

Québec ***

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STUDENT HIRING IN THE QUÉBEC PUBLIC SERVICE

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A CAREER TO EQUAL YOUR AMBITIONS!

Looking for exciting job opportunities offering farreaching challenges? Want to increase your knowledge while putting your skills to work? Interested in finding a work environment that offers attractive conditions? You're in luck! The Québec Public Service is looking for young, skilled workers and offers careers reflecting your aspirations!

Make way for youth...

In the coming years, the Québec Public Service will face a wave of retirements. It plans to take this opportunity to modernize and revitalize its staff.

Working in the Public Service means playing a key role in Québec's social, economic and cultural development. Recent graduates are invited to contribute through their dynamism and innovative ideas. The government is hereby giving them the opportunity to take part in the considerable project of modernizing the State.

Make way for a new generation... student hiring!

Since young people constitute Québec's new generation, the government wishes to increase their presence in the Québec Public Service. To do so, it has adopted specific hiring measures just for them. The Québec Public Service has annual hiring campaigns for students just out of university, college or secondary school and for graduates still studying full-time.





WHY CHOOSE THE PUBLIC SERVICE?

By opting for the Public Service, you will see your innovative ideas, resourcefulness and sense of initiative recognized and appreciated. You will meet dynamic individuals and find a work environment that is full of challenges. For more reasons to choose the Public Service, read on...

A wide range of top-quality jobs

The Québec Public Service offers exciting jobs in numerous sectors that rely on new information and communication technologies. Economics, law, communications, education, administration, social work, health, computer science and agriculture are only some of the Public Service's many activity sectors.

Advantageous working conditions

In addition, the Québec Public Service offers its employees significant benefits, including competitive wages, group insurance, flex time making it easy to meet the demands of your private and professional life, parental leave, 4 weeks' vacation¹, training activities promoting skills and knowledge development, etc.

Extensive career opportunities

If you like change, you should know that various career paths are open to you. Throughout your career, you can work in different government departments or agencies and different regions of Québec. Opportunities for promotion or changing sectors of activity are further advantages that make the Québec Public Service a choice employer when it comes to making career choices.

Measures that promote renewal

Knowledge and expertise must be transferred to new employees if the Québec government is to continue to offer excellent services to the public. This is why measures were instituted to this effect. As a new employee, you will have the opportunity of participating in the government's orientation program. Intended for all new public service employees in a regular position, this program deals with subjects of interest to the government and is designed to facilitate an understanding of the Public Service. The themes discussed are: the government and its workings, ethics and rules of professional conduct and career management in the Public Service. For further information on this program, consult the section of the Secrétariat du Conseil du trésor's Web site dealing with this subject [www.tresor.gouv.gc.ca/pag]. In addition, you could be eligible for mechanisms implemented to facilitate integration of new staff, such as job-shadowing or mentoring programs, which involve being assisted by an experienced employee.

^{1.} The number of vacation days per day is calculated as of April 1, for the period up to March 31 of the following year. The number of vacation days for the first year of employment may vary depending on the month you begin working.



JOBS

Types of jobs

Student hiring campaigns are designed to fill both regular and casual positions.

A casual position refers to a job whose duration is known at the time of hiring. For example, you could obtain a casual contract for a one-year period.

Your first Public Service position might be a casual one, seeing that a significant number of such positions are offered each year. This could be an interesting opportunity, enabling you to learn more about the public service, making your skills and knowledge known, and allowing you to gain experience. Accepting a casual position may also lead to being asked to fill a regular position. Consider it carefully!

Regular positions are, in essence, permanent. However, before an employee is granted "permanent" status, he or she must successfully complete a probation period.

Examples of jobs

Examples of jobs - University hiring

Administration, economic and finance

Actuary

Financial management officer

Research officer in pensions and insurance

Research officer in accounting

Research officer in finance

Research officer in taxation

Research officer in labour and remuneration

Administrative processes analyst

Administrative attaché

Human resource management advisor

Economist

Architecture

Architect-trainee

Culture, language and communication

Cultural officer, linguist

Research officer in cultural affairs

Research officer in sociolinguistics

Librarian

Communication advisor

Translator

Economic development

Industrial development officer

Research officer in land-use planning

Agro-economist

Agronomist

International affairs advisor

Farm financing advisor

Law

Research officer in law

Legal attaché

Lawyer and notary

Education

Educational technology advisor

Workplace trainer

Teacher of French as a second language for adult

immigrants

Education specialist

Computer sciences

Computer analyst

Engineering

Forestry engineer

Engineer, agro-environmental engineering

Engineer, chemical engineering

Engineer, civil engineering

Engineer, electrical engineering

Engineer, geological engineering and mining

engineering

Engineer, mechanical engineering

Social research and intervention

Probation officer – prison counsellor

Research officer in demographics

Research officer in quantitative methods

Fiduciary

Social evaluation and research advisor

Leisure, sport or physical activity advisor

Rehabilitation counsellor



Health sciences

Research officer in health and social services Veterinarian

Pure and applied sciences

Research officer in geomatics Biologist Prevention and inspection advisor Physical sciences specialist

