**Applicant Instructions:**

All applicants are required to submit three documents (emailed as one submission):

1. Cover letter
2. Resume
3. Qualifications Matrix (see below)

**Qualifications Matrix:**

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| PART A: Eligibility to work in Canada | Confirmation is required |
| PART B: Education | You must clearly demonstrate **HOW, WHEN,** and **WHERE** you met the required education |
| PART C: Experience | You must clearly demonstrate **HOW, WHEN,** and **WHERE** you gained each type of required experience |
| Evidence of all essential qualifications listed above must be clearly presented for an application to be screened to the next phase in the competitive process. **Failure to provide the above information in the format required will result in your application not being advanced in the selection process.****Please limit this qualification matrix to a maximum of four pages.** |

IMPORTANT:

Information on your described skills, experience, etc. provided in the qualification matrix must be supported by your resume (including month/year of start and end dates)

It is NOT sufficient to only state:

* Qualifications are met; or
* See Resume; or
* To provide a listing of current or past responsibilities.

The job questionnaire is not intended to be a duplication of your resume.

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| PART A: ELIGIBILITY |
| APPLICANT NAME:  |
| To be considered for this opportunity you must be immediately eligible to accept employment in Canada.Please confirm YOUR CURRENT CITIZENSHIP/IMMIGRATION STATUS ALLOWS YOU TO ACCEPT EMPLOYMENT IN CANADA. |
|  YES |  NO |
|  |
| To be considered for this opportunity you must be immediately eligible to accept employment in Canada. Please select the response that best describes your current legal entitlement to work in Canada: I am a Canadian citizen or permanent resident I have a valid temporary work permit None of the above |
|  |

**IMPORTANT SCREENING INFORMATION:** SUPPORTING EVIDENCE TO CORROBORATE EDUCATION AND EXPERIENCE MUST APPEAR WITHIN THE APPLICANT’S RESUME, WITH CLEAR DATES (MONTH/YEAR) SO THAT THE NUMBER OF YEARS OF EXPERIENCE MAY BE VERIFIED.

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| PART B: EDUCATION |
| EDUCATION REQUIREMENT: Undergraduate degree, or post-graduate diploma or certificate, in a related field (e.g., human resources, public/business administration). |
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| PART C: EXPERIENCE |
| EXPERIENCE REQUIREMENT #1: Minimum 2 years experience acting as an HR professional providing HR services for an organization or a client group.  |
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| EXPERIENCE REQUIREMENT #2: Minimum 2 years of recruitment and hiring experience with various classifications. |
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| PREFERENCE #1: HR accreditation (CPHR) |
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| PREFERENCE #2: HR experience in the BC Public Service or an independent office |
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| PREFERENCE #3: Peoplesoft administrator experience or similar people management system  |
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