

# INTERESTED IN WORKING FOR THE CITY OF SASKATOON?

## FREQUENTLY ASKED QUESTIONS (FAQ'S)

### Finding the Job

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**1. I am looking for employment opportunities at the City of Saskatoon, how can I do that?**

Employment opportunities for The City of Saskatoon are regularly updated every Wednesday on our website [www.saskatoon.ca](http://www.saskatoon.ca). Postings are usually open for one week. You can search and apply for any positions of interest.

We encourage candidates to search and apply for any positions **online** through the website. It will provide you with the most up to date information on our current opportunities.

**2. I have looked for current opportunities but could not find anything related to my field/interest. What should I do?**

Your related job might not be currently available but it could be advertised in future. So it is advised to frequently look for current opportunities on our website and apply when the position is offered.

### Applying for the Job

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**1. I want to apply for an advertised position, how can I apply?**

Applying online is a convenient process for candidates. You can apply through our website [www.saskatoon.ca](http://www.saskatoon.ca) by providing some basic information and uploading your resume and cover letter.

**2. What documents are required to apply for a position?**

You are required to provide us with your resume in order to be considered for a position.

**3. What other documents can I provide to support my application?**

To support your application, you can provide us with a cover letter and any supporting documents to prove your eligibility. The City of Saskatoon website permits applicants to attach up to 3 documents to their application. Additional documents may include:

- Qualification Assessment (from IQAS or WES) if you have received education outside of Canada.
- 5 year Driver's Abstract if you are applying for position requiring a driver's license.

### **3. How can I improve my resume?**

There are various resources available online which you can use for improving your resume. You can also use our resume template to help applicants standardise their resume.

### **4. Is a cover letter important?**

A cover letter is an important document to help us understand your achievements, skills and abilities. It compliments your resume and creates interest for the recruiter to look into your resume for details and thus providing you more opportunity to be shortlisted.

### **5. What type of document files does the City's website support?**

The City of Saskatoon accepts PDF, DOC or DOCX files as attachments.

### **6. Can I apply for more than one job at a time?**

You can apply for as many jobs as you want at any time.

### **7. I am qualified for the job and have applied many times, but have not received a call back, why is that?**

City of Saskatoon receives a high volume of applications in every competition. If you have not received any reply from us within a few weeks of the closing date, it is most likely that you are not considered and someone else with more related qualifications and skills was shortlisted. However, this does not mean that you will not be considered for a similar position; you can apply for related jobs again whenever they are advertised.

## **Qualifications**

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### **1. What are the criteria for selection?**

When a candidate fulfils the qualification, experience and necessary skill requirements for a job, they may be shortlisted for an interview. Interviews are conducted by personnel from the specific department and a Human Resources Consultant. The selection is based on candidate's mix of qualifications, related experience, fit for the organization and seniority.

### **2. I fulfil the educational requirement for a job but do not have sufficient related experience; can I still apply for the job?**

Yes, you can still apply. The City of Saskatoon encourages all candidates who are interested in a position to apply. Each competition is treated individually and the applicant pool varies based on each competition. The preference is that the successful candidate would meet the minimum education, qualifications and experience.

## Education and Credential Assessment

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### 1. I have received some/most/all of my education from outside Canada; is it important to get my credentials assessed?

Yes, we require credential assessment in order to consider candidate's for a job.

### 2. Where can I get my educational credential assessed from?

Qualifications can be assessed through International Qualification Assessment Service (IQAS) [work.alberta.ca](http://work.alberta.ca) or World Education Services (WES) [www.wes.org/ca/](http://www.wes.org/ca/). If you have engineering background your credentials must be assessed through Association of Professional Engineers & Geoscientists (APEGGS) [www.apegs.ca](http://www.apegs.ca).

### 3. Where can I get support for credential assessment?

Details about credential assessment can be obtained from the Newcomers Information Centre (NIC), Saskatoon Open Door Society (SODS), Saskatchewan Intercultural Association (SIA) or International Women's of Saskatoon (IWS).

## Application Process

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### 1. What is the application process?

The application process starts with reviewing and screening applications based on a combination of:

- Education
- Training
- Related Experience
- Seniority
- Ability to perform required tasks

**Please Note:** Some positions will have existing employees applying. In these cases, seniority will be taken into account.

### 2. How long does it take to complete the application process?

The application process usually takes about 2 to 4 weeks to complete after the closing date.

### 3. If I am shortlisted how would I be contacted?

The shortlisted candidates are contacted by phone for an interview.

### 4. Should I expect a response if I have not been successful in the application process?

No, the City of Saskatoon contacts only the shortlisted candidates. You will not be contacted if you are not shortlisted.

## References

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### 1. Is it important to provide references?

Yes, references are very important for us to determine candidate's ability to perform. However, they are not required when you apply for the position. You can provide references if you are called for an interview.

### 2. Who could be my reference?

Please list references that can be contacted, preferably your previous supervisor, manager or team lead. You can also include reference from any voluntary work that you may have done. Please provide complete information about your references including:

- Name
- Job Title
- Address
- Email
- Phone number

Please do not give names of your family members as your reference.

### 3. How and when references are contacted?

References will be contacted on the phone after the interview.

### 4. What impact does a good reference have on my selection?

References are an important means to know a candidate. If your references provide a good feedback, it improves chances for your employability. It is also very important that you should talk to your references beforehand and make sure that they will provide a positive reference.

## Diversity and Inclusion

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### 1. What initiatives are taken by the City to support diversity?

City of Saskatoon has a strategic goal "to offer an inclusive workplace that embraces diverse backgrounds". As an Equity Partner, we are constantly working with Saskatchewan Human Rights Commission (SHRC) to improve our workplace in order to represent the community we serve.

### 2. Why do you ask applicants to self-declare?

Self-declaration is the only means we have to track our equity group's population. Hence we encourage candidates to self-declare in order for us to determine individuals belonging to a certain equity group. This will help us to identify any gaps and develop a corporate strategy that attracts and retains a diverse workforce.