Last]

- Administrative Assistant to the Regional Director General (AS-02)/Project Officer (AS-03)**
Closing date: 2016-11-04
Fisheries and Oceans Canada - Regional Director General's Office
Moncton (New Brunswick)
Various language requirements and/or profiles
AS-02, AS-03
Indeterminate, Acting, Specified period, Deployment, Assignment, Secondment
\$54,374 to \$62,794 (AS-02 \$54 374 to \$58 586 and AS-03 \$58 281 to \$62 794)

Who can apply: Persons employed at Fisheries and Oceans occupying a position or residing in the Gulf Region including persons employed at the Canadian Coast Guard College (an Agency of Fisheries and Oceans) in Sydney, Nova Scotia AND Persons employed at Fisheries and Oceans from the Maritimes region who occupy a position at the Gulf Fisheries Center in Moncton NB AND Persons employed at the DFO Accounting Hub in Fredericton, New Brunswick AND Persons employed at the Catch Certification Center in Tignish, Prince Edward Island.
AND
Persons employed in the Federal public service occupying a position or residing within 40 kilometers from Moncton, New Brunswick.
For temporary opportunities, consideration may only be given to applicants whose substantive place of work is located within a 16-km radius of Moncton, New Brunswick.
Eligible veterans and CAF members may apply.
- Advisor (TBS) / Senior Official Languages Policy Analyst (AAFC)**
Closing date: 2016-11-04
Treasury Board of Canada Secretariat and - Agriculture and
Various language requirements and/or profiles
AS-05

Use most frequently

Regular users may not be able to understand Tab in acronym

Users have to scroll down to see search, save search, create job alert buttons.

There are too many words here, so it looks very messy



1. Job search

- Lead search bar can contain: job title, job location, search button, save search button and create alert button.
- Filter default value should be all. When users use filter, it narrows down the search results.
- There should be a clear all button beside all tags so users can clean all search criteria to start a entire new search instead of deleting them one by one.

- **User experience design:**

Usually users go to job title and location(optional) first , and click search button, the tags show up on the top of search results.

If users want to search any more specific jobs, they check filter, and click add button to add more limitation to the results.

So basically, no matter search button(in lead search bar) or add button(in filter), their function is adding limitation to the search results(showing as tags).

All the results are always based on the tags that show on the top of the search results. Every time users add or delete one tag, the results will be updated once.

So it reduced a lot of actions

For example: users want to add two locations and two organizations to do a search

Old one: type location name 1, click show button, click check box, click add button, type location name 2, click show button, click check box, click add button, choose organization 1 from dropdown menu, click add button, choose organization 2 from dropdown menu, click add button, finally click search(four tags are added at once). (13 actions)

Users may get an empty result at the end, but because the system only do search once, users would not know when it is empty. The results can be empty earlier when they add the first organization, which means their rest actions are useless(add second organizations). If they can know the results early, they would not keep adding filters.

New one: type location name1, click the correct name showing up under the typing box, click search button(results update, and one tag is added), type location name2, click the correct name showing up under the typing box, click search button(results update, and one tag adds), choose organization 1 from dropdown menu, click add button(results update, and one tag adds), choose organization 2 from dropdown menu, click add button(results update, and one tag adds). (10 actions)


During adding limitation, the results are updated every time, so users may see what they want or get an empty result, which will stop them keep adding more filters.

1. Job search

Job item contain:

Job title
Close date
Location
Organization

- Tenure
- Language requirement
- Classification
- Salary
- Hide: Who can apply

1. Human resources advisor PE-01 to PE-03 developmental program		Close date
Location	Classification	
Organization	Tenure	
Language requirement	Salary	
		Save

Show: who can apply

2. Job poster

Problems and solutions in the job poster page

- The texts in first information box are centred and a bit messy.
- There is not title for each information.
- There is not indicator demonstrating that the job position is internal or public.

Solution: organize texts and align them left, add up a title for each information

- Text line is too long for users to read
- Contact information location is too far from top, it will takes long time for users to find it.

Solution: create a right bar for contact information

- Main information is long and un-organized

Solution: edit texts with nice margin and paddings, remove redundant words and keep paragraph short and clear. Use more bullet points.

jobs.gc.ca



Canada

- Home
- Job search
- Login
- Search archives
- Help

Home

Human Resources Advisor PE-01 to PE-03 Developmental Program

Share this page

Reference number: PSC16J-010667-000005
Selection process number: 16-PSC-IA-3675

Center Text is too hard to read

Public Service Commission of Canada - Services and Innovation Branch
Various locations
PE-01 - Developmental Program for Human Resources Advisors (PE-01 to PE-03)
Acting, Assignment, Deployment, Indeterminate, Secondment
\$49,670 to \$61,788

For further information on the organization, please visit [Public Service Commission of Canada](#)

Closing date: 8 November 2016 - 23:59, Pacific Time [\(more on closing date\)](#)

Who can apply: Persons employed at the Public Service Commission of Canada across Canada AND persons employed in the Public Service of Canada who occupy a position in the geographic region where the positions to be staffed are located (Montreal, Quebec / Gatineau, Quebec (National Capital Region) / Halifax, Nova Scotia / Vancouver, British Columbia (Greater Vancouver Region))

Note: Students currently employed within the Public Service under the Federal Student Work Experience Program (FSWEP) or Co-op/Internship Program, in the mentioned above regions and who will complete their university degree by June 30, 2017, will also be considered for this process.

