



DEMYSTIFYING JOB HUNTING AT THE GOVERNMENT OF CANADA

Steven Leung, 2024-11-22

DISCLAIMERS

Everything in this presentation is all my own, and does NOT represent the views of my employer, either the department (ECCC) or the Government of Canada (GC)

You are responsible for the accuracies of the contents even though I try to share the best information available to me.

This presentation does NOT contain any proprietary “insider” information. All information in the presentation is already available to the public without this presentation.

I do not have any personal gain in whether you apply or not apply for a job at GC, or whether you use any other services in the process. This presentation intends to **explain** the hiring process of GC.

OBJECTIVES

At the end of the presentation -

- You will start to understand a job posting on GC Jobs and how to properly complete a job application.
- You will know how to network with the informal/unofficial FB groups to get interviews.
- You will know where to find answers on your own.

Won't talk about -

- General job searching strategies and methods such as resume writing/interview skills
- Things that happen after someone is hired such as the work environment

ASSUMPTIONS/QUICK FACTS



This is for the **federal** government, usually called the Government of Canada (GC). There are many departments, and their hiring processes are similar. While the provincial and municipal governments are separate, you will find similarities when you apply for jobs there.



I will talk about what are generally true for most departments and jobs, even though I may use examples which may be a bit more specific to what I have experience with (e.g., the departments that I applied to and IT/data-related jobs).

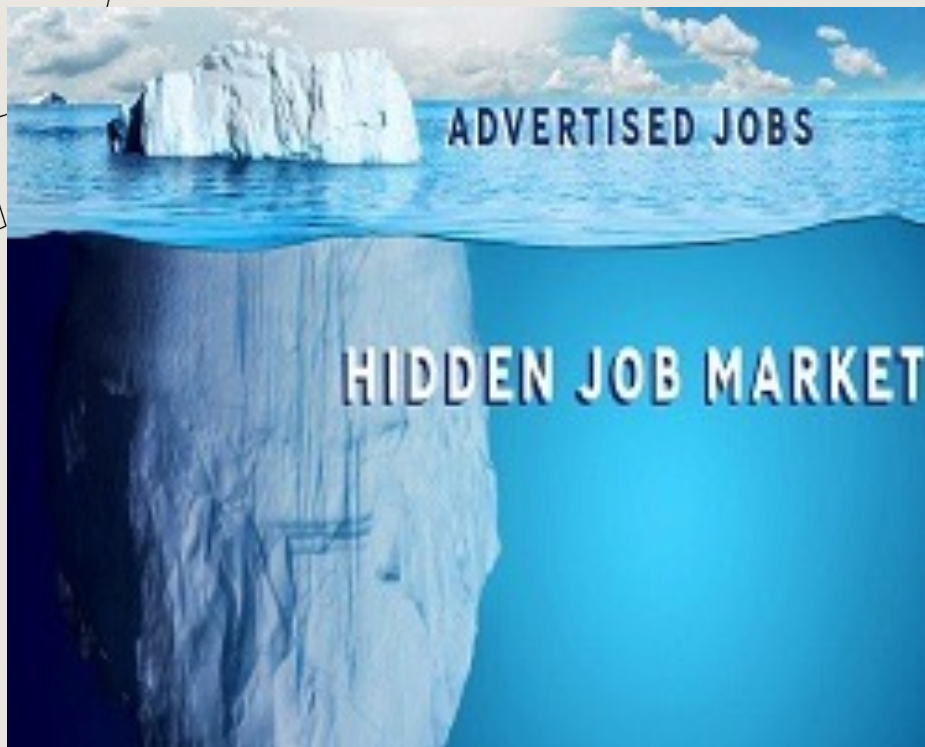


You can apply even with Work Permit or Study Permit. (Will explain in greater details.)

TENURES

- Indeterminate = permanent = iron rice bowl
- Term = a.k.a. determinate = The employment is limited to a certain period (e.g., 6 months, 1 year, 2 years). Can be renewed.
- Casual = 90 days
- For students
 - FSWEP
 - Co-op
- *Note: Only indeterminate and term have benefits.*

THE HIDDEN JOB MARKET



GC Jobs

Job sites of specific departments

(Other sites like indeed.ca may advertise the same jobs, but you still apply through GC Jobs or some departmental sites.)

Informal/official FB groups

Internal jobs

Vacancies in the teams of your GC connections

Iceberg reference: <https://x.com/Albertuscareers/status/1438654159339806722>

GC JOBS - APPLICATION PROCESS IN BRIEF



Submit application

Including answering the screening questions



Be assessed

(VERY LIKELY) Test (in-person or take-home)
Interview (one-way video recording (LIKELY) or live person (NOT LIKELY))

TIME for reference only:
Can take many MONTHS.



Be placed in a "pool"/"inventory"

"Partially assessed"
"Fully assessed"
TIME for reference only:
Can take months.



Be assessed further

(VERY LIKELY) Interview by a hiring manager for an existing vacancy
Test (in-person or take-home, UNLIKELY if you already wrote a test earlier)

TIME for reference only:
This can happen 0 times to many times.



