

Process	Category	Canadian Police Sector Council - Recruitment Portal Requirements											
		Information / Service Requirements	Content vs. Service	Workshop Priority	Advisor / Parent	Potential Applicant	Applicant	Candidate	HR Recruiter	Hiring Authority	PSC / Portal Committee		
Sourcing	Interest	1.01	Tie into Social Marketing Campaign (Design principles)	Information	H	Use	Use	Use	Use	Use	Use	Contribute	
		1.02	Information search engine	Service	H	Read	Read	Read	Read	Read	Contribute		Coordinate
		1.03	Information on career options in Policing	Information	H	Read	Read	Read	Read	Read	Contribute		Coordinate
		1.04	What does a police officer do?	Information	H	Read	Read	Read			Contribute		Coordinate
		1.05	Salary and compensation information	Information	H	Read	Read	Read	Read	Read	Contribute		Coordinate
		1.06	What are the hours? Vacation? Flex Schedule?	Information	H	Read	Read	Read	Read	Read	Contribute		Coordinate
		1.07	Career Advancement Options (Horizontal / Vertical)	Information	H	Read	Read	Read	Read	Read	Contribute		Coordinate
		1.08	What Police services are in my geographic area? (Links to local sites)	Information	H	Read	Read	Read	Read	Read	Contribute		Coordinate
		1.09	What is it like to work in different units?	Information	H	Read	Read				Contribute		Coordinate
		1.10	What is it like to work in rural, urban areas?		H	Read	Read						
		1.11	Roadmap re: Local vs. Municipal vs. National	Information	H	Read	Read				Contribute		Coordinate
		1.12	What it's like to live in a certain area? (eg Saint John) - quality of life	Information	H	Read	Read	Read	Read				
		1.13	What does it take to be a police officer	Information	H	Read	Read	Read	Read		Contribute		Contribute
		1.14	What are the prerequisites?	Information	H	Read	Read	Use / SUBMIT			Contribute		Contribute
		1.15	What qualifications do I need? How do I get them? Cost?	Information	H	Use / Compare	Use / Compare	Use / Compare			Contribute		Contribute
		1.16	Self Pre-qualification Tool - Do I meet the pre-requisites?	Information & Service	M	Use	Use	Use			Contribute		Contribute
		1.17	Profile of a typical officer ** CHANGE THIS TO WHAT DOES AN OFFICER DUTY --> defining GENERAL DUTY	Information	M	Read	Read	Read	Contribute	Contribute			Coordinate
		1.18	Tips & Tricks to starting a career in Policing	Information	M	Read	Read	Read	Read	Read	Contribute		Coordinate
		1.19	How do I apply? What is the process? Cost?	Information	H	Read	Read	Read	Read	Read	Contribute		Coordinate
		1.20	What training will I need?	Information	H	Read	Read	Read					
		1.21	Bursury Programs / Pay while training?	Information	H	Read	Read	Read					
	1.22	Are my skills transferrable? Mobility between Police Forces	Information	H	Read	Read	Read	Read					
	1.23	In-person Career Fair Information (location, times, registration)	Information	H	Read	Read	Read			Contribute		Coordinate	
	1.24	Setup personalized event notifications	Service	H	Use	Use	Use	Use		Contribute			
	1.25	Testimonials	Information	H	Read	Read	Use			Contribute		Coordinate	
	1.26	Day in the life	Information	H	Read	Read	Read			Contribute		Coordinate	
	1.27	Education partners	Information / Collobartion	H	Read	Read	Read					Contribute	
	1.28	Online Job Fair	Collaboration	M	Attend	Attend	Attend			Provide		Coordinate	
	1.29	Online tutor/counsellor	Collaboration	H	Use	Use	Use	Use	Use	Provide		Coordinate	
	1.30	Secure Messaging - to enable application process	Collaboration	M			Use	Use	Use	Use	Use	Use	
	1.31	Interact with Recruiter	Collaboration	H	Use	Use	Use	Use	Use	Provide			

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1.32	Make (Social Communities / Jams / Virtual Conferences with peers and current officers	Collaboration	M	Attend	Attend	Attend	Contribute	Moderate		Moderate
		Link to associated Social Networking sites (Facebook, Twitter, LinkedIn)	Collaboration	H	Use	Use	Use	Use	Moderate		Moderate
1.34	I want to Apply	Create / Manage Portal Profile	Service	H			Use				
1.35		Enter experience and qualifications in Profile	Service	H			Use				
1.36		Attach documents (resume/qualifications) to Profile	Service	H			Use				
1.37		Submit general application / interest form to specific services	Service	H			Use				
1.38		Setup Job Alerts	Service	H	Use	Use					
1.39		Search for open / future positions	Service	H	Use	Use	Use				
1.40		Refer others to a specific positions	Service	H	Use		Use	Use			
1.41		User friendly form)	Service	H		Use	Use				
1.42		Respond to Pre-qualification/skills assessment questions	Service	H	Use	Use	Use		Provide		
1.43		Confirmation of receipt of application	Service	H			Receive				
1.44		View status of Application	Content	H			Use	Use			
1.45		Apply to all open positions (by location, by level - only one entry level for non-Civilian)	Service	H			Use	Use			
1.46		Manage my applications (update / retract)	Service	H			Use	Use			
1.47		View the Status of my applications	Service	H			Use	Use			
1.48		Store Applications (if no eRecruitment system)	Service	H							
1.49	Notification when non - complete		H								
1.50	Capacity to meet with HR staff when applying		M								
1.51	Custom services if they have questions - eg: if international applicant who have questions about the applicant		M								
1.52	Position Mgmt	Search/view completed applications (if no eRecruitment system)	Service	H			Use	Use	Use	Use	
1.53		Create Position Requisition from Job Template Library	Service	M					Contribute	Contribute	
1.54		Approve/reject Requisition	Service	M					Use	Use	
1.55		Manage my Position Requisitions	Service	M					Use	Use	
1.56		Post Requisition	Service	M					Use		