Eligible veterans and CAF members may apply. [\(Information on mobility for veterans and CAF members\)](#)

Apply online

Even apply button is in very big font size, different colour and underline, but it still does not standout enough visually because It is still in text format in a text surrounding.

Important messages

Are you passionate about staffing and want to be at the heart of change in a team of Human Resources professionals? Do you want to be part of an organization that

PSEE - Test of Judgement UIT

Other information

Failure to complete the screening questionnaire or failure to provide sufficient details to the questions will result in your elimination from this process.

Top down selection and assets can be used at any time during the process.

The Human Resources Consultant Simulation Exercise (410) will be administrated and other standardized assessment tools may also be used during this process.

Communication regarding your application will be sent via email. It is the responsibility of the candidate to ensure accurate information is provided and updated as required.

Acknowledgment of receipt of applications will not be sent; we will contact candidates when the screening process is completed.

The Public Service of Canada is committed to building a skilled, diverse workforce reflective of Canadian society. As a result, it promotes employment equity and encourages candidates to indicate voluntarily on their application if they are [a woman, an Aboriginal person, a person with a disability or a member of a visible minority group](#).

The Public Service of Canada is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the Public Service Commission or the departmental official in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

We thank all those who apply.

Contact information

Vicky Mclellan, Team leader, Operational Staffing

vicky.mclellan@cfp-psc.gc.ca

[Apply online](#)

Date modified: 2016-09-29

[Terms and conditions](#) | [Transparency](#)



Contact us

[Contact Us](#)

About

[About us](#)

News

[Calendar of Events](#)

Stay connected

[Be informed. Be connected.](#)

[HEALTH](#)

[TRAVEL](#)

[SERVICE CANADA](#)

[JOBS](#)

[ECONOMY](#)

[Canada.ca](#)

It is hard to find contact information, because sometimes users don't have patient to read all and scroll to very end

Apply button doesn't stand out even it is big and different colour

jobs.gc.ca



Canada

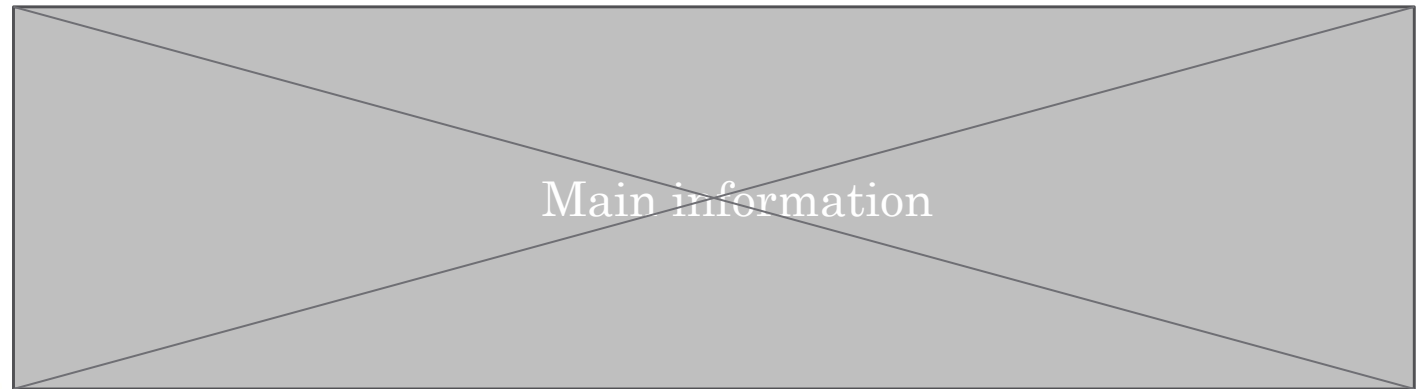
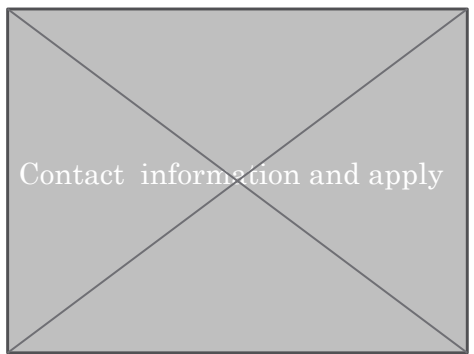
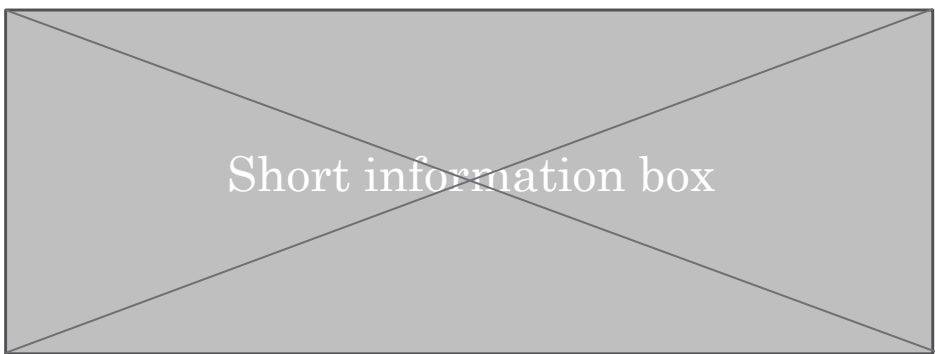
- Home
- Job search
- Login
- Search archives
- Help

