

well as a list of the courses (with complete titles) that you are taking this academic year.

Your complete application with the annex must be submitted to your campus placement office, a Public Service Commission office, or a Canadian diplomatic mission by the specified date (usually two weeks before the scheduled examination). When submitting your application, please detach the tear-off part of the annex and bring it to the examination session along with a piece of personal identification bearing your photograph. Late or incomplete applications will not be considered.

Travel costs to the exam or any interview which you are granted are your responsibility. If you have a disability and require technical aids, assistance or alternative arrangements to write the Foreign Service Examination, notify the nearest office of the Public Service Commission. Every effort will be made to accommodate you. Individuals who are unable to write the examination on the specified date due to religious or health reasons should also contact the Public Service Commission (blue pages in the phone book — Government of Canada). All candidates will be informed by the Public Service Commission of their test results in writing. The exam may be rewritten in another year without penalty. There is no averaging of previous test score results.

Step Two — The Screening Process

The Public Service Commission will forward to External Affairs and

International Trade Canada the names and other particulars of those candidates who achieve overall high scores on the examination. It becomes this department's responsibility to screen and select applicants for each of the Foreign Service streams.

Based on examination results and information provided on completed applications, selected candidates will be notified by letter if they are scheduled for an interview. You may also be sent a Personal History and Finger Print Form to complete before the interview. Proficiency in the Foreign Service Examination alone does not guarantee that you will be called for an interview, nor will the lack of an international affairs background bar you from doing well.

The interview team is responsible for conducting a personal assessment of each candidate. These teams are normally composed of a Foreign Service Officer from each of the three streams — Political/Economic, Social Affairs and Trade Commissioner Service — and a personnel specialist. During the screening phase several teams travel throughout Canada and to selected Canadian diplomatic missions abroad to interview candidates locally.

The assessment is composed of two parts. In the morning you will have a 45-60 minute personal interview with the four-person interview team. In the afternoon you and several other candidates will participate in a three-hour group simulation exercise administered by the interviewers. Interview teams base their questions,