

POST-SECONDARY RECRUITMENT - Careers in Business and Social Sciences

Are you looking for a rewarding opportunity?

At the Public Service of Canada, we believe in creating an environment that lets you be part of a dynamic team while continuing with your professional development. We are also committed to work/life balance. Above all, we offer you an opportunity to make a difference to Canadians.

Department Name: Public Service Commission

Locations: Various Locations

Salary: Salaries depend on the position being staffed

Closing Date: October 11, 2011 - 23:59, Pacific Time [Useful Information](#)

Reference Number: PSC11J-009203-000208

Selection Process Number: PSR-FALL2011-EC-CO-STREAM

Employment Tenure: Permanent, temporary or seasonal

Vacancies: Number to be determined

Website: For further information on the department, please visit [Public Service Commission](#)

For more information on the PSR Program, including testing, please visit the [Post-Secondary Recruitment Site](#)

Who Can Apply:

[Useful Information](#)

- Persons residing in Canada and Canadian citizens residing abroad.

Citizenship

[Useful Information](#)

Preference will be given to Canadian citizens. Please indicate in your application the reason for which you are entitled to work in Canada: Canadian citizenship, permanent resident status or work permit.

Language Proficiency

[Useful Information](#)

Various Linguistic profiles:

Positions will have different language requirements in terms of the ability to speak, read and write in French and/or English. Some positions will require you to be fully bilingual at the time that you are hired – others may provide language training after you start work.

Second Language Writing Skills Self-Assessment

An optional self-assessment test is available to assess your writing skills in your second official language for this staffing process. If you are uncertain of your second language writing skills, you may wish to try this optional self-assessment test first before completing your application for a bilingual imperative position. The link to access the optional second language self-assessment test can be found in the Requirements list of your on-line application for this process. The test is designed to be completed within 15 to 30 minutes. Once you have completed the optional test, you will be given general feedback on your performance on the second language writing skills test. If you obtain a moderate or high score on the second language writing skills self-assessment test, then you may be able to obtain a sufficiently high mark on the statutory Second Language Evaluation - Test of Written Expression.

Education

[Useful Information](#)

- **ESSENTIAL QUALIFICATIONS:**

Bachelor's degree by June 2012 from a recognized post-secondary institution with a specialization in any of the following: Administrative Law, Business Administration, Civil law, Commerce, Common Law, Economics, Finance, International Business and Management, International Law, International Relations, International Studies, Law, Legal Studies, Project Management, Public Administration, Public Law, Sociology, Statistics.

NOTE: Candidates must always have a university degree. The courses for the specialization do not necessarily have to be part of a degree program in the required specialization. The specialization may also be obtained through an acceptable combination of education, training and/or experience.

ASSET QUALIFICATIONS:

This inventory will be used to staff a variety positions within departments. Depending on the different requirements for the positions, some of the following criteria may be used as either an essential or asset qualifications when referring candidates.

Master's degree, Graduate diploma (DESS) or PhD in Economics, Sociology, Statistics, Commerce, Business Administration, Finance, Public Administration or Project management by June 2012.

Experience

During the application process you will be asked to respond to a series of experience statements/questions. Some of the criteria may be used as either an essential or asset qualification when referring candidates to individual hiring departments/agencies. An inventory search is based on specific experience and/or requirements identified by the hiring department.

Please note that experience can usually be demonstrated through volunteer work, student employment and or scholastic activity or achievement. Therefore you are encouraged to indicate in your curriculum vitae (CV), activities or experience related to your field of study that you feel may be pertinent to the types of employment you are seeking.

Other Merit Criteria and Conditions of Employment

- **Organizational Needs which may apply for this position.**
 - Selection may be limited to members of the following [Employment Equity groups](#): Aboriginal persons, visible minorities, persons with disabilities, women

CONDITIONS OF EMPLOYMENT:

SECURITY:

Various security clearance levels - this factor is not used at the preselection stage. The hiring department is responsible for the security clearance process.

Experience Questionnaire

You will be required to complete an online experience questionnaire when you apply. [View](#) the experience statements.

Statement of Merit Criteria

Applicants who meet the above criteria will also be assessed against the [Statement of Merit Criteria](#) for this position.

Test/Exam

IMPORTANT: PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

As part of this selection process, the following Public Service Commission (PSC) tests will be administered in phases and by invitation only:

1) Public Service Entrance Exam (PSEE). This is an unsupervised test that is completed on-line from any location where you have access to a computer and an internet connection. We suggest that you complete the test in a quiet location away from disturbances. ALL candidates must complete the PSEE, regardless of any previous test results.