[Home](#)

Human Resources Advisor PE-01 to PE-03 Developmental Program

[Share this page](#)

Reference number: PSC16J-010667-000005
Selection process number: 16-PSC-IA-3675



Human Resources Advisor PE-01 to PE-03 Developmental Program

 [Share this page](#)

Reference number: PSC16J-010667-000005
Selection process number: 16-PSC-IA-3675

Close date: 8 November 2016 - 23:59, Pacific Time

Organization: Public Service Commission of Canada - Services and Innovation Branch

Location: Various locations

Classification: PE-01 to PE-03

Tenure: Acting, Assignment, Deployment, Indeterminate, Secondment

Salary: \$49,670 to \$61,788

Who can apply: Persons employed at the Public Service Commission of Canada across Canada AND persons employed in the Public Service of Canada who occupy a position in the geographic region where the positions to be staffed are located (Montreal, Quebec / Gatineau, Quebec (National Capital Region) / Halifax, Nova Scotia / Vancouver, British Columbia (Greater Vancouver Region))

Note: Students currently employed within the Public Service under the Federal Student Work Experience Program (FSWEP) or Co-op/Internship Program, in the mentioned above regions and who will complete their university degree by June 30, 2017, will also be considered for this process.

Eligible veterans and CAF members may apply. ([Information on mobility for veterans and CAFmembers](#))

Contact information

Vicky Mclellan

Team leader, Operational Staffing

vickv.mclellan@cfp-psc.gc.ca

[Apply](#)

