



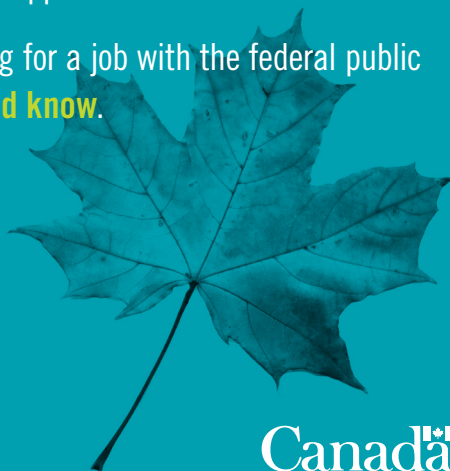
Public Service Commission
of Canada

Commission de la fonction publique
du Canada

TRANSITIONING to the federal public service

The recent amendments to the *Public Service Employment Act* aim to help Canadian Armed Forces (CAF) members and veterans access federal public service job opportunities.

If you are thinking about applying for a job with the federal public service, **here is what you should know.**



Canada

Priority entitlement

- » You may have a priority entitlement if you have been medically released from the CAF [under item 3(a) or 3(b)]. Find out by contacting the Department of National Defence's Director Casualty Support Management at **1-800-883-6094**.
- » If you have a priority entitlement, and are found to meet the essential qualifications of a job, you must be hired ahead of other qualified persons.
- » You can find information on priority entitlements at the Public Service Commission's Web site at <http://www.psc-cfp.gc.ca/prad-adpr/index-eng.htm> or call the info-line at **1-855-235-3113**.

Preference

- » Preference means veterans with a minimum of three years of service who have applied and are found to be qualified for a job open to the public, must be hired ahead of other qualified Canadians.
- » Preference is in effect for up to five years after honourable release, if you are not already employed in the public service.
- » Preference is given after all qualified persons with a priority entitlement are hired.

Mobility

- » Mobility allows you to apply to advertised jobs that are open only to federal public service employees.
- » Serving CAF members: You must have a minimum of three years of service. You will always have mobility while you are serving.
- » Honourably released veterans: You must have a minimum of three years of service. You will have mobility for up to five years following your release.
- » You can apply to internal jobs regardless of what is in the "Who can apply" section of the job advertisement, but you must meet any employment equity criteria (Aboriginal peoples, persons with disabilities, members of visible minorities or women) if it's included in that section.

More information on priority entitlements, preference, mobility and the federal public service hiring process can be found on the Public Service Commission's Web site at www.cfp-psc.gc.ca.

HOW TO APPLY

1

Create an account

Go to jobs.gc.ca and follow the steps to create an account.

- » If you are a veteran or a CAF member, enter your Service Number (SN).
- » If you are a person with a priority entitlement, enter your Priority Reference Number (PRN).
- » If you are a current or former federal public servant, enter your Personal Record Identifier (PRI).

2

Search for a job

Log in to your account and then search for jobs. By logging in, you will see all the jobs to which you have access.

- » Use the “Refine search” column on the left to narrow your job search.
- » To make your job search easier, you can:
 - › Create a saved search; and
 - › Sign up for e-mail alerts.
- » Read each job advertisement to see if you meet the qualifications for the job.

CONTACT INFORMATION

Transitioning to civilian life

- » Your first point of contact is the nearest CAF Joint Personnel Support Unit/Integrated Personnel Support Centre.
 - › CAF Joint Personnel Support Unit: **1-800-883-6094**
 - › Integrated Personnel Support Centre: **1-866-522-2122** or at information@vac-acc.gc.ca
- » You may also contact the Directorate of Casualty Support Management at National Defence Headquarters at **1-800-883-6094** or via e-mail at Centre@forces.gc.ca. You can get more information on their Web site: <https://www.cfmws.com/en/AboutUs/DCSM/Pages/Contact-Us.aspx>.

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Apply for a job

- » On the job advertisement, select the “Apply online” link.
- » Work your way through the list of “Requirements”, completing each section and saving the information as you go.
- » You can apply to internal jobs regardless of what is in the “Who can apply” section of the job advertisement, but you must meet any Employment Equity criteria (Aboriginal peoples, persons with disabilities, members of visible minorities or women) if it’s included in that section.

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Submit your application

- » When you have completed all requirements, select the “Submit application” link.
- » You must submit your application before the closing date and time indicated on the job advertisement.

- » More information is available from your Case Manager at Veterans Affairs Canada (if applicable) and at the Veterans Affairs Canada Web page “Transition to civilian life” at <http://www.veterans.gc.ca/eng/services/transition>.

After applying

Online process

- » Your application will remain in the “Submitted job applications” section of your account until the closing date on the job advertisement.
- » You can edit your application before the closing date by selecting “Retrieve application”. However, if you retrieve your application, you must **resubmit** the application before the closing date or you will not be considered for the job.
- » After the closing date, your application will move to the “Status of job applications” page.

Assessment

- » If your application is selected, you will be contacted for further assessment.
- » For any questions about the assessment process or test results, use the contact listed on the job advertisement.
- » You can expect different types of assessment tools to be used, depending on the jobs being filled.
- » Different assessment tools may be used, depending on the job type and level. If you require accommodation under the *Canadian Human Rights Act*, you should make the request when you respond to an invitation to participate.
 - › For example, you may be granted more time to complete a test for medical reasons; you may reschedule an interview if it falls on an important religious holiday or if a family member needs urgent care.
- » You will be assessed in the official language of your choice.
- » You must meet the official language requirements of the position before being appointed.