

An RCPO
Initiative

ATTENTION
DEPENDENTS



RCPO Inventory

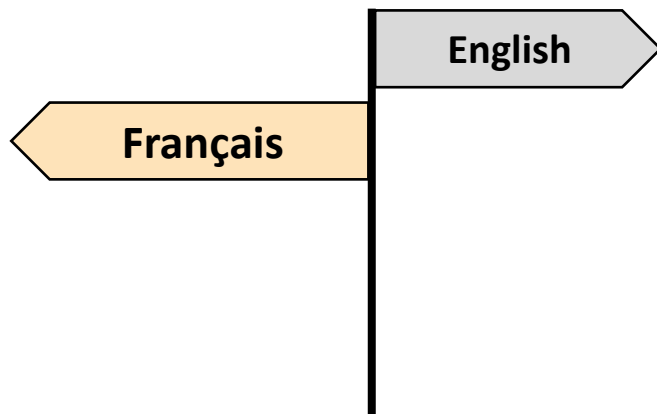
Tips on preparing a
successful application form

Selecting your preferred language of correspondence

Your preferred language of correspondence is an important component of screening. This will help us identify your preference for communications and which language you would prefer for further evaluation (i.e. interview).

Please note:

Your options are the two official languages of Canada (English and French).



Selecting your preferred type of employment

Please be sure to select all types of employment which may interest you, as you **will not** be referred to positions that do not align with your identified preferences.

Tip: If you are unsure, please select all options, then you will never miss an employment opportunity, and can decide what may best fit your circumstances.

- **Full-time:** In Germany: 38.5 hours per week, outside of Germany: 37.5 hours per week.
- **Part-time:** Normal working hours are less than the normal daily or weekly hours of work established for full-time employees of the same occupational group and level.
- **Temporary Employment:** Casual employment can be full, or part-time. TE are eligible to work up to 125 days in any calendar year.

Have an active security clearance (or think you do)?

If you are leaving (or left) a Canadian Government position when moving OUTCAN, you will likely have a Reliability security clearance. In this case, we may be able to transfer your security clearance to the Canadian Forces Support Unit (Europe).

If you identify as having an active security clearance, please be sure to include the following when submitting your RCPO Inventory application:

1. Level of clearance (Reliability, Secret, Top Secret)
2. Date of issue

Note: Reliability Status is the minimum requirement for all positions in Europe.

Post-Secondary School Diploma or Administration Certificate?

In the application form, you will be asked to identify if you have post-secondary school diploma and, or a certificate in Office Administration (or other relevant or comparable program).

Please note that one certification **can not** be used in both areas of the screening checklist.

1. A post-secondary school diploma refers to those whose highest level of educational attainment is an apprenticeship or trades certificate or diploma (including 'centres de formation professionnelle'); college, CEGEP or other non-university certificate or diploma; university certificate or diploma below bachelor level; or a university degree,
2. A certificate in Office Administration refers **specifically** to a one-year certificate or two-year diploma in Office Administration (or other relevant or comparable program).

Selecting your experience qualifications

In order for the assessment board to identify that you meet any of the experience qualifications listed, **you must clearly demonstrate when (month-year to month-year), where and how you acquired each qualification** by giving concrete examples.

Information provided in your answers related to your education and experience must be supported in your resume.

The following are some examples, with pointers, so that you can get a better understanding of what the board is looking for.



Example 1

Experience providing administrative support services in an office environment: Defined as, but not limited to: managing agendas, scheduling and organizing meetings/teleconferences, preparing and collating meeting file folders and background materials, procuring office equipment and supplies, maintaining a filing system, and other related duties.

Sample response:

Current job as Administrative Assistant. See C.V.

✘ The assessment board will not look at your résumé or C.V. as a primary source of information. If you do not list the required information in your screening form, you will be marked as not having met the qualification.

The response is missing the timeframe in which the experience was gathered (month-year to month-year), where the experience was gathered (location place) and the specific job functions that speak to the qualification.

Example 2

Experience providing administrative support services in an office environment:

Sample response: *While working as an Administrative Assistant at Smith & Smith, I was responsible for organizing meetings for executive board members. This included the scheduling of meetings across three time zones, setting up meetings in Microsoft Teams, and booking the necessary conference rooms. I was also responsible for creating and maintaining electronic and hard-copy data files, procuring office supplies (such as notebooks, binders and pens), and assisting with reception duties.*

✘ The response is missing the timeframe in which the experience was gathered (month-year to month-year). Board members would not be able to identify the depth of experience obtained in this role. Was it only three months, or was it ten years?

Example 3

Experience providing administrative support services in an office environment:

Sample response: *In my free time, I freelance as a Social Media influencer (June 2015-present). As a Social Media Influencer, I'm responsible for striking up conversations with target clients and prospective customers, writing guest posts for blogs and websites, and working with marketing teams as part of their referral program. To track all business activity, I manage a structured calendar, and keep electronic files of financial transactions.*

✘ While the above example demonstrates that the candidate utilizes transferable, administrative skills (i.e. calendar tracking, and electronic filing), the candidate did not obtain the experience in an office environment (or has not indicated as such in the above). As a result, the candidate would not meet this qualification.

Example 4

Experience providing administrative support services in an office environment:

Sample response: *Administrative Assistant at Smith & Smith (June 2015 – April 2021). Same answer as EX2.*

x The assessment board will not look at other responses as a source of information. If you do not list the required information in your screening form, you will be marked as not having met the qualification.

The response is missing the specific job functions that speak to the qualification.

Example 5

Experience providing administrative support services in an office environment:

Sample response: *As an Administrative Assistant for the Marketing Department of Smith & Smith (June 2008-June 2018) in Ottawa, I was responsible for ordering stock and office supplies for the unit. I maintained personnel files for all employees including emergency contact information. I scheduled appointments for my manager and maintained their calendar on a daily basis. If there was a schedule conflict, I made sure to notify my manager and provide alternative dates to the persons involved. In addition, I prepared all documents for upcoming meetings and provided to my manager each morning before 10 am.*

✓ This is a good response as it includes the timeframe in which the experience was gathered (month-year to month-year), where the experience was gathered (location place) and the specific job functions that speak to the qualification. This candidate would be identified as having met this qualification.

QUESTIONS? WANT MORE ADVICE OR GUIDANCE?



Please contact the Regional Civilian Personnel Office (Europe) Staffing Services Team via email at: **CFSUERCPO-StaffingServices@forces.gc.ca**

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