

Recruitment.—The recruitment of civil servants is conducted by means of open competitive examination through which every citizen has the right to compete for positions in the service of his country.

Examinations are held periodically as the staff requirements of the public service dictate. Any Canadian citizen may apply for headquarters positions open at Ottawa, but applicants for local positions must be residents of the locality in which the vacancy occurs. Competitive examinations are announced through the press and through posters displayed on the public notice boards of post offices, offices of the National Employment Service, offices of the Civil Service Commission, public libraries and elsewhere. The examinations may be written, oral, a demonstration of skill, or any combination of these.

The names of persons successful in Civil Service examinations, arranged in order of rank, are recorded on eligible lists. Examination results are formally announced by publication in the *Canada Gazette* and each candidate—successful or unsuccessful—is advised of his standing. As required, appointments are made from the eligible lists, which usually remain valid for one year.

Statutory preference applicable to veterans of World War I and World War II has been extended to persons who have served in the Korean theatre of operations. Since 1918, upwards of 110,000 veterans have been appointed to the public service, of whom approximately 75,000 have been appointed within the past seven years. The 110,000 figure includes 11,000 disabled veterans who were accorded an additional preference in appointment.

In recent years, the Civil Service Commission has decentralized its operations and now has ten district offices and four sub-offices across the country. The Commission is granting an increasing measure of autonomy and responsibility to these offices to permit more efficient service to field agencies. They now conduct certain examinations that qualify for permanent as well as temporary employment.

Staff Training.—In 1947, the Commission set up a Staff Training Division to promote and guide a systematic service-wide training scheme. The training scheme, sponsored by the Commission, is a joint venture undertaken in co-operation with Federal Government departments, most of which have parallel training divisions. The Commission's Training Division is primarily a co-ordinating agent. It promotes and organizes activities, trains departmental instructors in the presentation of courses, prepares and, in some cases, gives courses of general application to all departments, publishes booklets and other training aids, assists departments in developing training to meet specialized needs, and acts as a general clearing-house for the exchange of information on training matters.

Promotion.—It is a prime objective of the Civil Service Act to create a career service. The result is that promotion, like entrance to the Service, is based on merit and a sound promotion system is developing. The present procedure involves the consideration of three factors: seniority or length of service; efficiency of candidates in their present positions; and fitness for the vacant positions. An automatic rating on seniority is given by the Commission and ratings on efficiency and fitness are provided by the department concerned. Appeal machinery, under Commission jurisdiction, has been set up for those employees who feel that their qualifications have not been properly assessed.