If you meet or exceed the cut-off score of the PSEE, you will be invited to the next phase of testing and required to register and complete the following three tests (previous test results may be used for this phase of testing):

- 2) Situational Judgement Test (SJT-318), Minimum Pass Mark: 66/100
- 3) Graduate Recruitment Test (GRT-316), Minimum Pass Mark: 23/55
- 4) Written Communication Proficiency Test (WCPT- 351) OR/ Examen de compétence en communication écrite (ECCÉ- 353), Minimum Pass Mark: 30/50

In addition to minimum pass marks, hiring departments/agencies may use a top-down model, composite test scores, higher cut-off scores or random selection to determine the candidates who they wish to consider and based on the importance of the skills they are assessing. When that is the case, a minimum passing grade may not be sufficient for a candidate's application to be considered further. Results from any or all of the above-noted tests (SJT, GRT, WCPT-ECCÉ) may be used when referring candidates to departments.

The hiring department may also use additional assessment tools for this selection process such as additional standardized tests, written examinations, interviews and/or reference checks.

IMPORTANT DATES AND INFORMATION REGARDING THE TESTING PROCESS:

Please take note of the following dates and deadlines. If you do not complete the required actions within the prescribed timeframe allotted, your application will no longer be considered further in this selection process.

OCTOBER 13, 2011 – All candidates who submit their application and who meet the educational requirements will receive an invitation via e-mail and a note to their applicant profile to complete the PSEE. You will be provided with only ONE opportunity to complete this test, even if you applied to multiple job advertisements as part of the Post-Secondary Recruitment campaign. Further instructions on how to access this test will be provided in the invitation you receive on October 13th.

OCTOBER 13-18, 2011 – During this timeframe, you will be required to complete the PSEE. This test is comprised of 25 multiple choice questions and you will have 80 minutes within which to complete it. Candidates will have to login and complete the test between October 13, 2011 and October 18, 2011.

OCTOBER 20, 2011 - Applicants who meet or surpass the pass mark for the PSEE will receive an invitation via e-mail and a note to their applicant profile to register for the SJT, GRT and WCPT/ECCE, which will be held in multiple locations across Canada and abroad in November 2011.

OCTOBER 20-23, 2011 – During this timeframe, all applicants who receive an invitation to register for supervised testing MUST register for an available testing location/date.

NOTE: Failure to meet the requirements for testing, including test registration, as outlined in the timelines above may result in the elimination of your application for this selection process. For more information on these tests and the testing process, please visit us at link: <http://jobs-emploi.gc.ca/psr-rp/index-eng.htm>

Work Environment

Economics and commerce officers use research and principles of economics to explore new territory in developing or enhancing government policy. They may conduct primary research or analyze secondary sources. They deal with the interaction of government organizations with the private sector. Persons employed in this field of work are drawn from graduates with a background of studies in: Humanities, Liberal Arts, Social Sciences, Economics, Arts, Sociology, Statistics, Political Science, Accounting, Commerce, Finance, Business Administration.

The type of work that these officers could be involved has a broad range that includes: Conducting research, analysis and evaluation of economic or sociological issues; Forecasting; Applying, analyzing and evaluating statistics, survey methods and systems; Developing, analyzing and interpreting qualitative and quantitative information, editing legislation or conducting studies; Planning surveys and censuses; Determining statistical measures and techniques for data analysis and reporting; Providing advice in the fields of economics, sociology and statistics.

Additional Requirements / Comments

- This inventory is used by government departments and agencies to staff ongoing entry-level recruitment positions throughout the year. When positions become available, hiring departments/agencies search the inventory for qualified candidates who meet the requirements of their specific positions. Only those selected for further consideration are

contacted.

Hiring departments/agencies may also use this inventory to invite qualified candidates for information sessions and/or career fairs. If you are being considered for a position, you will receive an e-mail and further specifics on the job opportunity. You will be asked to confirm your interest in the position within a specified timeframe. (usually 72 hours).

Please note that not confirming your interest within that timeframe will result in your application not being considered for that opportunity. You will however, still be considered for referral for any future job opportunities. If your application is referred to a hiring department/agency you may be assessed on additional criteria through the use of the additional tools, for example: standardized tests, written examination, interview, simulation exercise and/or reference check.

Information to be provided:

You must provide the following information when submitting your application:

- Your résumé.
- You must ensure that you select at least one employment type when submitting your application: [Employment Tenure](#)