

Govt of Canada Jobs Priority Entitlement Considerations

Some planning information to help you get a head start on the steps you need to take in order to activate your priority entitlement.

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GENERAL GUIDANCE

Note that the earliest date that you can start the administrative part of the priority activation process is thirty (30) days prior to the latter of:

- The date listed as your final date of release (DOR) on the RTNM message generated by your Release Section, or
- The date during the five-year period following your DOR that you wish to have the priority active.

Regardless of any preparation you make in advance of the priority entitlement activation, your first step in activating the entitlement should be to contact DCSM Transition Services. DO NOT contact a DND HR office as your first step.

If you are starting to think about what you will need to do to activate your CAF medically released priority hiring entitlement, here are some things you can do now.

FITNESS LETTER

Fitness Letter When you are setting up the appointment for Part 2 of your release medical, ask the CDU to advise the MO that you will want the MO's fitness letter for the priority hiring entitlement. They may have a copy of the template available – if they do not have a copy, see the attached files and provide the CDU with a copy before you go for Part 2. (see attached examples - Fitness Letter template - post release (2016-06-09 ENGLISH).doc

http://veteranvoice.info/archive/SelfHelp/WorkSelection_Fitness%20Letter%20template%20-%20post%20release%20%282016-06-09%20ENGLISH%29.pdf and Fitness

Letter - Completed Example Fitness Letter - Completed Example 2016-06.pdf)

http://veteranvoice.info/archive/SelfHelp/WorkSelection_Fitness%20Letter%20-%20Completed%20Example%202016-06.pdf .

For released members, you may also obtain this letter from your civilian doctor; this is a good idea for those persons who are not planning to activate the priority shortly after release. Costs for obtaining this fitness letter from your medical professional after release are covered by your own resources.

You must obtain and submit this letter within the five-year period following your date of release from the CAF, even if you are still waiting for the VAC determination letter at the end of the five-year activation period. If you do not obtain and submit the letter before the end of the five-year period you will lose your priority entitlement(s).

IMPORTANT: The certification date in the MO/doctor's letter starts the 'five-year clock' for your priority entitlement period.

VERY IMPORTANT: The person providing the letter should stay close to the format provided in this email. Additional detail or background info is not necessary and can cause problems for the priority activation process.

PRIORITY PERSON RÉSUMÉ

Priority Person Résumé – (see attached for the format template - PIMS Resume-cv-eng - 2013-04-04.rtf)

Members must prepare and submit this document in MS Word or other word processing format (do not send a PDF document). If you need help preparing a résumé, after release it is available from SISIP and/or VAC-Career Transition Services (see below). Note that the PS application system limits your documentation to:

- Résumé (mandatory), maximum 30,000 characters permitted
- Cover Letter (if required for the position), maximum 30,000 characters permitted

Please note:

- It is very important to keep in mind that your CV/résumé and cover letters will be read by civilian managers who will not understand military short forms or jargon. You must make sure that you 'translate' your CAF skills, qualifications and experience into civilian terminology.
- As much as possible you should use public service language and terminology to describe your CAF experience and qualifications. You can find good examples by searching through descriptions for job opportunities you will find through your account on <http://www.jobs.gc.ca>.

BEFORE ACTIVATING YOUR PRIORITY ENTITLEMENT

Please carefully consider the following as free advice to do a 'reality check' before activating your priority entitlement:

- ▶ It is strongly recommended that you do not activate your priority entitlement until you are both medically ready and vocationally ready to seek employment.
- ▶ Regardless of any extenuating circumstances, within the five-year period following your date of release you must obtain both the 'fit to return to work' letter described below, and you must initiate the process of activating your regulatory and/or statutory priority entitlement, also described below. If you do not do so, you will lose your priority entitlement(s).

- ▶ You have up to five years from your final date of release (DOR) within which to activate your priority entitlement(s). Once activated, you can be in the priority pool for a maximum of five years.
- ▶ A priority entitlement is a 'one-shot deal'; once activated it cannot be switched off or deferred. If you are unsuccessful in obtaining an indeterminate position within the five-year period, there is no second chance.
- ▶ You are in the same regulatory or statutory priority pool as all other public service civilians who are in the priority system because of their own personal situations.
- ▶ Regarding all aspects of the priority entitlement, you have the same rights, the same obligations, and must meet the same standards as civilian public service priority persons in the priority pool.
- ▶ In order to be considered for priority appointment to a position falling under the Public Service Employment Act (PSEA) and Public Service Employment Regulations (PSER), you MUST meet all the essential qualifications listed in a position's Statement of Merit Criteria, along with the Conditions of Employment. This includes requirements such as second language proficiency and/or being able to obtain a security clearance.
- ▶ There is no guarantee or entitlement to the same pay you were making while serving in the CAF. Regardless of the position and pay level you are seeking for a Public Service position, you must still meet the essential qualifications listed in the Statement of Merit Criteria for any job under consideration. This pay level may be lower, higher, or similar to what you were earning in the CAF.

