

# Recruitment Drive

ATTENTION  
DEPENDENTS

An RCPO  
Initiative

## Come and join us!

Are you the dependent of a Canadian civilian component members or CAF military members stationed in Europe? Are you interested in working outside of Canada?

### Check out the RCPO Recruitment!

We are looking for talented and motivated people ready to take on new challenges!



The Canadian Forces Support Unit - Europe (CFSU(E), was formed on 30th June 1993. Its mission is to provide support services to Canadian Forces members and Department of National Defence personnel stationed in Europe. It is the lead support unit in Europe and oversees the administrative and logistics requirements of Canadian Forces members, Public Servants, School Teachers and their families across Europe.

You will be working collaboratively with strong teams made up of diverse professionals who bring together their skills and knowledge in pursuit of accomplishing the mission and mandate of CFSU(E).

### Areas in which positions may become available include, but are not limited to:

- Command Support Services
- Legal Support Services
- Corporate Support Services
- Financial Support Services
- Operation Support Services
- Medical Support Services
- Translation Services
- Administrative Services
- Information Technology
- Children's Education Management
- Human Resources
- Housing

Employment tenures, language requirements, conditions of employment, and work locations will vary depending on the positions being staffed.

Employment may be subject to local labour regulations.

## I. THE APPLICATION PROCESS

When you apply to the Recruitment Drive, you are not applying for a specific job, but to an inventory for future vacancies. As positions become available, applicants who meet the Essential Qualifications may be contacted for further assessment.

To be considered for the RCPO Recruitment Drive, you must provide the following information:

<b>Résumé</b>	Written compilation of your education, work experience, credentials, and accomplishments.
<b>Screening form RCPO-046</b>	<p><b>Note:</b> Simply answering yes to the question is <b>not sufficient</b>. 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.</p> <p>Submitted screening forms missing details demonstrating how you meet the experience requirements will be returned.</p> <p>Please complete the form thoroughly.</p>
<b>Additional information</b>	Any additional information requested via the Screening Form (e.g. proof of eligibility, copies of diplomas, etc.).

**Applicants that have provided all documentation required for consideration will be invited to complete a Candidate Achievement Record for the following qualifications:**

Personal Suitability:

- ✓ Teamwork
- ✓ Discretion
- ✓ Reliability
- ✓ Interpersonal Skills
- ✓ Client Service Orientation

Abilities:

- ✓ Ability to work independently
- ✓ Ability to communicate effectively in writing

Your submission will remain part of your candidate profile for exactly one year (01 April to 31 March), and will be used by hiring managers to determine your suitability for the position being staffed.

As of 01 April of the following year, you will be invited to complete a new Candidate Achievement Record. If you choose not to participate, your application will be removed from the Recruitment Drive.

## II. SCREENING

Candidates whose application package align with the requirements of the position being staffed, will be referred to management for consideration.

The Hiring Manager of the subject selection process will conduct a final screening against qualifications listed in the Statement of Merit Criteria.

### III. ASSESSMENT

In addition to the Candidate Achievement Record, candidates will be invited to participate in a structured interview to further assess their suitability for the position being staffed.

Additional assessments may also take place (e.g. practical assessment, physical evaluations, etc.) to ensure that all merit criteria has been assessed.

### IV. NOTIFICATION OF APPOINTMENT

Once a candidate is being considered for a position, the notification process begins. The candidate that has been deemed the “Right Fit” will be contacted and informed of their consideration for appointment. All others who have undergone the assessment process for the position being staffed will also be notified that they have not been selected for appointment at this time.

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### IMPORTANT, ADDITIONAL INFORMATION

- To apply, please refer to the following document located on the CAF website: *Employment Opportunities Screening Form: RCPO Form 046*
- Be sure to include proof of being stationed in Europe (e.g. NATO SOFA stamp). For those incoming during current APS, please note that you can apply with a copy of your sponsor’s posting message – however, a SOFA stamp will be required prior to starting employment.
- Candidates should submit their application via email to the Regional Civilian Personnel Office (RCPO): [CFSUERCPO-StaffingServices@forces.gc.ca](mailto:CFSUERCPO-StaffingServices@forces.gc.ca) (**ONLY ONLINE APPLICATIONS WILL BE CONSIDERED IN THIS STAFFING PROCESS**)
- Your application must include an email address and you must ensure that this address is functional and monitored at all times and accepts messages from unknown users (some email systems block these types of email). It is the candidates' responsibility to inform us of a change of contact information during the course of this selection process. Failure to respond in a prescribed timeframe may result in elimination from this process.
- When using this inventory, the Human Resources Officer responsible consults with the manager to determine the requirements of the position being staffed. This includes merit criteria and Right Fit selection requirements.
- The Department may identify other relevant experience criteria and then evaluate candidates based on the needs of the sector.
- You may be assessed using a variety of assessment tools, such as, but not limited to: written exams, interviews, reference checks, etc.
- Your overall conduct and communications, including email correspondence, throughout the entire process may be used in the assessment of qualifications.
- Persons are entitled to participate in the appointment process in the official language of their choice.
- Achieving the pass mark on any of the assessments used does not mean you will move forward in the selection process. Management may decide to use a score that is higher than the pass mark on any of the evaluations used throughout the selection process.

- Depending on the needs of the organization, a random selection and or top-down selection may be used at any time during the process to identify which applicants from the inventory will be assessed.
  - A pool of partially qualified candidates may be established through this process to staff identical or similar positions.
  - Appointments are based on merit, which is achieved when the person appointed meets the essential qualifications for the work to be performed, and consideration has been given to:
    - ✓ Any additional qualifications that are an asset to perform the work or for the organization, currently or in the future;
    - ✓ Any current or future operational requirement; and/or
    - ✓ Any current or future organizational need.
  - Costs associated with assessment will not be paid or reimbursed by the employer (i.e. travel or any other administrative costs)
  - Lateral transfers are possible within the organization, and these individuals may be given preference in the staffing process.
  - Any potential conflicts of interest will be considered when determining your eligibility for referral for a specific position; in order to do so you effectively, you may be asked for additional clarifying details.
  - Security clearance: Those selected must meet this condition on appointment and maintain it throughout their tenure in the position.
  - Other conditions of employment may be required for some positions. These conditions will be communicated to the candidates considered for that specific appointment.
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