Examples of jobs - College hiring

Administration and computer technology

Finance officer
Tax collection officer
Audit officer
Medical archivist
Administrative technologist
Computer technician
Tax audit technician

Agriculture and foods

Agricultural products and foods inspector Agriculture technician

Building, transport and public works

Health and safety inspector
Motorized equipment technician
Architecture technician
Property assessment technician
Civil engineering technician
Industrial engineering technician
Geodesy technician
Building systems technician

Communications, applied arts and documentation

Library technician
Applied and graphic arts technician
Applied and graphic arts technician-mapping sector
Information technician

Natural resources and the environment

Wildlife technician
Water and sanitation technician
Forestry and land management technician
Mineral resource technician

Pure and applied sciences

Laboratory technician Electrical engineering technician

Social, educational and legal services

Claims officer
Socioeconomic assistance officer
Fraud investigator
Paralegal
Research, inquiry and survey technician

Examples of jobs - Secondary school hiring

Road sign preparer Gardener Millwright employee Fish breeder

For further information on examples of jobs, consult the "À propos des emplois" section on the Web site [www.recrutementquebec.gouv.gc.ca].



REGISTERING FOR STUDENT HIRING

Given its goal of ensuring a young, dynamic, skilled generation of employees, the Québec Public Service is committed to student hiring.

Who is eligible for student hiring?

You are eligible if you are a full- or part-time student and will be completing your studies in the coming year to graduate with a degree or diploma accepted for a student hiring campaign.

Example:

One of the eligibility requirements for a college hiring campaign is that candidates be completing a diploma of college studies (DEC) in data technologies. If you are a full- or part-time student enrolled in a college data technologies program and are completing the last year of studies for that program, you may apply.

You are also eligible for the student hiring campaign if you already hold the degree that is a pre-requisite and are still a **full-time student**.

Example:

One of the eligibility requirements for a university hiring campaign is that candidates have a bachelor's degree in business administration. If you have completed this degree and are a full-time Master's program student, you may apply.

If you are not eligible for the student hiring campaign, watch for calls for candidates designed for the public at large, requiring little or no experience.

How to check the calls for candidates

University hiring campaigns run once a year, in the fall, whereas college hiring campaigns focused on students in technical programs run in the winter. Hiring campaigns for students in vocational training programs run in the spring.

Calls for candidates, or job offers, are released during these hiring programs. You can find out about them by:

- Consulting the Web site [www.recrutementquebec.gouv.qc.ca] or contacting any regional office of the Centre de services partagés du Québec;
- Contacting educational institutions' student placement services;
- Attending promotional activities (career days, information sessions) organized by the "Recrutement Québec" team and the regional offices of the Centre de services partagés du Québec.

How to apply

If you think you meet the eligibility requirements and would like to apply, just register on-line on the Web site [www.recrutementguebec.gouv.gc.ca]².



You can also obtain the printed Offre de service – Recrutement étudiant form from the regional offices of the Centre de services partagés du Québec (see coordinates at the end of this document) or print it off the Web site [www.recrutementquebec.gouv.qc.ca] and return it by mail.



EQUAL ACCESS

The Public Service reflects today's Québec. It is modern, and marked by its openness and diversity. In recent years, the Québec Public Service has implemented new measures to promoting hiring of people from groups that are currently under-represented in the public administration.

In the Québec Public Service, 25% of new Public Service hiring must involve members of a cultural community, Native persons, Anglophones, or handicapped persons. This objective applies to all employment categories: regular, casual, student internships and summer employment.

To facilitate the mobility of members of cultural communities, Native persons and Anglophones, a moving allowance is available for residents of the greater Montréal area who accept a position in the Public Service outside of that region.

These measures are implemented in addition to existing equal access measures, including the equal access program for women, the program reserved for cultural communities and the Québec government's hiring plan for handicapped persons.

For further information on the different programs and measures, visit the Secrétariat du Conseil du trésor's Web site under the section "Accès à l'égalité" [www.tresor.gouv.qc.ca/egalite].

Do these measures apply to you?

When you registered for student hiring, certain questions enable us to determine whether you are a member of an under-represented group. It is **essential** that you identify yourself at this stage since this information will enable us to determine whether you can benefit from equal access measures.

In the public service, the under-represented groups are:

Native persons

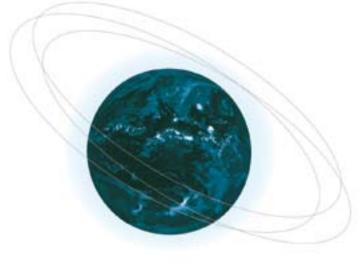
Native persons are persons of Amerindian, Inuit or Amerindian/Inuit background.