HOW TO ACCESS PUBLIC SERVICE JOB OPPORTUNITY INFORMATION

You can view all public service job advertisements and staffing notifications on <https://www.canada.ca/en/public-service-commission/jobs/services/public-service-jobs.html> .

Specific information for CAF members and Veterans is available on 'Veterans and CAF Members' at <https://www.canada.ca/en/public-service-commission/jobs/services/public-service-jobs/canadian-armed-forces-members-veterans.html>

FOR INFORMATION ABOUT

EXTERNAL APPOINTMENT OPPORTUNITIES (for jobs that are open to the public, former CAF members and priority persons (including CAF priority persons)); and

INTERNAL APPOINTMENT OPPORTUNITIES (for jobs that are open to PS employees, serving or former CAF members, and priority persons (including CAF priority persons))

Changes under the Veterans Hiring Act now allow serving and former CAF members (for up to five years after release) to have access to all Public Service job opportunities via the <https://www.canada.ca/en/public-service-commission/jobs/services/public-service-jobs.html> website. Note that you do not need to activate your CAF medically-released priority entitlement in order to start monitoring internal job opportunities.

If you wish to view external and internal public service job opportunities, you can create a Public Service Resourcing System (PSRS) account by following these steps:

1. Go to <https://www.canada.ca/en/public-service-commission/jobs/services/public-service-jobs.html> ;

2. Select "Create an account";

3. Follow the steps needed to create your account.

4. In the 'Identification' section, make sure that you:

- use your full legal name on record with the CAF (e.g., Daniel, not Dan; Christine, not Chrissy)
- enter your CAF Service Number in the appropriate data field.

5. When you are setting up your email alerts, ensure that you select both 'jobs open to the public' and 'internal jobs'.

NOTE: As a serving or former CAF member, you can create a full-access PSRS account on <https://www.canada.ca/en/public-service-commission/jobs/services/public-service-jobs.html> before activating a priority entitlement. This will give you access to useful information about public service job opportunities which may help with your planning for when you do decide to activate your priority entitlement.

FOR SERVING CAF MEMBERS - Career transition information and services *

* This information will not be applicable to released members.

Contact your local BPSO for further details on SCAN and other in-service transition assistance.

DND Learning and Career Centre (LCC) Courses *. * This information will not be applicable to released members. If available in your area, these DND Learning and

Career Centre (LCC) courses may aid you in your preparation for transition to the public service:

- Resume Preparation
- Interview Techniques
- From Poster to Offer

SISIP's CAF Job Search Assistance. SISIP's CAF Job Search Assistance (JSA) is available to Releasing/Released CAF Members who qualify for SISIP LTD

JSA Services include:

- Resume preparation
- Cover Letter preparation
- Personal job searches
- Priority Hiring Resume preparation
- Priority Hiring Cover Letter
- Assistance with your Priority Hiring Activation
- Job interview preparation
- Teaching you how to tailor your resume, conduct cold calls, plus other job search strategies

Contact your SISIP Vocational Rehab Counsellor for details

FORMER CAF MEMBERS - Veterans Affairs Canada - Career Transition Services (CTS)

What services could I be reimbursed for?

- Career assessments
- Aptitude testing
- Job market analysis
- Resume writing
- Job search skills
- Interview techniques
- Individual career counselling
- Job finding assistance
- Services of a professional recruiter agent

Please consult VAC Career Transition Services

<http://www.veterans.gc.ca/eng/services/transition>. For more information or to ask if you qualify, contact:

Veterans Affairs Canada:

Toll free at 1-866-522-2122 (service in English)

Toll free at 1-866-522-2022 (service in French) or visit

<http://www.veterans.gc.ca>

PSC Records of Second Language Testing Results

If you have a current second language proficiency and wish to obtain a copy of the results, or you need to provide a copy of the results to an HR advisor responsible for an appointment process to which you have applied, you may submit an application to the Public Service Commission at the following link: <http://www.psc-cfp.gc.ca/ppc-cpp/test-examen-result/result-eng.htm> . The second language test names begin with 'SLE'.