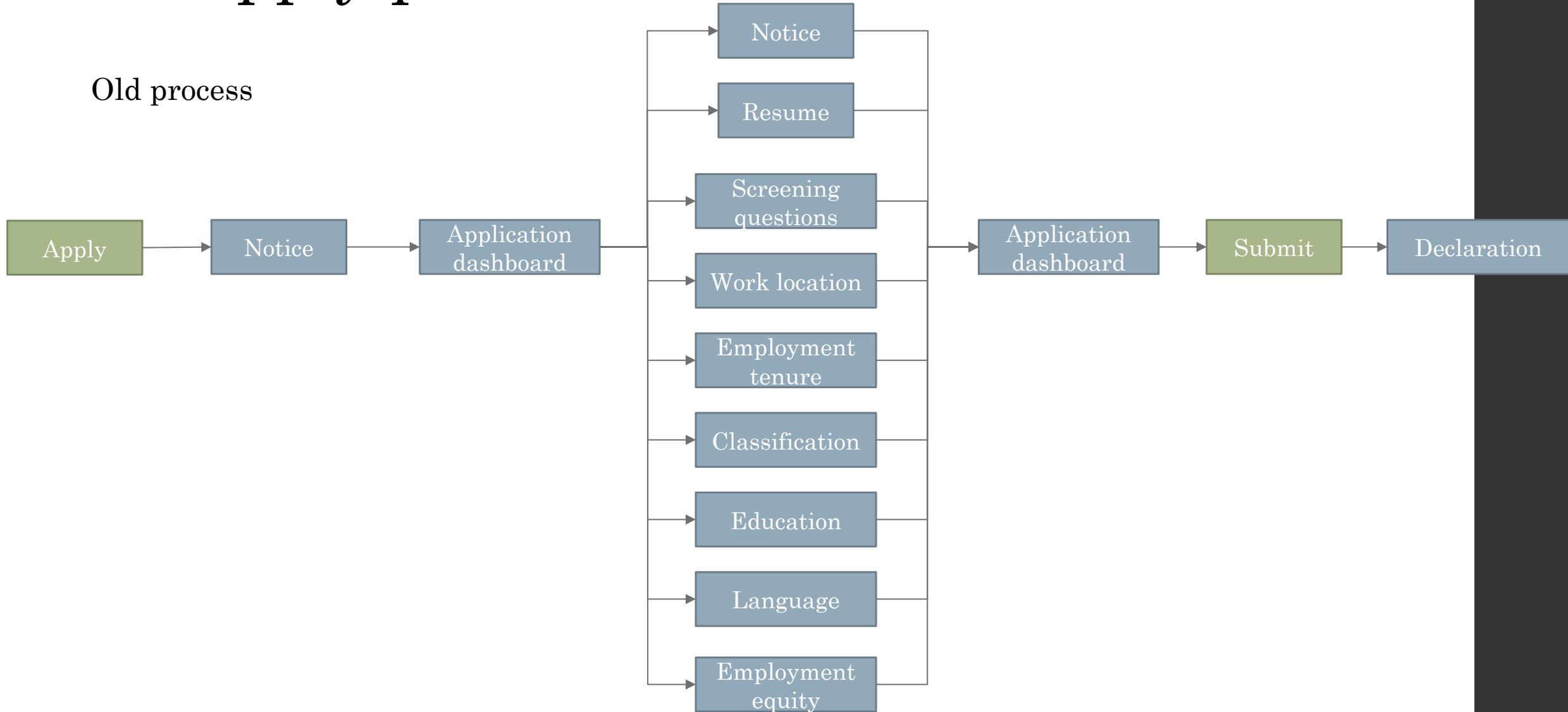
New design

By putting contact information and apply button together, it gives alternative method for users to apply the job position: by email or apply online

- Important message
- Work environment
- Intent of the process
- Information you must provide
- In order to be considered, your application must clearly explain how you meet the following (essential qualifications)
- The following will be applied / assessed at a later date (essential for the job)
- The following may be applied / assessed at a later date (may be needed for the job)
- Condition of employment
- Test
- Other information

3. Apply process

Old process



3. Apply process

Problems and solutions in the job poster page

- There are too many steps to finish one application process, 15 steps.

Solution: simplify steps by combining some pages together to gather information

- There is no connection between each information page. Eg: if I finish resume step, I can't move on to screening questions step directly, I have to go back to dashboard, and select next one.

Solution: provide a continue button on the page to allow user to move on directly instead of back to dashboard

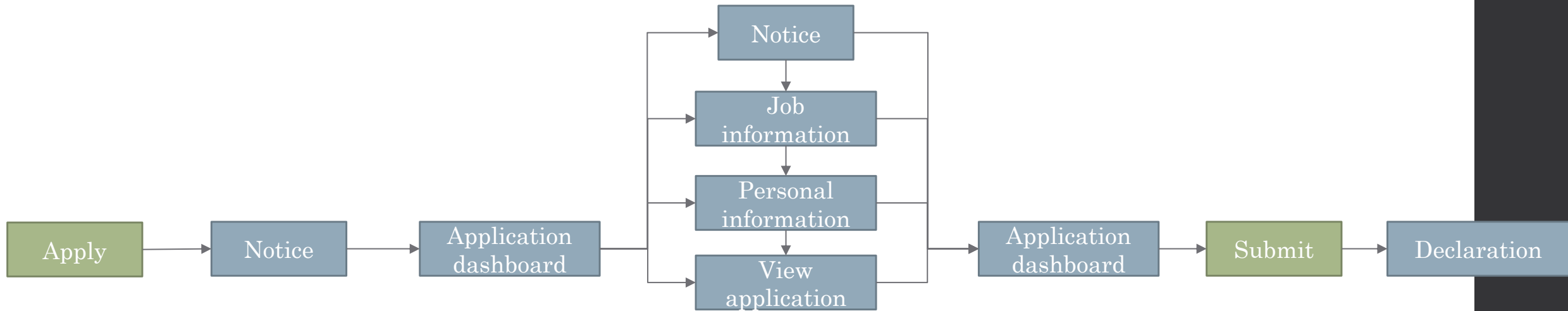
- Resume, education and language information have already been stored in users' account

Solution: system should auto- fill the form to provide these information as stored rather than letting users provide again, or ask them whether they want to update.

Good part: I like it has a requirement list with different icons that indicate which requirements have already been finished.

3. Apply process

New design process



HomeJob searchMy account ▾Search archivesHelp

[Logout](#)Applicant Number: C000490

Notice

Advertisement Name	Reference Number	Organization
Administrative Assistant Inventory - pca	CCC15J-000821-000126	Canadian Commercial Corporation

The information you will be providing in this application must be true and may be verified. Any false and/or fraudulent information may result in:

1. the rejection of your application;
2. not hiring you;
3. the revocation of your job in the public service if you have already been hired;
4. the Public Service Commission (PSC) taking any corrective action it considers appropriate; and
5. in the case of fraud, in addition to the above consequences, you may also be subject to a criminal investigation and found guilty of a criminal offence.

