

PERSONNEL SELECTION



WHAT THEY DO • Personnel Selection (PSEL) Officers enable the Canadian Forces (CF) to effectively assess, acquire, integrate, and maintain personnel for operational and support roles. The PSEL Officer applies professional behavioural science knowledge and procedures to assess the factors that affect working relationships.

To enable the CF to meet its training and personnel requirements, PSEL Officers:

- > Provide professional advice to military commanders, particularly in the areas of recruiting, selection, performance appraisal and other human resource issues
- > Conduct applied and advanced behavioural research
- > Conduct occupational analyses
- > Teach military leadership, management and behavioural science courses
- > Conduct and train others on interviewing techniques, personnel assessments and counselling techniques
- > Manage and administer military personnel programs that transition members from military to civilian life
- > Write selection policy, design selection instruments, and develop selection assessment processes
- > Participate in assessment centres
- > Advise leaders on organizational, leadership and climate issues
- > Engage in strategic human resource concept design, planning and coordination

TRAINING

Basic Officer Training

The first stage of training for a successful applicant is the Initial Assessment Period and Basic Officer Training Period (BOTP) at the Canadian Forces Leadership and

Recruit School in Saint-Jean-sur-Richelieu, Quebec. Topics covered include general military knowledge, the principles of leadership, regulations and customs of the CF, basic weapons handling, and first aid. A rigorous physical fitness program is also a vital part of basic training. Opportunities will also be provided to apply such newly acquired military skills in training exercises involving force protection, field training, navigation and leadership. BOTP is provided in English or French and successful completion is a prerequisite for further training.

Second language training is available following the BOTP course; depending on the second language proficiency of the candidate, it may take from two to nine months.

Professional Training

PSEL Officers are trained in the effective use of interviews, testing principles and methods, and the evaluation and counselling of individuals concerning military service, military occupational training and employment, special training and employment, career decisions and academic upgrading. They also learn how to provide career counselling and other services for military members transitioning to the civilian workforce.

The PSEL Basic Qualification is awarded upon completion of two components. The first part is a six-week Basic Qualification Course (BQC) at Canadian Forces Training Development Centre in Borden, Ontario. During this course, the new PSEL Officer is taught the theory and



fundamentals of the occupation and is prepared to work as a PSEL Officer at a base. Upon completion of this portion of training, PSEL Officers are posted to a base to complete the second part of professional training, which consists of several months of on-the-job training, where they solidify the theory, knowledge and skills taught on the BQC. Upon successful completion of both parts, they are awarded the PSEL qualification.

SPECIALTY TRAINING

As PSEL Officers progress in their career, they will be provided with additional training to prepare them to take on positions of greater responsibility and higher rank. They will have the opportunity to continue their professional training and officer education as they progress in experience.

Advanced Training Courses

- Advanced Personnel Selection

Specialty Training Courses

- Unit Personnel Selection
- Organizational Consulting

Career Development

PSEL Officers initially work at the base level conducting interviews, psychological testing, and compiling other sources of information to assess the suitability of individuals for commissioning programs and to recommend subsequent assignment to an appropriate military occupation for training. They also assess and recommend the

suitability of military personnel for special training or employment. PSEL Officers assist CF members with their professional development, accreditation and career transition. They also advise commanders and CF leaders on various organizational issues ranging from organizational climate to leadership.

After several years of employment at a base and at a recruitment centre, a PSEL Officer may compete to undergo post-graduate training in Industrial and Organizational Psychology, Social Psychology, Industrial Relations or Sociology. After successful completion of a Master's degree, a PSEL Officer will traditionally be employed at National Defence Headquarters conducting organizational research, at Royal Military College teaching psychology, or at numerous other positions where post-graduate training is essential.

WORKING ENVIRONMENT

The nature of the PSEL Officer's duties requires an appropriate balance between the requirements of the CF and the personal needs of service members. PSEL Officers are employed in a diversity of settings that can vary from an office environment in a headquarters or base, to operational tours.

RELATED CIVILIAN OCCUPATIONS

- > Psychologist – Social and Industrial and Organizational
- > Personnel Officer
- > Human Resources Counsellor