



National  
Defence

Défense  
nationale



ASSISTANT DEPUTY MINISTER (HUMAN RESOURCES — CIVILIAN)  
DIRECTORATE STAFFING POLICY AND PROGRAMS (DSPP)

# MILITARY SPOUSE CASUAL INVENTORY GUIDE

SEPTEMBER 2018



Canada

## Table of contents

PURPOSE OF THE GUIDE .....	- 3 -
OVERVIEW .....	- 3 -
ELIGIBILITY .....	- 3 -
CASUAL INVENTORY REFERRALS .....	- 3 -
ROLES AND RESPONSIBILITIES .....	- 4 -
Military Spouse/Common-law partner .....	- 4 -
Hiring Manager.....	- 4 -
Staffing Advisor .....	- 4 -
National Staffing Program (NSP) team .....	- 5 -
PROCESS .....	- 5 -

# PURPOSE OF THE GUIDE

This guide is intended to provide instructions to HR practitioners and the National Staffing Program team and explain the process when hiring managers are seeking to fill vacancies on a temporary casual basis. Through consultation with their Staffing Advisor, hiring managers looking to meet temporary operational needs may give consideration to hiring a casual worker. In such cases, the Military Spouse Casual Inventory is a resourcing option.

## OVERVIEW

With over 61,500 military spouses located across the country and with military families relocating three times more than the average Canadian, ADM (HR-Civ) aims to help reduce the stressors associated with such frequent relocation. One stressor that spouses often face is the acquisition or continuity of meaningful employment when arriving at a new base or wing. This initiative serves to establish the infrastructure to enable new and continued employment of skilled and experienced military spouses both within and outside the federal public service.

As the first phase of this initiative, ADM (HR-Civ) is launching the Military Spouse Casual Inventory to support spouses and common-law partners seeking to maintain their skills and pursue or continue their careers. Covering a broad range of work streams, this new inventory will not only bridge the link between skilled and experienced military spouses and hiring managers, but will also offer flexible and meaningful employment opportunities to spouses who find themselves at new bases and wings across Canada.

As a means to ensure fairness and transparency, the launch of the initiative is communicated across the DND and eligible persons register via a GC Jobs advertisement on the Public Service Resourcing System (PSRS).

## ELIGIBILITY

- The spouse or common-law partner who is normally residing with the CAF serving member at the member's place of duty or who, if living separately, is doing so for military reasons;
- The spouse or common-law partner of a serving CAF member relocating/relocated within Canada and the member is or was entitled to relocation benefits as per the Relocation Directive; and
- The serving CAF member is a member of the Regular Force, or the Reserve Force on Class C service or Class B reserve service of more than 180 consecutive days.

## CANDIDATE REFERRALS

The Military Spouse Casual Inventory is an optional resourcing option available to hiring managers seeking to fill vacancies of a casual nature. When consultation takes place between a hiring manager and their Staffing Advisor, consideration is given to operational requirements and more specifically whether the need is urgent, unforeseen, or for a short period. Where the employment period would not exceed 90 working days in a calendar year, it may be determined that casual employment is the preferred option. In such cases a Staffing Advisor might suggest obtaining referrals from the Military Spouse Casual Inventory when the following skills are being sought.

- Administration Services

- Clerical services
- Language Teacher
- Storesperson
- Food services
- Labourer/Tradeshelper
- Cleaner

## ROLES AND RESPONSIBILITIES

The below roles and responsibilities are based on the process map outlined on the following page.

### Spouse/Common-law partner

- Accesses the Military Spouse Casual Inventory advertisement on [GC Jobs](#)
- Creates a GC Jobs profile
- Applies on-line
- Provides the CAF member Service Number
- Actively responds to interest calls and participates in assessment
- When an employment offer is extended, promptly returns accepted offer and all documentation required for pay purposes
- Ensures GC Jobs profile is maintained up-to-date

### Hiring Manager

- Discusses resourcing options with Staffing Advisor
- Considers use of the inventory when casual is identified as an appropriate staffing option
- Hiring Manager (or Staffing Advisor on behalf of the Hiring Manager) sends candidate referrals request to [NSP](#) team with the following info:
  - Location
  - Language requirement
  - Inventory stream
  - Start Date
- Contacts candidate referrals
- Determines if candidate skillset meets the requirements
- Returns candidate referral feedback
- Completes all related activities to create a [Casual Employment](#) HR Request (e.g. reliability/security)
- Submits the [HR Request](#) to e-Staffing
- Provides candidate with letter of offer prepared by the e-Staffing team
- Promptly returns all candidate information to initiate pay

### Staffing Advisor

- Discusses resourcing options with Hiring Manager
- Considers use of the Military Spouse Casual Inventory when casual is identified as an appropriate staffing option
- Hiring Manager (or Staffing Advisor on behalf of the Hiring Manager) sends candidate referrals request to [NSP](#) with the following info:
  - Location
  - Language requirement

- Inventory stream
  - Start Date
- Supports hiring manager in the assessment of candidates
- Assists the manager in creating the HR Request if required

## **National Staffing Programs (NSP) team**

- Launches GC Jobs poster
- Transfers candidate XML flat file
- Screens applicants for eligibility purposes
- Creates and maintains Military Spouse Casual Inventory
- Promptly provides candidate referrals to Staffing Advisor or Hiring Manager
- Ensures candidate referral feedback is returned to NSP
- Maintains and periodically refreshes inventory
- Provides various reports as required (number of applicants/appts/etc)

# PROCESS

While the Directorate – Staffing Policies and Programs is the owner of the *Military Spouse Casual Inventory* program, the National Staffing Program (NSP) team is responsible for its administration. The below diagram outlines a general overview of the process. For a more in-depth descriptions of activities to which Hiring managers, Staffing Advisors, and military spouse contribute, please refer to the **Roles and Responsibilities** section of this Guide.

## Process map