If it is suspected that an error, omission, or improper conduct occurred, the information you provide could be used for the purpose of an investigation by the [PSC](#) or by a Deputy Head under the authority of the *Public Service Employment Act (PSEA)*.

If there is reason to believe that fraud may have occurred in an appointment process, the [PSC](#) may decide to investigate pursuant to section 69 of the [PSEA](#). A person who commits fraud may also be subject to a criminal investigation and found guilty of a criminal offence under section 133 of the [PSEA](#).

The [PSC](#) also has the authority to conduct audits pursuant to section 17 of the [PSEA](#).

Confirmation:

In order for you to continue with this application, you must confirm that you have read and understood the contents of this Notice.

☒ I confirm

Back

Continue

Date modified: 2016-09-29

- This page is good for me

Job applications

✗ = to be completed ✓ = completed ⚠ = optional

In progress job applications

It is your responsibility to ensure that all information is complete and accurate before submitting an application.

Jobs open to the public

Advertisement information	Requirements
Administrative Assistant Inventory - pca CCC15J-000821-000126 View application Delete application Closing on: N/A	✓ Notice ✗ Résumé ✗ Screening questions ✗ Work locations ✗ Employment tenure ✗ Classification ✗ Education ✗ Languages ⚠ Employment Equity ✗ Submit application

Submitted job applications

Internal jobs

Advertisement information	Applied on	Closing on	Results Available	Actions
Internal Inventory VIA14J-000102-000138	2015-03-12		2014-08-25	View application Retrieve application

Jobs open to the public

Advertisement information	Applied on	Closing on	Results Available	Actions
C27 JOP - Inventory PSC14J-000043-000186	2014-05-08		2014-05-08	View application Retrieve application
Administrative assistant CCC15J-000320-000166	2016-11-08		2015-06-09	View application Retrieve application

Federal Student Work Experience Program

Should you wish to modify your FSWEPP application or add departmental programs, you must retrieve your application. You must re-submit your application, once modifications have been made.

Advertisement information	Applied on	Closing on	Results Available	Actions
general inventory 2 PSC16J-003420-000039	2016-07-26	2017-07-07		View application Retrieve application

My jobs menu

- From aesthetic perspective, the dashboard is not very pretty, but actually it is focus on functionality, and it works well.

View Application

Job Opportunity Information

Job Opportunity:	Administrative Assistant Inventory - pca
Reference number:	CCC15J-000821-000126
Application Status:	In Progress
Printed on:	2016-11-10 14:36:56

Personal Information

PSRS No:	C000490
Last Name:	December
First Name:	Sunny
Personal Record Identifier (PRI):	25254200
E-mail:	s.december@yahoo.ca
Alternate E-mail:	
Availability date:	2014-05-08
Citizenship:	Canadian Citizen

Entitlement Information

Priority entitlement:	No
Preference to veterans:	No

Permanent Home Address

Area of Residence:	Gatineau
Address:	22 Eddy

- The form should be aligned.

HomeJob searchMy accountSearch archivesHelp

Logout

Applicant Number: C000490

Screening questions

Select a 'Yes or No response. In certain instances you may be required to enter additional information.

Please ensure information you provide is **free of third party personal information**.

The system will automatically disconnect you without warning after 60 minutes. Typing information without saving does not preserve your progress.

Please Specify

Yes

No

Please Specify

HomeJob searchMy accountSearch archivesHelp

Logout

Applicant Number: C000490

Work locations

Select at least one location where you are willing to work.

British Columbia [Check All](#) [Uncheck All](#)

Vancouver

Ontario [Check All](#) [Uncheck All](#)

Ottawa

Back

HomeJob searchMy accountSearch archivesHelp

Logout

Applicant Number: C000490

Classification

Please select the classification(s) of interest to you.

Classification	Supervisory Differential	Description
AS-01	N/A	N/A

BackSave

Date modified: 2016-09-29

HomeJob searchMy accountSearch archivesHelp

Logout

Applicant Number: C000490

Employment Tenure

Please select employment type(s) from those indicated on the chart. You **must** select at least one. You may choose as many as desired, based on your interests and availability for employment.

See HELP text for definitions of employment types.

Employment Type	Employment Sub-Type	Duration	Selected
Permanent	Full Time	N/A	<input checked="" type="checkbox"/>
Temporary	Full Time	0-3 months	<input checked="" type="checkbox"/>
		3-6 months	<input checked="" type="checkbox"/>
		6-12 months	<input checked="" type="checkbox"/>
		12+ months	<input checked="" type="checkbox"/>

BackSave

Date modified: 2016-09-29

HomeJob searchMy accountSearch archivesHelp

Logout

Applicant Number: C000490

Self-Declaration Form for Members of Employment Equity Groups

The Public Service of Canada is committed to selection based on merit by ensuring full participation of the four groups designated in the *Employment Equity Act* (EEA): **women, Aboriginal Peoples, persons with disabilities, and members of visible minority groups**.

