

HR Sustainability Initiative

Information sheet for Applicants

Centralized Recruitment and Certification (CR&C)

The CR&C process streamlines recruitment and selection for Administrative Assistant positions. This is made possible by the CR&C Team who manage the Administrative Assistant Candidate Registry.

The Candidate Registry is used to fill future administrative jobs located in Whitehorse and all communities within the Yukon Government. The Candidate Registry includes job opportunities for all position statuses (Permanent, Term, Auxiliary-On Call and Casual) and ranges from classification levels AR05 to AR10. Positions hired from this Candidate Registry will include Receptionist, Administrative Assistant, Senior Administrative Assistant and program support services.

If you are interested in becoming a certified candidate, please submit your application as you would for any other Yukon Government job.

How does the process work?

Applicants apply through the E-recruitment system, by logging into their career profile on the job board. If you do not have a profile, you must create one to apply on Yukon Government CR&C Administrative Assistant requisitions. Instructions for applying are available at: <https://yukon.ca/en/employment>

CR&C Administrative Assistant requisitions are posted for 3 months each time and typically have 3-4 posting per year. Applicants become certified for similar administrative position across Yukon government.

To become certified, applicants complete a screening and evaluation process based on the essential qualifications, knowledge and skills required to perform administrative assistant support functions across Yukon Government. The evaluation consists of:

1. Resume
 - Screen IN or OUT
2. Written assessment
 - Microsoft Excel, Word and Canadian Spelling and Grammar
3. Oral interview
 - CR&C conducts Behavioral Descriptive Interviews (BDI) to assess candidate's knowledge and skills based on the competencies. Please review the [administrative job profiles](#).

Applicants who certify through this process become a candidate and are placed on the Candidate Registry for 1 year. Candidates are emailed their classification level and expiration date. We recommend to save the email.

Candidates will receive an expiration date email through E-recruitment prior to becoming inactive to inform them to re-apply if interested.

If candidates are unsuccessful throughout the process, please contact centralizedrecruitment@gov.yk.ca for a post-board and the CR&C Team can give constructive feedback. Candidates who are not successful at either the written or oral assessment must wait 6 months before re-applying.

For a visual of the process please [review the infographic](#).

Applicants eligible for appeal rights will continue to have appeal rights as described in the [collective agreement](#). See below for more information on when appeal rights are awarded.

After you have certified on to the Candidate Registry

Candidates are notified through the E-recruitment system with the level of classification they certified at and their expiration date.

When a job opportunity comes available it is posted on Yukon Government's job board and indicated it is for certified candidates only. Candidates must review all details of the job ad and apply to positions that match their certified classification level. If candidates apply to a position that is not their certified classification level, they will be removed.

A job ad will have all the necessary information about the position including Job Description, Essential Qualifications, Job Conditions and Requirements and the Hiring Manager responsible for the opportunity. Candidates can apply to the job ad if they are interested. Please read the job ad carefully before submitting a resume to each position and tailor resumes to suit the position's essential qualifications.

Departments have the ability to screen resumes further if candidates do not meet the Essential Qualifications, Job Conditions or Requirements. Further assessments can be included to assess for job specific knowledge and skills that are not assessed for at CR&C's stage. A best fit interview is necessary to determine the top ranked candidate for the position advertised.

Candidates who are successful in gaining permanent positions will stay on the registry unless otherwise communicated to the CR&C team they would like to be removed.

The Candidate Registry expiration date is 1 year from the date of certification. Candidates must re-apply within the 12-month date to remain active. If candidates expire they must demonstrate administrative work since their date of expiration to be put back on the registry without going through the certification process again.

Will there be changes to appeal rights?

Appeal rights will be awarded at the following times for applicants who are eligible. For more information about appeal rights, see the YEU/PSAC Collective Agreement, Article 46.

1. Following screening, if the applicant does not meet essential qualifications.
2. Following written assessment, if the applicant does not meet the minimum requirements.
3. Following the oral interview, if the employee does not meet the minimum requirements.
4. Following appointment from a department interview (if the applicant was in the group interviewed or tested further by the department).

