The process, step by step

Government of Canada Executive (EX) Group selection processes, assessed on the six Key Leadership Competencies

9 process guides

How each step of selection works, every fact linked to its source.

The process guides

Writing your experience examples

How screening works and how to write an example a screening board can check.

How: I hired five people, set performance agreements with my managers, managed one non-performance case to resolution and led a reorganization of two teams.

Knowing the department: why this organization

Where to read a department's priorities and results in public documents, and how to use them in an application and at the board.

The position: Which core responsibility it serves.

Written exams

What is known about written knowledge and competencies tests in EX processes, what is not, and how to answer one.

Your recommendation: Which one, and why.

In-basket exercises

What an in-basket asks of a director, what is published about it, and how our own exercise works.

Write up: One briefing note on the item with the most risk.

Simulations and presentations

Simulated presentations and role plays: what the sources say, and how to prepare.

The ask: A decision, a resource or a date.

The board interview

How an EX interview usually runs, the question types, and how to structure an answer.

Actions: Most of the answer: what you did, in the first person.

References

How structured reference checks work, and how to prepare your referees.

Brief: Share the poster and the stories you used.

Official languages and the CBC profile

What a language profile means and what it asks of an executive.

Third letter: Oral communication.

Assessment accommodation

What assessment accommodation is, who to ask and when, from the PSC's own pages.

Document: A form, and a professional's note if asked.

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