The self-declaration form is used to indicate that you are a member of one or more of the Employment Equity (EE) groups. The collected information helps the Public Service fulfill its obligations under the EEA, the *Canadian Human Rights Act* (CHRA), and the *Public Service Employment Act* (PSEA).

Your response to the self-declaration questions is **voluntary** and will be used for statistical purposes, as well as in considering your application for an appointment.

Privacy Notice Statement

The collection and use of personal information for the Employment Equity (EE) Self-Declaration Form is authorized and under the authority of the *Public Service Employment Act* (PSEA), the *Employment Equity Act* (EEA), and the *Canadian Human Rights Act* (CHRA). The collection, use and disclosure of personal information is in accordance with the federal *Privacy Act* (PA) and in some cases, personal information may be disclosed without consent under subsection 8(2) of the *Privacy Act*. Each time you apply to a job the collected EE information may be used by the employing organization, the Public Service Commission (PSC) and the Treasury Board Secretariat of Canada (TBS) for statistical purposes. It may also be shared with the employing organization for appointment purposes when EE is a criterion for screening and selection. The personal information collected under this program is described in the PSC Information Management System (IMS) Privacy Notice.

- These 5 pages should be one.

Job information

Screening questions

Work location

Employment tenure

Classification

Employment Equity

New
design

Home

Job search

My account ▾

Search archives

Help

[Logout](#)

Applicant Number: C000490

Job information

Screening questions

1. Do you have experience in the development of technical requirements to meet business or technical needs?

Yes/no ▾

Please provide examples of your experience.

2. Do you have experience in the development of technical requirements to meet business or technical needs?

Yes/no ▾

Please provide examples of your experience.

Work location

Select at least one location where you are willing to work.

British Columbia

[Check All](#) [Uncheck All](#)

Vancouver

☐

Ontario

[Check All](#) [Uncheck All](#)

Ottawa

☐

New design

- Use blue frame to separate different content
- Add next button to go to next step directly

HomeJob searchMy account ▾Search archivesHelp

Logout

Résumé

Your résumé should include your experience and any other information about your volunteer or extracurricular activities.
A résumé allows the Selection Board to validate the depth and breadth of experience reported in an applicant's online application.
Please ensure information you provide is **free of third party personal information and references to your social insurance number** information.
Enter the information directly into the field or copy and paste it from another source. You cannot use the tab keys when entering the information based special characters such as HTML tags may also cause unpredictable results in your text, or prevent you from successfully applying.
The system will automatically disconnect you without warning after 60 minutes if there is no activity. You MUST save or maintain your connection. Typing information without saving does not prevent you from being disconnected.
Note: A maximum of 32,000 characters can be entered in the box below.

Résumé

Back

SaveSave Résumé

HomeJob searchMy account ▾Search archivesHelp

Logout

Languages

What is your first official language?

English ▾
French ▾

Please choose the qualifier that best describes your ability to work in English and French:
(Please note that *None* can be selected for the English qualifier **or** the French qualifier **but** not for both the English and French.)
Language Proficiency - English:
None ▾
Beginner ▾
Intermediate ▾
Advanced ▾
Language Proficiency - French:
None ▾
Beginner ▾
Intermediate ▾
Advanced ▾

Which official language do you wish to use in correspondence?

English ▾
French ▾
Either ▾

Which official language do you wish to use during an interview?

HomeJob searchMy account ▾Search archivesHelp

Logout

Applicant Number: C000490

Education

Required fields are marked with an asterisk (*).

Education Level

Academic Level	Area of Study	Specializations	Years	Length	Year/Month	Action
Grade School	N/A	N/A	Completed	N/A	N/A	Modify Delete
Bachelor's degree	Technology	Administration Administrative Assistant and Secretarial Techniques Business Administration	4	4	1983/Jul	Modify Delete
Bachelor's degree	Medical, Health and Animal Sciences	Art History	3	4	2017/Jul	Modify Delete
Master's degree	Computer Science, Information Management and Information Technology	Film studies, Television and Video	2	2	2003/Mar	Modify Delete

* Education Level:
Secondary School ▾
College or Cégep ▾
University ▾

Back

Add

Save

Date modified: 2016-09-29

- The system should allow users provide the resume in different ways. Upload a file is important method.
- Also, in the system personal information, users already provide their resume, language and education. The system should auto-fill, and ask users whether they want to use old information or update.
- These 3 pages should be in one.

Job information

Resume

Language

Education

New
design

Personal information

Resume

Choose file

Upload

Or you can copy and paste your resume here

Language

What is your first official language?

Language Proficiency - English:

Language Proficiency – French:

Which official language do you wish to use in correspondence?