Be security-screened (Reliability)

Be asked to provide fingerprints at a certain office at their cost.

If you lived outside Canada anywhere for more than 6 months in the last 5 years, you will be asked to provide police cert for that place.

This is a "black box" process – There will not be any update during the process until you get a pass/fail.

TIME for reference only:
Can take 1-3 months.



Be offered a job

TIME for reference only:
Can start working within days or weeks.



CLASSIFICATION: GROUP AND LEVEL (E.G. IT-02)

GROUP (e.g. IT, EC, CS)

Typical groups of IT jobs: IT, CS, IS

Typical groups of data jobs: IT, CS, EC, MA

Typical groups of HR jobs: PE, AS

LEVEL

01 is the lowest.

Each group has a different range of levels.

The levels are **relative** to the respective groups. You can't compare the levels between two groups.

A job may state that it is "at-level". It means that you need to be already working or be qualified in a pool at the same group and level, you will be rejected automatically.



QUALIFICATIONS

Types of Qualifications

Education

Experience

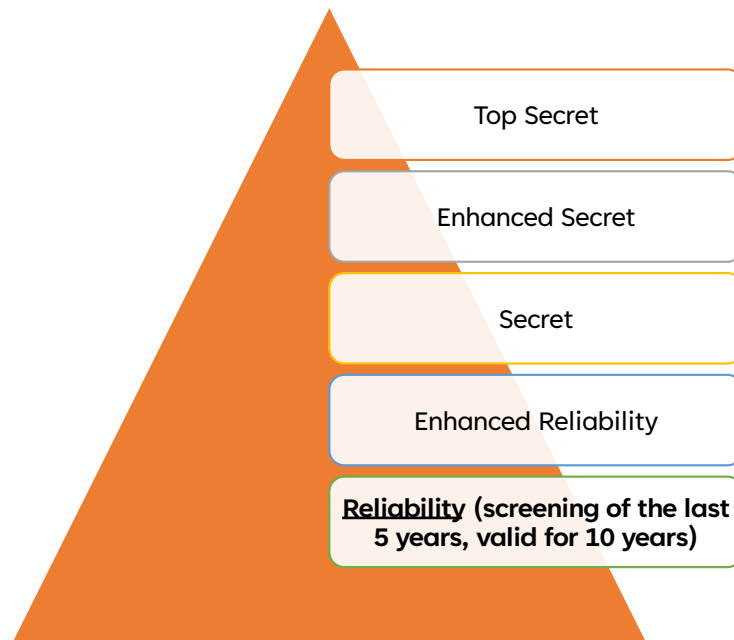
Competencies

Essential/Asset

Essential = **Must have**

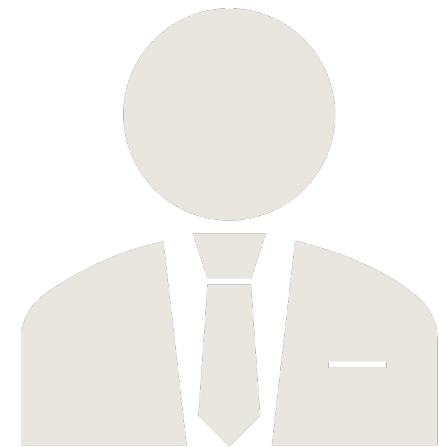
Asset = Nice to have

SECURITY CLEARANCE



GC JOBS TOP TIPS

- Only apply if you have ALL the ESSENTIAL qualifications
 - **The converse of that is that if you don't have all "Yes" to the screening questions of ALL the ESSENTIAL qualifications, you will get screened out.** Your answers to the screening questions also need to be complete. For instance, if the job asks for 2 years of experience in Python, you need to give the details of your job experiences, and the total experiences need to add up to at least 2 years.
- Make sure that your application becomes one of the "submitted job applications" before the deadline:
 - Before the deadline, you can make changes by "Retrieve application". But you need to make sure that you submit again before the deadline.
- (Reference: <https://www.canada.ca/en/public-service-commission/jobs/services/gc-jobs/applying-government-canada-jobs-how-to-apply.html>)





GC INFORMAL/ UNOFFICIAL FB GROUPS

- *Remember the part of the iceberg under the water?*
- Great networking tools
 - Most often, job seeking post their profiles or ask questions.
 - Sometimes hiring managers post job openings
- Attention
 - I don't recommend sharing resume or contact information directly. Introduce yourself with a post and ask people interested in your profile to PM you.
 - Usually hiring managers know that they should use their work email (most of the ending with "gc.ca"). Don't send any personal information to any address which is not work email.
 - Just like any job seeking situation, don't send your SIN. It is only needed when they hire you. It is not even needed for the security clearance.



FACEBOOK GROUP DEMO

- GC Data Informal/Unofficial:
<https://www.facebook.com/groups/486852109413031>
- TIP: Being in a pool is useful for demonstrating your capability and speed up the hiring process.



QUESTIONS AND ANSWERS

Link to Resources:

https://stevenleung2018.github.io/docs/GC_career/GC_Career_Resources.html