

# THE CIVILIAN

VOL. VIII.

OCTOBER 15, 1915.

No. 13

## Address on the Civil Service Act of Canada

Address on "The Operation of the Canadian Civil Service Act," delivered by Mr. William Foran, Secretary of the Civil Service Commission of Canada, at the Convention of the National Assembly of Civil Service Commissions, held at Los Angeles, Cal., June 16, 1915.

*(Concluded.)*

The papers for our examinations are prepared by professors and teachers in our universities and high schools. They are forwarded direct to the commissioners in a specially designed envelope, and the printing of the necessary number of copies is done in the office of the commission by an experienced printer who is a member of the staff, and who was specially selected for that position. We have thought it necessary, in connection with our third division examinations, to have the co-operation of our high schools. It is desirable in the interests of the public service that the young men attending the high schools should know that there are other professions besides the legal or the medical or the engineering professions open to him. It should be emphasized that there is still another profession which is open to the young man who cannot get the advantages of a university education—the civil service profession—and if you have the teachers in your high schools directly associated with the work, then they are in a position to give a proper explanation of the system to their pupils, and we have found that it works out admirably in connection with our Civil Service. In connection with our Second Division examination the papers are prepared by university professors. We have a representative in the leading universities of the country; that is to say, we have an examiner for the Civil Service in Canada in these different institutions. He sets the questions and he values the answers. He knows what the conditions are, and he is in a position to afford reliable information to his students as to how appointments are obtained in the public service of the Dominion. Just as the young man from the high school seeks admission to the Public Service through the medium of the Third Division examination, the university student or graduate who does not intend to qualify for one of the liberal professions becomes our candidate for the Second Division. As I have already stated, these examinations are held twice a year. The positions are guaranteed. In nine cases out of ten we assign the successful competitors in order of merit, but if a department head informs the commission that he wants a man possessed of some special qualifications, we have authority under the law to go down the list and select the man who possesses these particular qualifications.

We do not necessarily require experience in these divisions; we want the raw material. All we require is that each man must have a good, sound, general education.