

Hiring process FAQs

How frequently do you post positions?

The office posts job opportunities as vacancies arise or as is operationally required. We encourage interested applicants to review our Careers Page for current and future vacancies.

Do you accept applications for positions that are not currently posted on the Careers page?

No. We only accept and assess applications submitted for positions that are currently posted on our Careers page. We do not acknowledge or assess applications that are submitted without reference to a specific job posting. Applications are not kept on file to be reviewed for future vacancies.

How long does the hiring process take?

In general, we aim to fill a position within two to three months following the closing of a job posting. However, the timeline for the hiring process can vary and is dependent on a number of factors including, but not limited to:

- the complexity of the screening process
- the volume of applications
- the availability of participants (i.e., candidates, hiring panel members and referees)
- the number of assessment steps (i.e., the process may take longer if a written assignment is used to assess skills)

Hiring decisions in the BC Public Service must be based on merit. Our hiring processes are non-partisan, fair, consistent and transparent in accordance with the [Public Service Act](#) and in consideration of privacy laws.

If a degree is required, do you accept degrees obtained outside of Canada?

If a degree is required and yours was obtained outside of Canada, it will be your responsibility to have it assessed for equivalency through a recognized [Canadian Credential Evaluation Service](#). With recognition that there are costs associated with the credential evaluation process, the recruitment team will only request an accreditation at the point of a formal offer, should you be the successful candidate.

How do you assess candidates?

We use multiple methods to assess a candidate's ability to demonstrate the required qualifications, knowledge, skills, abilities and competencies for the position. We tailor the assessment tools used in each hiring process to reflect what would be expected from a person in the role. Assessment tools may include any of the following:

- Job application package (i.e., cover letter, resume, employment application form, and/or work sample(s))
- Written assignments
- Competency-based interview questions (see the [BC Public Service website](#) for more information)
- Knowledge-based interview questions
- Role-plays

- Presentations
- Reference checks (contact details will be requested if required)

What documents do I need to include in my application package?

Please refer to the job posting on our Careers page to determine the application package requirements for the specific position you are applying for. You will find this listed under the section entitled *How to Apply*. If an Employment Application Form is required, a link to the document will be listed under this section as well as at the bottom of the posting. Clicking on the link embedded in the text (in either of these two areas) will then open the form as a Word document, either in a separate tab/page or as a downloadable document, depending on computer settings.

An Employment Application Form is required; how is this used in assessing my application?

The Employment Application Form allows candidates to clearly demonstrate how their education and/or experience meet the qualifications for a position. Be specific when providing the details that align your experience with each qualification. The format of this form helps the hiring panel to screen applications consistently, particularly for positions where we receive a high volume of applications. This format also helps candidates assess their own eligibility for the job they are applying for.

Candidates are responsible for ensuring the Employment Application Form is completed as outlined in the instructions found on the form. Not doing so may prevent your application from moving forward.

A cover letter is required; how can I ensure my cover letter is successful?

A cover letter is your introduction to the hiring panel and an opportunity to add your unique voice to your application. We offer the following guidance on how to prepare a successful cover letter:

- When formatting your cover letter, address it to the Recruitment email (Recruitment@oipc.bc.ca) highlighted in the job posting and include a subject line with the job title, office and requisition number.
- Please do not cut and paste from your resume or the job profile. The information provided should be supported by the rest of your application.
- Keep your cover letter clear and concise, ideally one page maximum.
- Focussing on the key job requirements, highlight how your described experience makes you an ideal candidate for the position.
- Address willingness statements (such as willing to travel) and preference statements (such as supervisory experience) that relate to the job posting.
- Include other relevant information (for example: contact information if you'll be on vacation).

Which types of files are accepted for application package?

We accept application packages in either a Word or PDF file format.

If I missed the posting closing date, can I still submit an application?

Time extensions are not granted. If we receive a complete application package before the closing date and time, it will be reviewed and assessed along with all eligible applications. Late applications will not

be acknowledged or assessed. Incomplete application packages will likewise not proceed.

Will AI be used in the screening or assessment of applicants throughout this hiring process?

We believe strongly in maintaining a human touch throughout our hiring processes, bringing contextual understanding and bias mitigation strategies through each phase of assessments; approaches that might otherwise be compromised by algorithmic bias. That is why our two-step application screening process and scoring of assessments is completed without the use of AI. As a result of our human-centered approach, the timelines for the recruitment process may be extended.

Will I be notified if my application is not shortlisted?

Candidates will be notified via email if they are unsuccessful in moving forward through any phase of a hiring process.

What can I expect from the interview process?

Interviews are typically conducted by a panel and may be held either virtually and/or in person at our Victoria, BC based office. While the duration, content and location of each interview will vary, more details will be provided to candidates in advance of their interview in order to prepare.

How do I prepare for an interview?

It is helpful to conduct some research about the office and to spend time considering the questions that could be asked about the competencies sought for the specific position. Our interviews will include competency-based questions like those used by the broader BC Public Service. Information on how to prepare for a competency-based interview can be found on the [BC Public Service website](#). You may also be asked questions related to the knowledges, skills and abilities required to do the job. This information is included in the job profile.

What is an eligibility list?

An eligibility list is a list of candidates who have been fully assessed through a formal hiring process and are qualified to fill future vacancies at the same classification with the same job qualifications. Eligibility lists typically remain active for 6-18 months and candidates are placed on the list in accordance with their assessment scores. If you are placed on an eligibility list, you will receive a letter noting your placement and the expiry date of the list.

A job posting will indicate whether an eligibility list for similar temporary or permanent future opportunities may be established.

Can I ask for feedback from the hiring panel if I did not move forward in the hiring process?

Candidates will be notified by email if they do not screen through to the next stage of the hiring process and will be advised if feedback is being provided. Following the [Public Service Act](#), feedback will always be offered to current BC Public Service employees. Our ability to provide feedback to candidates external to the BC Public Service is typically based on the volume of applications received. We encourage candidates to request feedback, if offered.

Feedback will be provided by a member of the hiring panel, by phone or email.

Will you provide the name of the successful candidate?

The name of the successful candidate will not be provided.

Am I still a member of the BC Public Service if I work with the Office of the Information and Privacy Commissioner?

Yes. Employees of our office are members of the BC Public Service and are appointed under the [Public Service Act](#). All of our positions are excluded from union membership and employment terms are guided by the [Terms and Conditions for Excluded Employees](#).

If you have any further questions about the hiring process, please contact the HR team at Recruitment@oipc.bc.ca.