Which official language do you wish to use during an interview?

Which official language do you wish to use for a written exam?

New design

- Click next step will go to view application page to view all information at once before submit the application form.

Declaration

I confirm and understand that:

- the information I provided in this application is true and complete;
- the information I provided may be verified;
- I have read and understood the [Privacy Notice Statement](#).

Select **I Agree** to proceed or select the **Back** button to return to the previous screen. You are encouraged to use the **View application** link in the Job applications screen to review your application.

Back

I Agree

Date modified: 2016-09-29



- This page is good for me

4. Create an account

- Plus the privacy notice statement, there are total 8 steps to finish a create an account process.
- Steps:
 - Privacy notice statement
 - Login information
 - Name and identification
 - Address1
 - Address2(optional)
 - Contact information
 - Confirm email address
 - Validation email successfully sent
- In order to create an account as quick as possible, I think only three steps should be kept(privacy notice statement, login information, validation email successfully sent), and the rest information can be provided at a later time as account personal information.

4. Create an account

Problems and solutions in the job search page

- There are too many steps to create a new account
- Some of personal information is not needed urgently at this stage

Solution: reduce and combine some steps together, or move some pages to next stage.

- The layout of Information form is not clear

Solution: remove some redundant words and make the layout and structure clear in the page.

- There are two steps to add addresses , and the additional instruction is redundant.
- The user experience design for address step is not good

Solution: remove additional instruction in address page, and redesign the user experience for address step

Home	Job search	Login	Search archives	Help
------	------------	-------	-----------------	------

[Home](#)

Login Information - Step 1 of 7

E-mail Address

The e-mail address that you will enter below will become your username to log into your Public Service Resourcing System account.

A confirmation e-mail will be sent to this address; therefore, you must enter a valid e-mail address. Please note that we will use this e-mail address to communicate with you, when required.

E-mail Address:

Confirm E-mail Address:

Password

Your password must contain a minimum of 8 and a maximum of 12 characters. Your password must start with a letter and is case sensitive.

You must ensure that your password contains all of the following:

- At least one uppercase and one lowercase letter from a to z;
- At least one number; and
- At least one of the following characters: ! @ # \$ % ? & * () ^ .

Example: Canada1!

Password:

Confirm Password:

Hint Question

The Hint Question / Hint Answer is a safeguard in the event that you lose your password. You will be prompted to respond to the same hint question you are entering now, and must provide the same hint answer to receive a temporary password by e-mail.

Hint Question:

Hint Answer:

This button can be create your account button

Date modified: 2016-09-29

- There is only cancel button at the first step, but not between step 1-7. If users decide not to create an account and want to leave the process, they won't be able to do it.
- Continue button can be replaced as create an account button.
- A notice should be added to let users know once they click create button, a confirmation email will send to their email. Basically, this notice is the same idea as step 6.
- Add up blue frame to email address, password,, hint question.

Home	Job search	Login	Search archives	Help
------	------------	-------	-----------------	------

Home

Login Information - Step 1 of 7

E-mail Address

The e-mail address that you will enter below will become your username to log into your Public Service Resourcing System account.

A confirmation e-mail will be sent to this address; therefore, you must enter a valid e-mail address. Please note that we will use this e-mail address to communicate with you, when required.

E-mail Address:

Confirm E-mail Address:

Password

Your password must contain a minimum of 8 and a maximum of 12 characters. Your password must start with a letter and is case sensitive.

You must ensure that your password contains all of the following:

- At least one uppercase and one lowercase letter from a to z;
- At least one number; and
- At least one of the following characters: ! @ # \$ % ? & * () ^ .

Example: Canada1!

Password:

Confirm Password:

Hint Question

The Hint Question / Hint Answer is a safeguard in the event that you lose your password. You will be prompted to respond to the same hint question you are entering now, and must provide the same hint answer to receive a temporary password by e-mail.

Hint Question:

Hint Answer:

Notice: Select the create an account button to confirm the creation of your account, once confirmed, log into your e-mail account to access the validation e-mail and follow the instructions to activate your public service resourcing system account.

Cancel

Create an account

New design:

- This page is the most important page among the three steps of create an account, which gathers users login information.

[Home](#) [Job search](#) [Login](#) [Search archive](#) [Help](#)

Name and identification - Step 2 of 7

Required fields are marked with an asterisk (*)

* Last Name:

* First Name:

Initials:

* Date Available: YYYY-MM-DD

Partial Birth Date

* Year (last digit):

* Month:

* Day:

Gender (voluntary - for statistical analysis and reporting under the Public Service Employment Act; not for employment equity self-declaration):

* Citizenship:

Are you currently employed by the Public Service of Canada? (For statistical purposes only):

Identification

Personal Record Identifier (PRI) - Issued only to individuals who are employed by the public service of Canada:

Priority Reference Number (PRN) - Issued only to employees of the public service of Canada who have been granted a priority entitlement:

Service Number (Canadian Armed Forces) - Issued to members of the Canadian Armed Forces:

Note: If you checked the option for using popup windows, you must always Save your responses before you access Help. Failure to save the responses you have just completed will result in the information being lost.

