

Receiving An Application Outside of the System

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Saskatchewan 

Ideally, all applications should be received online – this allows the candidate to answer prescreening questions associated with the requisition, and ensures the candidate list remains complete. It also ensures the Staffing Competition report lists all applicants to the requisition.

As such, if an application is received outside of Taleo (drop-off, mail, fax, or email) the candidate should be strongly encouraged to apply online. If a candidate does not have internet access at home or is not familiar with computers, they can utilize a computer at a CanSask office or a public library. Alternatively, perhaps a friend or family member with access may be able to assist.

On-Time Application: the application was received while the competition was still posted

If the competition is still posted but the candidate is unable to apply online, then the application should be accepted and entered into Taleo, so that the candidate becomes part of the candidate list. The candidate should also be given the opportunity to answer the prescreening questions over the phone or in person, so that their application is being assessed on the same criteria as the other applications.

Ensure you also obtain the candidate's e-mail address (if they have one) to facilitate future correspondence.

Then send a scanned copy to staffing@gov.sk.ca to request that it be included in the competition.

Note: it is preferable to enter the paper application immediately upon receipt. If the requisition is still posted, the candidate will receive an email (if an email address is provided) with a link to their application so that they can complete it online.

Late Application: the application was received after the closing date of the competition

It is important to be reasonable when deciding to accept a late application or not. Speak with your Human Resource Business Partner if you are unsure.

If you wish to accept the late application, follow the same procedures as described above.

Note: If the candidate did not answer the Prescreening Questions, their answers will be blank, and their application must be screened manually.