Anglophones

Anglophones are persons whose mother tongue is English. "Mother tongue" is defined as the first language learned and still understood.

Members of a cultural community

"Member of a cultural community" means any person who is a member of a visible minority or any person whose mother tongue is neither French nor English. "Mother tongue" is defined as the first language learned and still understood.





• Handicapped persons

Under the Act to secure the handicapped in the exercise of their rights, "handicapped person" means "a person with a deficiency causing a significant and persistent disability, who is liable to encounter barriers in performing everyday activities."

You may correspond to the definition of a handicapped person if, for example, you have a hearing, visual, motor, physical, psychiatric, speech or language impairment.

If you identify yourself as being a handicapped person, you must provide an intervention plan. This form is available in the "Accès à l'égalité" section of the Secrétariat du Conseil du trésor's Web site [www.tresor.gouv.qc.ca/egalite].

Studies outside Québec

If you obtained your diplomas or degrees outside Québec and wish to mention them in the context of a student hiring campaign, you must have an education credential evaluation report (proof of equivalence) produced by contacting the Ministère de l'Immigration et des Communautés culturelles (MICC). For further information on this certificate, contact the MICC regional office nearest you:

Montréal office

514 864-9191 or 1 877-264-6164

Montérégie office

450 466-4461 or 1 888-287-5819

Laval, Laurentides and Lanaudière office 450 972-3225 or 1 800-375-7426

Outaouais, Abitibi-Témiscamingue and Nord-du-Québec office 819 246-3345 or 1 888-295-9095

Capitale-Nationale and Est-du-Québec office 418 643-1435 or 1 888-643-1435



EXAMS

If you meet the eligibility criteria for a particular student hiring campaign, you will be invited to sit for an exam. The date, time and location of the exam, as well as a brief description, will be provided.

Student hiring exams are usually written tests, consisting of multiple-choice questions (also called "objective exams"). Their goal is to measure general skills, required for all job classes at a particular level of employment, essential to carrying out the duties of a particular position. For example, the duties of professional staff usually include finding solutions by analyzing information and drawing conclusions. Such employees must also be able to provide quality service to clients and join efforts with colleagues so as to ensure service effectiveness.

Rather than checking knowledge acquired during the course of studies, these exams are designed to determine whether candidates have the basic skills necessary for all jobs at a particular employment level. This means that no particular preparation is required regarding the material learned.

Multiple-choice exam

This type of exam consists of a series of questions accompanied by various possible answers. You choose the best response from among the options given, indicating your choice on the answer sheet provided.

The following may be among the possible responses:

- « Aucune de ces réponses ». This choice is placed at the end of the list of possible answers. It means that none of the other possibilities answers the question.

Consider these two options in the same light as the other choices since they do not necessarily constitute the correct response.

The following are examples of questions for a multiplechoice exam:

Indiquez le mot qui n'est pas correctement orthographié.

- a) absence
- b) language
- c) référence
- d) accessoire
- e) bicyclette

The correct response is b), since the word is spelled "langage".

2. Trouvez la réponse à l'équation suivante :

$$(\underline{11 \times 12) + (156 \div 3)} = ?$$

- a) 41
- b) 48
- c) 56
- d) 44
- e) aucune de ces réponses

The correct response is e), since the solution to the equation is "46".

Written exam sessions

Written exams are held in groups supervised by invigilators. Travel outside the exam room is strictly limited. The duration of the exam session is predetermined. The time you are absent from the room cannot be made up at the end of the session.

The exams are in French.

Exam correction

All candidates' exams are administered and corrected in the same way. Correction is anonymous, i.e. markers do not know the candidate's identity.

Multiple-choice exams are corrected using an optical character reader, which reads each answer. A marking scheme is applied using a computer program to calculate the points obtained.

Candidates are then notified of the results.

Preparing for written exams

Advice for the night before the exam:

- 1. Re-read the **invitation documents** to double-check the **date**, **time** and **location** of the exam and to make certain to bring the required materials (e.g. a highlighter).
- 2. Foresee enough time to get to the exam location, plan on an appropriate **means of transportation** and make parking arrangements, if applicable.
- 3. Plan to wear a **watch** so as to better organize your time during the exam.
- 4. Remember that the best way to prepare for the exam is to get a good night's sleep and come determined to do well.
- 5. Be confident and have a positive attitude.