☒ Select if you want to use popup windows

Date modified: 2016-09-29

Why users have to provide this information ?

menu order vertically takes space

Why not use drop down menu?

Which one is mandatory ? Why users have to provide these information



[Home](#) [Job search](#) [Login](#) [Search archive](#) [Help](#)

Name and identification

Required fields are marked with an asterisk (*)

* Last name:

* First name:

* Partial birth date:

* Gender:

* Citizenship:

Are you currently employed by public service of Canada?

Identification

Personal record identify (PRI)

Priority reference number (PRN)

Service number (SN)

Date modified: 2016-09-29

Address - Step 3 of 7

Required fields are marked with an asterisk (*).

See Help for additional instructions.

Address Type	Action
Permanent Home Address	No address provided
Other Address (if applicable)	No address provided

Permanent Home Address

Enter your permanent address.

It is redundant,
should be removed

I don't think it is useful, it
should be removed

Country:

Canada

Outside Canada

Please Specify State / Province / Territory / Country:

Please Specify City:

sun

* Street Address:

moon

* Postal Code:

k2g 4n7

Back

Continue

[Home](#)[Job search](#)[Login](#)[Search archives](#)[Help](#)

[Home](#)

Address - Step 4 of 7

See Help for additional instructions.

Address Type	Action
Permanent Home Address	Completed
Other Address (if applicable)	No address provided

Other address

Enter the address where you are currently working or temporarily residing.

Country:

Canada

Outside Canada

Province/Territory:

Please Specify

Region:

Please Specify

City:

Please Specify

Street Address:

Postal Code:

Back

Continue

Date modified: 2016-09-29

- Remove this page

Address

Permanent home address

Country:

Please specify state/province/ territory/ country:

Province:

City:

Street:

Post code:

Do you have any other address that you currently reside, but different with your permanent home address?

Yes/No

If answer is yes, the additional address form shows up underneath, whose format is the same as permanent home address

Back

Save

New design

Home	Job search	Login	Search archives	Help
------	------------	-------	-----------------	------

[Home](#)

Contact information - Step 5 of 7

Home Number including Area Code (enter at least one number)

Telephone Number:

Alternate Telephone Number:

TTY Number:

Facsimile Number:

Work Number including Area Code (optional)

Telephone Number:

Extension:

TTY Number:

Facsimile Number:

Extension:

[Back](#) [Continue](#)

Date modified: 2016-09-29



Home	Job search	Login	Search archives	Help
------	------------	-------	-----------------	------

[Home](#)

Contact information

Please provide a number that is most easy to reach you.

Home Number

Mobile phone Number

Work Number

Ext.

[Back](#) [Continue](#)

Date modified: 2016-09-29

[Home](#)

Confirm E-mail Address - Step 6 of 7

Once you select the **Continue** button, a validation e-mail with instructions on how to activate your account will be sent to: **123@yahoo.ca**.

Select the **Continue** button to confirm the creation of your account. Once confirmed, log into your e-mail account to access the validation e-mail and follow the instructions to activate your Public Service Resourcing System account.

If you do not follow the instructions contained in the validation e-mail, your account information will be deleted after **2 days**.

Back

Continue

Date modified: 2016-09-29



- It is not necessary to have this step

[Home](#)[Job search](#)[Login](#)[Search archives](#)[Help](#)

[Home](#)

Validation E-mail Successfully Sent - Step 7 of 7

The validation e-mail has been sent to: **123@yahoo.ca**.

Selecting the **Return to Login** button will log you out of the Public Service Resourcing System. Once you are logged out, log into your e-mail account and follow the instructions provided in the validation e-mail.

If you do not validate your account before **2016-11-11 09:31:22**, the system will delete the information you provided while creating your account.

Return to login page

Date modified: 2016-09-29



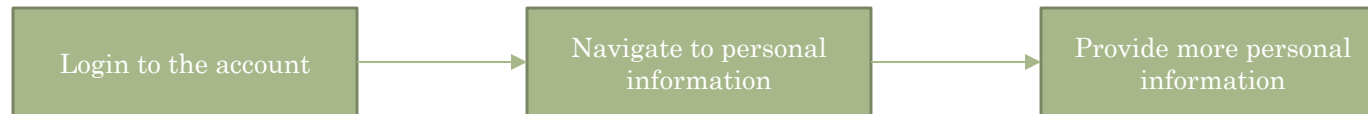
- This page is good for me

New create an account process



There are only three steps to finish create an account, so users can go to their email to activate the new account.

Provide more information process



Keep 3 steps: name and identification, address, contact information to personal information page