



JOB APPLICATION PROCESS FAQ

GENERAL

1. Where would I work if I were hired at the Library of Parliament?

Library of Parliament offices are located within the National Capital Region, and an on-site presence is required in all positions. Any travel and relocation costs are the candidate's responsibility.

2. Would I be able to telework if I were hired at the Library of Parliament?

The Library of Parliament acknowledges the benefits of telework for employees and the organization at large. We are committed to including telework as part of flexible work arrangements for many positions, in support of meeting organizational goals and employee performance objectives, and achieving work-life balance.

3. How many hours am I expected to work per week?

The standard work week is 35 hours for full-time employees and varies for student positions. If a position has specific operational requirements, such as shift work or irregular hours on evenings or weekends, they are identified in the job posting or discussed in the interview.

4. If I apply for a job at the Library of Parliament, can my application also be considered for employment at the Senate or the House of Commons?

No. All parliamentary institutions are independent and distinct employers. We are unable to share your application with any other parliamentary or federal institution. If you are interested in working for another parliamentary institution, please visit the [Employment at Parliament](#) page and submit your application directly.

5. I have been placed in a pool of qualified candidates in the federal public service. Can I be hired at the Library of Parliament through this pool?

No. The Library of Parliament does not have access to active pool lists in the federal public service, and vice versa.

6. Is the Library of Parliament part of the federal public service?

No. The Library of Parliament is its own separate employer and is not subject to the *Public Service Employment Act*. As a parliamentary employer, it is governed by the [Parliamentary Employment and Staff Relations Act](#).

However, the Library of Parliament shares similar benefit programs with the public service such as the Public Service Health Care Plan, disability and insurance plans and the Public Service Pension Plan.

7. As a federal public service employee applying to the Library of Parliament, can my pensionable time be transferred?

Yes. If you are hired at the Library of Parliament for a term of more than six months or on an indeterminate basis (12 or more hours per week), you can continue to contribute to your [Public Service Pension Plan](#).

8. As a federal public service employee applying to the Library of Parliament, can my years of service, sick leave or annual leave be transferred?

If you are currently employed by a federal public service organization listed within Schedules I, IV or V of the [Financial Administration Act](#), the Library of Parliament can accept your years of service (not for the purposes of severance) and full sick leave bank. With manager discretion, up to 105 hours of annual leave (i.e., vacation and compensatory leave) can be transferred.

9. What should I do if I encounter technical issues with the applicant tracking system, SmartRecruiters?

You can try to use a different browser or device and clear your browser's cache and cookies. If the issue persists, contact LOPCareers-CarrieresBDP@parl.gc.ca for assistance.

APPLICATION

10. I'd like to work at the Library of Parliament, but there are no vacant positions or positions that I qualify for. What can I do?

You can join our talent community by creating a profile and submitting a general application. In addition, you can set up an alert to receive notifications when we post jobs.

11. The deadline for applying for a job has passed. Can I still apply?

No. We do not accept applications after the closing date indicated in the job posting.

When you submit your application, please save a copy of the job posting for your reference, as the job poster will no longer appear on our employment site after the closing date.

12. I don't live in Canada. Can I still apply?

Yes. We recruit qualified candidates who meet our requirements regardless of where they live. However, a regular on-site presence within the National Capital Region is required. Any travel and relocation costs are the candidate's responsibility.

If you are not a permanent resident of Canada or a Canadian citizen, you must have a valid work permit to work at the Library of Parliament.

13. I applied for a job at the Library of Parliament. How do I know if my application was received and if I was successful?

After you submit your application, you will receive a confirmation email. You can also log into your SmartRecruiter account to [view the status](#) of your application.

We carefully review all applications. Once your application has been reviewed, you will be notified of its status.

STAFFING PROCESS – GENERAL

14. What steps can I expect in a typical advertised staffing process at the Library of Parliament?

A typical staffing process may include the following:

- a second-language evaluation;
- a written qualifying exam;
- an interview (consisting of behavioural, situational or knowledge-based questions);
- a reference check; and
- a pre-employment security screening.

Candidates are required to pass each step in order to move on to the next step of the staffing process. Some steps may take place in parallel.

15. Can I request an accommodation?

Yes. We are committed to providing an inclusive and barrier-free work environment, starting with the staffing process. If you require accommodations during any phase of the staffing process, please contact us at LOPCareers-CarrieresBDP@parl.gc.ca. All information is kept confidential.

STAFFING PROCESS – SECOND LANGUAGE EVALUATIONS

16. Do I need to be fluent in both English and French to work at the Library of Parliament?

Most positions at the Library of Parliament have been identified as bilingual. The language requirements of all advertised positions are listed in the job posting.

