



## Centralized Recruitment and Certification process for applicants

1. **Apply:** Candidates apply on centralized recruitment and certification (CRC) intake requisition via Yukon.ca with an E-recruitment account.

Screened IN – Candidates have demonstrated the essential qualifications on their resume. Candidates move to the next stage.	Screened OUT – Candidates have not demonstrated the essential qualifications in their resume. Candidates do not move on to the next stage. Feedback can be provided upon request.
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2. **Written assessment:** Candidates complete a written assessment designed to evaluate their practical administrative skills.

Pass – Candidates who demonstrate the required skills move to the next stage. Feedback can be provided upon request.	Screened OUT – Candidates who do not meet the minimum requirements and do not move on to the next stage. Feedback can be provided upon request.
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3. **Interview:** Candidates are invited to an oral interview.

CERTIFIED – Candidates are notified by email. Interview feedback can be provided upon request.	NOT CERTIFIED – Interview feedback can be provided upon request. Should a candidate wish to reapply in the future, repeat step 1.
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4. **Candidate registry:** Certified candidates are added to the registry.

REGISTRY – Pre-certified candidates will be notified via email of CRC opportunities. If pre-certified candidates are interested in the opportunity, they tailor their resume to highlight the essential qualifications listed on the posting. After applying the hiring department will review all applications, conduct screening and further assessments if needed; however, a best fit interview is mandatory. References will be requested if identified as the top ranked candidate.
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5. **Candidate registry:** Remaining Active

Candidates will no longer have to reapply yearly to remain at their level on the registry. Instead, candidates may be asked periodically to reapply to the registry to remain at level to demonstrate that they are still working in an administrative capacity.
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For more information about the centralized recruitment and certification process please contact [centralizedrecruitment@gov.yk.ca](mailto:centralizedrecruitment@gov.yk.ca)

For assistance on how to apply through E-recruitment system please contact:

[E-recruitment.clientsupport@gov.yk.ca](mailto:E-recruitment.clientsupport@gov.yk.ca)