

## **Recruitment - Frequently Asked Questions**

### **Does the District of Parry Sound Social Services Administration Board (DSSAB) accept general resumes?**

Yes, we accept general resumes. Resumes received without reference to an active job posting will be maintained on file for a reasonable period of time. Please watch the local newspaper(s) and/or the DSSAB's website, [www.psdssab.org](http://www.psdssab.org) for advertised employment opportunities with our Agency.

### **What should I do before submitting my cover letter and resume?**

Please ensure that you have followed all of the application instructions (referencing job ID number and completion of all required documentation) prior to submitting your resume.

### **Where do I drop off my cover letter & resume?**

Follow the information at the bottom of the job posting to ensure your cover letter and resume is received by the Human Resources Department, 1 Beechwood Drive, 2<sup>nd</sup> Floor, Parry Sound, ON P2A 1J2 or email to [jobs@psdssab.org](mailto:jobs@psdssab.org)

### **What is the acceptable format for emailing my cover letter and resume?**

Your cover letter and resume should be emailed (in one document) as an attachment in Word (.doc or .docx) or Adobe (.pdf) format. Sending your resume in another format may result in unexpected formatting, compatibility or filter related issues.

### **I emailed my resume for an advertised position, how do I know it was received?**

You will receive an auto-response email. Applications received prior to the deadline will be included for consideration for the advertised vacancy.

### **I missed the posting period deadline. Can I still apply?**

In order to be considered, your submission must be received by the Human Resources Department before the closing date/time indicated on the job posting.

### **I applied for an advertised position, when will I hear from someone?**

We thank you for your interest in employment opportunities with the DSSAB. Due to high volume of resumes received, acknowledgment will only be forwarded to applicants who are invited for an interview.

### **What if I require an accommodation?**

The DSSAB will provide accommodation as required throughout the recruitment process. If you require accommodation please advise the Human Resources Department in advance of testing or interview.

### **What is considered an accredited educational institute?**

An accredited educational institute is a government regulated school. For more information, including a list of current accredited educational institutes, visit the [Government of Canada website](http://www.gov.gc.ca). Education obtained through a Private Career College may not be considered equivalent.