Candidates are required to take standardized tests to evaluate their ability to read, write and communicate orally in their second official language. We use the same reading comprehension and written expression tests as the Public Service Commission. More information is available on their [second-language evaluation web page](#).

17. What is the difference between imperative and non-imperative staffing?

“Imperative staffing” means that you must meet the official language requirements of the position before being appointed.

“Non-imperative staffing” means that the person being appointed has a prescribed time limit in which to meet the official language requirements.

18. I received an email from the Assessment Service Centre at the House of Commons (LASEL@parl.gc.ca) regarding a staffing process I am involved in at the Library of Parliament. What is this centre and what should I do?

The Assessment Service Centre, operated by our partners at the House of Commons, coordinates the second-language evaluations of candidates in our staffing processes. Normally, when you receive an email from the Assessment Service Centre, you have been screened in to a staffing process (some exceptions may apply). Check your junk mail folder to be sure you have not missed any emails from the centre.

Follow the instructions provided to respond to the email. This is also your opportunity to share any valid second-language assessments you may have completed through the Public Service Commission or another federal organization.

19. How can I prepare for my upcoming second-language evaluation?

Three tests are administered in a second-language evaluation:

- a reading comprehension test (administered by the Public Service Commission);
- a written expression test (administered by the Public Service Commission); and
- an oral interaction test (administered by the Assessment Service Centre at the House of Commons).

Please refer to the following information on the Public Service Commission website to learn more about the written expression and reading comprehension tests, and how to prepare for them (with sample questions):

- [Unsupervised Test of Written Expression](#)
- [Unsupervised Test of Reading Comprehension](#)
- [The Candidate Assessment Tool](#)

The oral interaction test is conducted by the House of Commons and takes approximately 30 minutes to complete. At each step, the examiner evaluates your ability to perform language tasks by asking you questions or engaging you in a dialogue similar to a conversation you might have in the course of your work or in your everyday life. You are assessed on how well you communicate in your second language, not on the content or ideas expressed. The test results are not recognized by the public service (unlike the reading comprehension and written expression tests, which are recognized).

20. I have valid second-language evaluation results from the Public Service Commission or another federal organization. Am I still required to complete the Library of Parliament's language testing?

If you have valid second-language evaluation results that meet our minimum requirements through the Public Service Commission or another federal organization, you are not required to complete the testing again.

21. I have undergone the Public Service Commission testing before, but I do not have a copy of my second-language results. What should I do?

You must provide a copy of your valid test results to the Assessment Service Centre or be reassessed. For more information about how to obtain a confirmation of your previous results, consult the [Confirmation of Public Service Commission of Canada test results](#) web page or visit the [Public Service Commission](#) website.

STAFFING PROCESS – ASSESSMENTS

22. How do I prepare for a written exam?

Written exams may assess a number of criteria beyond your writing skills, such as specialized knowledge or research skills. The assessment criteria are listed in the job posting. An invitation will be sent to you with details about the exam process, scheduling and exam format.

23. How do I prepare for an interview?

You will receive an invitation with details about the interview process, including expectations, format, scheduling, board members and reference documents (for example, the job poster, the competency profile and a tool on how to prepare for competency-based interviews). Your interview may consist of behavioural, situational or knowledge-based questions.

24. In which language will the exam and/or interview be held?

Canada's two official languages are English and French. The written exam and/or interview will be held in the official language of your choice.

25. Will my written exam and/or interview be conducted virtually or on-site?

Each staffing process varies. The hiring manager determines the format of the written exam and/or interview. The details are provided in your invitation.

26. I noticed satisfactory references are an essential condition of appointment. What information do I need to provide for my references, if requested?

If you successfully complete the assessments, you will need to provide three professional references and include their name, title, contact information and reporting relationship. You will receive a message requesting this information, which also gives you an opportunity to notify your references.

STAFFING PROCESS – PRE-EMPLOYMENT SECURITY SCREENING

27. What type of pre-employment security screening is required to work at the Library of Parliament?

Every offer of employment is conditional upon a satisfactory pre-employment security screening. When you are being considered for a position, you are asked to complete a security form and undergo verifications which include background and security assessments by both the Royal Canadian Mounted Police and the Canadian Security Intelligence Service.

28. I have a valid security clearance from another federal department. Am I still required to undergo the security clearance process?

Yes. The Library of Parliament strives to protect sensitive information and other assets, and to safeguard the general interests of the Library of Parliament and persons within the Parliamentary Precinct at all times. For that reason, the Library of Parliament is required to ensure that all staff, volunteers and contractors fulfill the established security requirements for their employment regardless of any other security clearances they may hold.

29. My question is not answered in this FAQ. Who can I contact?

If you still have questions, please contact Human Resources at LOPCareers-CarrieresBDP@parl.gc.ca.