

Employment with the NCC: How we decide

It's a hard choice! We typically receive 80 to 100 applications for any new job posting. In the initial step, the supervisor for the new position sorts the resumes and cover letters into 3 to 5 separate piles based on how each candidate's experience matches the requirements of the job and if the candidate has any additional qualifications such as experience of the migration process; second language; and connection with the NCC as a client or volunteer. More than half of the top ranked applicants are usually New Canadians Centre clients or volunteers. After this initial step, at least 3 separate people look through the resumes and choose their top 5 candidates, ranked from #1 to #5. Many times, this ranking is done by NCC board members who may not know any of the candidates except through their cover letter and resume. Candidates are given points for each ranking they receive on each list (5 points for each first choice, 4 points for each second choice, etc.). The total scores are then added up, and the 3 candidates with the highest scores receive interviews. 5 or 6 candidates may be interviewed if many people have high scores.

Lastly, the interview is conducted by 3 people (usually, the Executive Director, the direct supervisor for the position, and a board member). Each candidate is asked the same set of questions. The questions relate specifically to the most important skills required for each job. Interviewers award points for each question based on candidates' answers. Total scores are calculated at the end of the interview, and the candidate with the highest score is awarded the position. Many times, clients and volunteers of the New Canadians Centre are chosen as the successful candidates. These decisions are often difficult, as we have many qualified clients and community members applying for positions, and we thank all those who show their enthusiasm for and belief in the New Canadians Centre by applying.