Advice for succeeding written exams

- 1. Listen carefully to the instructions you are given. Before beginning the exam, don't hesitate to ask questions if you don't understand the instructions or require further information, e.g. how to use the answer sheet.
- 2. **Read each question carefully** as well as all possible answers, where applicable.
- 3. If necessary, consider the possibility of beginning with the questions worth the most points. Don't get stuck on a question you find difficult, simply go on to the next one. You can always come back to problem questions at the end. Remember, your time is limited and you must work relatively quickly in order to answer all of the questions.
- 4. Take the time to carefully read the instructions in order to properly understand what you are to do or which question you are to answer (e.g. "list" is different from "describe").
- For multiple-choice exams, we suggest you write the answers on the sheet as you go since only those responses indicated on the answer sheet will be marked.
- If you have time and feel it necessary, look over your answers.
- 7. Concentrate on the job at hand.
- 8. Don't let yourself be **influenced or distracted** by other candidates. For example, the sound of pages turning quickly doesn't mean they find the exam easy.

Adapting exams for handicapped persons

Exams can be adapted for handicapped persons and arrangements can be made to facilitate access to the exam location. If you identify yourself as a handicapped person, an authorized individual from the Centre de services partagés du Québec will contact you in this regard.

Hiring interview

If you pass the exam, your name is put on a list of qualified candidates. When a government department or agency is looking for staff, it may contact you to see whether you are interested and available and, if applicable, invite you to a hiring interview.

This interview is conducted to determine which candidate, among those convened, has the profile that best corresponds to the specific requirements of the position to be filled. It may be useful for you to learn about the role and mandates of the government department or agency that has convened you. The websites of government departments and agencies [www. gouv.qc.ca] are a useful source of information.

If you are not chosen after a hiring interview, your name remains on the list of declaration of competency. You can be called again, for as long as the list remains valid.

Hiring choices are made based on government programs, measures and plans, notably those related to equal access.

For further information on exams and the selection process, consult the Web site [www.recrutementquebec.gouv.qc.ca] under the section "Examens de la fonction publique".

Geneviève Caron, age 26 Computer Science Technician

"Working for the public service gives me very real satisfaction and is very stimulating, especially at a time when individualism often reigns. What are the collective choices and challenges facing our society? Our parents had the Quiet Revolution to help Québec enter the modern era and to help build the Québec state. Today, we need young people with new vision to breathe new life into the system."

Maxime Routhier, age 30 Intergovernmental Affairs Advisor "I'm proud of the work I do every day and feel I'm doing something important. Aircraft maintenance requires great precision since there's not exactly any room for error. What I like about working in the Public Service is the opportunity to touch on a wide range of areas... to develop my versatility. And, we're given time to learn."

Billy Larouche-Savard, age 32 Aircraft Maintenance Technician

"Working in the Public Service is motivating! I'm part of a dynamic team, the challenges are numerous and the work is stimulating. In addition to the usual secretarial duties, my work involves informing the public about the various services the government offers. Nothing is more gratifying than their satisfaction when I find the answer to their question. I expand my knowledge while benefiting from my colleagues' expertise. The Public Service makes room for young people and I'm proud to be part of it."

Katie Boivin, age 30 Secretariat Officer



You can also stop by any Centre de services partagés du Québec regional office. The addresses, telephone and fax numbers are on the following page.

www.recrutementallebec.gouv.ac.ca

new Generation joins the Québec Public Service



875, Grande Allée Est Québec (Québec) G1R 5R8

Phone: 418 528-7157 Toll-free: 1 888-772-3657 Fax: 418 643-8083

Abitibi-Témiscamingue

33A, rue Gamble Ouest, RC 10 Rouyn-Noranda (Québec) J9X 2R3

Phone: 819 763-3239 Fax: 819 763-3876

Bas-Saint-Laurent and Gaspésie-Îles-de-la-Madeleine Regions

337, rue Moreault, 2º étage Rimouski (Québec) G5L 1P4

Phone: 418 727-3806 Fax: 418 727-3657

Côte-Nord Region

456, rue Arnaud, bureau 1.07 Sept-Îles (Québec) G4R 3B1

Phone: 418 968-9741 Fax: 418 964-8651

Estrie Region

200, rue Belvédère Nord, bureau 4.02 Sherbrooke (Québec) J1H 4A9

Phone: 819 820-3567 Fax: 819 820-3889

Mauricie and Centre-du-Québec Regions

100, rue Laviolette, bureau 301 Trois-Rivières (Québec) G9A 5S9

Phone: 819 371-6863 Fax: 819 371-3772

Montréal, Laurentides, Montérégie, Lanaudière and Laval Regions

500, boul. René-Lévesque Ouest, bureau 7.300

Montréal (Québec) H2Z 1W7

Phone: 514 873-7701 Fax: 514 873-5761



Outaouais Region

170, rue de l'Hôtel-de-Ville, bureau 8.700 Gatineau (Québec) J8X 4C2 Phone: 819 772-3043 Fax: 819 772-3349

Saguenay-Lac-Saint-Jean and Nord-du-Québec Regions 3950, boulevard Harvey, bureau 3.00 Jonquière (Québec) G7X 8L6