Frequently Asked Questions for Candidates

How does CR&C change the application and screening processes?

There will be little change to the actual application and screening processes for you, the applicant. CR&C positions will still be posted to the [Yukon Government's recruitment site](#) and you will still need to follow the established steps to submit an application, including completing

your profile. For more information on how to apply for a job, please see Apply on a Job on the Employment section of the [Yukon government website](#).

There is no change to the screening or selection process with CR&C. If you certify in the competition (pass written/tests and an interview), you will be placed on a Candidate Registry for 1 year. Departments will have the opportunity to interview you before hiring.

How do I know if I'm applying on a CR&C position?

This will be made clear in the job ad. Any conditions of employment or job requirements will be prefaced with "may be", as each position filled will have different specific requirements.

I keep seeing the same job ad posted online for administrative assistants, do I have to apply to every posting?

No, the job ad for Administrative Assistants is up for 3 months at a time and typically runs 3-4 times a year. If you have already applied to a requisition, you do not need to apply to the next posted requisition as your application will already be in process. Candidates must wait a minimum of 6 months to re-apply (regardless if successful or unsuccessful) so you only need to apply on one requisition.

I am new to the Yukon Government staffing process and need clarification on what job status are.

Permanent – part-time or full-time and is required on a regular or ongoing basis.

Term – part-time or full-time of no less than a 6 months' assignment and has an end date.

Auxiliary on Call – on call of the employer on an hourly, daily or date basis. Employees can hold more than 1 AOC position.

Casual – short term; temporary work. The end date can be up to 6 months less a day.

What can I do to reach a higher classification level? When can I re-apply after not being successful on the written assessment or oral interview?

If candidates have successfully certified they must wait 6 months before re-applying to reach a higher classification level. Candidates must re-apply with their updated resume and indicate on the requisition questionnaire that they would like to reach higher classification level. The CR&C Team will evaluate the candidate's application and determine if redoing the written assessment are necessary. Please note the oral interview is mandatory.

When candidates are unsuccessful at either the written assessment or oral interview stage they can re-apply in 6 months.

I have expired and would like to be put back on the Candidate Registry. What do I have to do?

Candidates must apply to the current requisition that is open and indicate on the questionnaire they have expired. Remember to update your E-recruitment profile as resumes are screened to determine if candidates have demonstrated administrative work since their date of expiration to be put back on the registry without having to go through the whole assessment process again.

I know someone who's been working in various administrative positions throughout Yukon Government over the past few years. Why aren't they on the Candidate Registry?

It is important to understand that it is an individual's choice as to whether they want to be considered for the Registry. It is possible that an administrative assistant holds a position within Yukon Government and is not on the Registry. We want to make the CR&C process as candidate centered as possible, allowing individuals the flexibility to apply for, or remain on the registry as they choose. If you know someone who is interested in being considered for administrative positions throughout Yukon Government, please encourage them to apply through the CR&C process. Please note departments still retain the ability to engage in direct hires for AOC and Casual positions.

I am a person with a disability, a person of Aboriginal ancestry or other employment equity group. Will the CR&C process eliminate opportunities for restricted postings?

No. You will still need to apply through the CR&C competition. If you certify, and a job opportunity is available that is preferences or restricted, you will be responsible for clearly stating your equity group in your resume. Departments will still have the ability to hire through the employment equity policy

Who should I contact if I have questions?

If you have questions or need assistance about the CR&C process, please contact either by phone 867-456-5573/867-393-6941 or email centralizedrecruitment@gov.yk.ca - Monday to Friday between 8:30 am and 4:30 pm PST.

If you need assistance with E-Recruitment, call 867-667-5834 or toll free at 1-800-661-0408 local 5834. By email E-Recruitment.clientsupport@gov.yk.ca - Monday to Friday between 8:30 am and 4:30 pm PST.

Human Resources Shared Services is located at the Yukon Government Main Administration Building, 2071-2nd Avenue, Whitehorse, Yukon. If you have questions about a specific job ad, please contact the person listed on the posting.