

## Q&As for Assistant Deputy Minister Applicants Centralized Recruitment and Certification (CR&C)

### 1) What is the ADM Centralized Recruitment and Certification process?

The ADM Centralized Recruitment and Staffing process supports a streamlined and consistent whole of government approach to recruitment and selection for Yukon Government's Assistant Deputy Minister (ADM) positions. Candidates who certify on a department posting will be added to the ADM Registry. Departments can then hire from a departmental competition or the ADM Registry to fill vacancies.

### 2) How long are ADM intake requisitions posted for?

Department postings – Competitions to fill ADM positions may be posted for a minimum of two weeks; and

ADM Registry postings – are normally advertised to the registry for a period of 2 – 10 days.

### 3) Who can apply?

Department postings - Generally, most requisitions will be “open” to all. On rare occasion, a requisition may be closed to Yukon Government employees only. In these circumstances, the job posting will clearly say it is closed. Candidates who have the depth and breadth of experience and feel they meet the essential qualifications outlined on the job posting are encouraged to apply.

ADM Registry postings – notifications will be sent to candidates on the ADM Registry as job opportunities are posted by departments.

### 3) What is the process?

To become certified in the ADM Registry, candidates complete a screening and evaluation process based on the essential qualifications, knowledge and skills required to perform Assistant Deputy Minister positions across Yukon Government. The process consists of:

#### a) **Application:**

Department postings - Candidates can apply on a department ADM job posting on the Yukon government employment opportunities website via Yukon.ca. Competitions will be processed by departmental Human Resources.

ADM Registry postings – Certified candidates on the ADM registry will receive notifications when a department posts to the ADM registry. If interested, certified candidates can apply on those postings and departments can hire from the registry to fill their vacancy.

All candidates will be notified of their results via E-recruitment.

#### b) **Interviews:**

A written and oral interview may be held in person or via Zoom/Skype by the department Human Resources. The competition board will assess each candidate and those candidates who are successful will be placed into the ADM Registry. All candidates will be notified of their results via E- recruitment.

#### c) **Postboard:**

Candidates will have the opportunity to request a post board/feedback at the screening and assessment stage of the competition. Candidates are notified of the various stages of the recruitment (screening etc.) via e-recruitment and can contact the department Human Resources if they have any questions.

4) **Who is on an ADM competition board?**

The ADM competition board will normally be made up of the departmental Deputy Minister and senior Human Resources.

5) **How do I prep for the recruitment process? What does the competition board consider when screening and assessing candidates?**

Generally, the competition board will screen in candidates who have demonstrated in their resumes recent senior/executive level experience leading teams in a variety of diverse and complex areas and other essential qualifications outlined on the job posting. If you have been a successful Director for the past ten years but only over one program area/expertise, you may want to consider gaining further senior level leadership experience in another program area or at the ADM level before applying on an ADM intake.

Candidates should also familiarize themselves with the applicable job posting (department ADM posting or ADM registry) and the **ADM Job Profile**.

6) **I am a permanent Assistant Deputy Minister in Yukon Government. Do I have to apply on a department ADM posting?**

ADM Registry - All permanent ADMs were automatically considered certified and added to the ADM Registry. All candidates in the Registry (including permanent ADMs) are automatically notified when a department posts to the Registry. At that time, candidates from the Registry will need to apply if they are interested in that specific departmental ADM job opportunity.

ADM Department posting – All interested candidates will need to apply on department specific ADM job postings. This includes existing candidates on the ADM registry.

Where there is agreement between two departments, a transfer of a permanent ADM to another ADM position is also an option. Transfer requests should be directed through the departments Human Resources Branch who will contact Staffing Management and Solutions in the Public Service Commission.

**7) If I certify and am added to the ADM Registry, am I guaranteed an ADM job?**

Departments are encouraged to hire permanent and term ADMs from the Registry but no candidate in the Registry is guaranteed a job. When departments hire, they consider specific qualifications for their ADM positions, including fit for their department.

**8) How long can I stay on the ADM Registry?**

Candidates are active on the registry for a minimum of one year. For example, if you certify in June of one year you will remain on the registry until June of the following year. Candidates may remain on the Registry for more than one year particularly when a candidate is gaining further ADM level experience through an acting assignment, education, or developmental situation. This decision is at the discretion of the Public Service Commissioner who may consult with the Deputy Minister Human Resource Committee. Existing candidates who hold a permanent ADM position will remain active on the registry for as long as they hold that position.

**9) Can I decide which department I want to work for?**

Yes. Candidates can decide whether to apply or not on specific departmental ADM postings as department postings arise.

**10) How is the Representative Public Service hiring preference applied in the ADM CR&C process?**

The preference is applied as it normally would through a normal recruitment process for both the initial department recruitment and to the ADM registry.

This means that a certified Yukon First Nation or Canadian Indigenous candidate who certifies on a departmental or applies on a registry posting will be offered the job over other certified ADM candidates. Other certified candidates will be added the ADM registry.

**11) Can the names of pre-certified candidates on the ADM registry be provided to HR or departments?**

No, as per regular recruitment processes, candidate's information on the registry is confidential and cannot be shared.

For more information about the centralized recruitment and certification process please contact [SMS.Services@yukon.ca](mailto:SMS.Services@yukon.ca)

For assistance on how to apply through E-recruitment system please contact [E-Recruitment.clientsupport@yukon.ca](mailto:E-Recruitment.clientsupport@yukon.ca)