STUDY KIT

Table of Contents

SECTION I	-	INTRODUCTION & AUTHOR PROFILE		
SECTION II	-	GOVERNMENT RECRUITMENT and PROMOTION CAMPAIGNS: OVERVIEW	4	
		 i. Introduction ii. Insights into the Post-Secondary Recruitment and Promotion Process iii. Insights into Ongoing Government Job Competitions for Externa Candidates11 	5 5 al	
SECTION III	-	THE APPLICATION AND RESUMÉ	13	
SECTION IV	-	PERSONAL "STATEMENT OF INTEREST" or COVER LETTER: POST SECONDARY RECRUITMENT	18	
SECTION V	-	TEST-TAKING TIPS	25	
SECTION VI	-	WRITTEN COMMUNICATION PROFICIENCY TEST (WCPT)	28	
		 i. Communication Skills Testing – WCPT Exercise ii. Tips on WCPT Performance Improvement WCPT Sample Test #1 – 50 Questions Answers and Categories for WCPT Sample Test #1 WCPT Sample Test #2 – 50 Questions Answers and Categories for WCPT Sample Test #2 WCPT Sample Test #3 – 50 Questions Answers and Categories for WCPT Sample Test #3 	29 32 34 50 52 66 68 82	



SECTION VII - SITUATIONAL JUDGEMENT TEST (SJT)

	i.	Situational Judgement Testing – <u>Previous</u> Situational Exercises	85
	ii.	Situational Judgement Testing – Current Situational Judgement Test (SJT): PSC, CRA, CFIA	92
	iii.	Tips on SJT Performance Improvement	97
		SJT Sample Test #1 – 100 Questions	112
		 Answers and Competencies Tested for Sample SJT Test #1 	137
		SJT Sample Test #2 – 100 Questions	140
		 Answers and Competencies Tested for Sample SJT Test #2 	165
SECTION VIII -	WR	ITTEN COMMUNICATION TEST (WCT)	168
	i.	Introduction	169
	ii.	Communication Skills Testing – WCT Exercise	170
	iii.	Written Communication Test	170
	iv.	Tips on WCT Performance Improvement	172
	v .	Instructions for Sample WCT Texts and Sample WCT Summaries	174
		WCT Sample Text #1 to Summarize	175
		WCT Sample Summary #1	179
		WCT Sample Text #2 to Summarize	180
		WCT Sample Text #2A – "Good" Summary Example	182
		WCT Sample Text #2B – "Failing" Summary Example	182
		WCT Sample Text #3 to Summarize	184
		WCT Sample Summary #3	186
	vi.	Sample Government Summaries	187



SECTION IX	- GRADUATE RECRUITMENT TEST (GRT)	192
	i. Cognitive Testing – GRT Exercise	193
	ii. Tips on GRT Performance Improvement	198
	iii. Instructions for Sample GRT Questions	201
	GRT Sample Questions: Similarities	202
	GRT Answers: Similarities	206
	GRT Sample Questions: Number Series	210
	GRT Answers: Number Series	212
	GRT Sample Questions: Arithmetic	219
	GRT Answers: Arithmetic	226
	GRT Sample Questions: Figure Analogy	236
	GRT Answers: Figure Analogy	240
SECTION X	- CHECKLISTS FOR SUCCESS	245
	i. Key Reminders re: Competition Closing and Test Day	246
	ii. Personal Development Plan	248
APPENDIX	- ADDITIONAL GOVERNMENT / OTHER CAREERS INFO	250
	i. Helpful Information on Government Departments/Agencies for Candidates	251
	ii. Complete List of Programs and Services	252

This Study Kit prepares candidates for selected Public Service and Post-Secondary Recruitment entrylevel and promotion competitions developed by the Public Service Commission (PSC) of Canada.

The Study Kit has been revised this year, as necessary, to reflect changes in the examination and evaluation processes, and to improve its overall quality and helpfulness for your needs. A new kit should be obtained for each competition to stay abreast of changes, and to prepare wisely and effectively.

The Study Kit is the only informed source published specifically to help individuals prepare for federal government competitions. Over the past 25 years, our company's services have had an outstanding success rate, which we would be pleased to discuss with you by telephone for your particular job competition and preparatory needs.



404 Laurier Avenue East, Suite 205 Ottawa, ON Canada K1N 6R2 T: 613.567.9229 • F: 613.567.9098 E: info@foreignserviceexamprep.com E: info@post-secondaryrecruitmentexamprep.com E: info@publicserviceexamprep.com