RECRUITMENT FAQ's

Thank you for considering a career with our office! Below you will find some helpful tips as you navigate through our recruitment process. Please take a moment to review these prior to submitting an application.

When completing & submitting your **application**:

Do	Don't
Update your resume before uploading. Include the last 10 years of employment on your application & verify your dates of employment are correct before submitting.	Upload your resume in place of entering your last 10 years of employment history on your application. Your resume is considered a supplemental attachment only.
Indicate the highest level of education achieved.	Select that you have if your degree/ diploma is still in progress.

If selected to complete **assessments**:

Do	Don't
Complete on a laptop or desktop computer.	Complete on a mobile device or tablet.
Complete within the designated 48 hours. Reach out to recruitment if you are having technical difficulties.	Wait to complete assessments until near the deadline – the link to the assessments will expire after 48-hours, even if you are mid way through.
Ensure that you are in an environment free of distraction.	Complete in stressful or distracting environments.
Allow yourself ample time to complete the assessment as some can take up to 30 minutes.	-

If selected to complete the **One-Way Video Interview**:

Do	Don't
Dress professionally, the Clerk's office is a formal work environment.	Dress unprofessionally or wear your current work uniform.
Take time to understand the question being asked. Navigate through our website to get a better understanding of our office and culture.	Rush through answering the questions.
Ensure your response is clear and concise – give examples where possible.	Give short answers – the purpose of the interview is to get to know you, the more information the better.
Ensure you are in a quiet room with a plain background.	Complete your interview in an inappropriate setting – your vehicle, noisy venue.
Complete within the designated 72 hours. Reach out to recruitment if you are having technical difficulties.	-

If selected for an **in-person interview**:

Do	Don't
Dress Professionally.	Dress unprofessionally or wear your current work uniform.
Ensure you are on time for your interview and consider traffic, parking, and weather conditions.	Please do not assume that traffic/ parking conditions will be ideal, and you will be on time. You will also have to set aside time to be screened by security.
Take time to understand the questions being asked so you can give an appropriate response.	Rush to give an answer that is not relevant to the question being asked, take a moment to understand the question and have an example at the ready.

Have examples of your previous achievements, process improvements, work experiences at the ready.	Provide generic responses to questions seeking a specific example.

Other FAQ's

1. **How long will my interview be?**
    a. For an entry level position approximately 20-30 minutes, for senior level positions, interviews can be up to 45 minutes. Each interview will begin with the panel introducing themselves and the position you are interviewing for before the formal interview will commence.
2. **When will my application be reviewed?**
    a. Applications will not be reviewed until the position has closed, this can be up to two weeks or more in some cases.
3. **Where can I see the benefits offered by the Clerk's office before I apply to a position?**
    a. Yes, information regarding our benefits can be located on our website here: Benefits Overview
4. **Are there promotional opportunities for internal employees?**
    a. Yes, the Clerk's office seeks career minded individuals who are looking to grow their career long term with our office. We exercise Career Development Programs & Professional Training Opportunities for all employees.