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| **Job Qualifications Grid** |
| **Applicant Instructions:** 1. In addition to submitting your cover letter and resume, you must submit a completed job qualifications grid by email to **Recruitment@opcc.bc.ca**. You must include the *completed* job qualifications grid along with your emailed application package by the deadline stated in the posting in order to be considered in this competition.
2. Clearly show how you demonstrate the essential and desirable qualifications (i.e. Education, Experience) for the initial screening through your resume and job qualifications grid. It is NOT sufficient to only state that the qualifications are met, state ‘refer to resume’ or to provide a listing of current or past responsibilities. You must clearly demonstrate **HOW, WHEN,** and **WHERE** the qualification was met through **substantiation by examples**. Information on your described skills, experience, etc. provided in a job qualifications grid should be supported by your resume. **Failure to provide the above information in the format required may result in your application being rejected from the process.**
3. The job qualifications grid is not intended to be a duplication of your resume. **See the example below showing the level of detail required of your responses:**

**EXAMPLE of how to complete the response:**

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| ***Where the required qualification is this:*****Minimum 1-year relevant experience providing administrative support services.**  | ***An acceptable response to demonstrate that qualification may look like this:*****Start date: January 6, 2015****End date: February 20, 2016****Organization: (Ministry/Company name)****Type of administrative activities: While working at (company name) as (job title) I provided administrative support services to (title of position(s) supported). These services consisted of (services). The majority of my time was spent on (activity A) (X%), (activity B) (X%), and (activity C) (X%). I primarily supported (title of position A) and provided relief coverage for the (title of position B) approximately (X%) of my time.** |

**Please limit this grid to a maximum of 2 pages. If your Job Qualifications Grid exceeds 2 pages, your application will not be considered. You may remove these instructions (and above) if you require more room to demonstrate your qualifications.** |
| **Applicant Name:**  |
| **Phone #**  | **Email:**  |
| **Requisition number: 82106** |
| **Position Title: Executive Coordinator (temporary)** |
| **Are you a current employee of the BC Public Service?** |
| **Where did you hear about this opportunity?** |
| **Job Requirements**  | **Applicant Information** |
| **Required Qualifications**  | **Clearly demonstrate HOW, WHEN, WHERE the qualification was met through substantiation by examples.**  |
| Completion of relevant post-secondary training or equivalent |  |
| Minimum 1 year experience: * + Experience in a senior administrative role.
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| Minimum 1 year experience: * + Experience dealing with highly confidential and sensitive issues.
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| Minimum 1 year experience: * + Excellent organizational skills to manage diverse workloads effectively and independently
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| **Preferred Qualifications**  | **Clearly demonstrate HOW, WHEN, WHERE the qualification was met through substantiation by examples.** |
| Preference may be given to candidates with more than one year of experience.  |  |
| ☐I certify that all information submitted is true, complete and correct. I understand that any information provided by me in my application, any assessment documents or processes and/or an interview that is found to be false or misrepresented in any respect, may eliminate me from further consideration for employment or may result in my dismissal.Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |