

RECRUITMENT & EXAMINATION STEPS

APPLICATION SUBMISSION

Submit an online application

- Make sure all required documents listed on the posting are submitted.
- Specialist/recruiter will notify candidates after the deadline whether they will move to the next step in the recruitment process, so make sure to check your email regularly.
- The most qualified candidates will be invited to the next step.

EXAMINATION

Participate in written and oral exam

- Examinations assess the knowledge, skills, and abilities required for successful job performance.
- Written examinations may include multiple choice tests, Microsoft Office Suite, drafting correspondence, etc.
- Oral examinations involve a panel of subject matter experts, and candidates are rated based on their responses to a standard set of job-related questions.
- Some positions may also require a bilingual proficiency exam.

FINAL INTERVIEW

Interview with the hiring manager

- The top three (3) ranks will move forward to the final interview step with the hiring manager.
- Depending on the position, candidates may be required to prepare a report, presentation, etc. during their final interview.

REFERENCE CHECKS

Submit references from current supervisor

- Candidates will be asked to provide professional references from current and former supervisor.