



RCSU Central – Staffing Section
Standard Operating Procedures (SOPs)
Cdts applying for Staff posns at CSTCs
eff 1 Nov 2013



Due to administrative/financial issues that have arisen over the past few years, with the introduction of Fortress - with POAs, unverified documentation, lack of current contact info etc, for Cadets applying for Staff Cadet Posns at CSTCs, it is important that Corps/Sqns adhere to the guidelines below:

◆ Cadet Legal Names – in Fortress v2

- Data in Fortress V2 **must accurately** reflect the Cadet's **legal name** as per support documentation – Birth Certificate, SIN card, Official Legal Name Change document. Cadets can and will only be hired at CSTCs under their legal names as specified on supporting documentation.

Note: Cadet must have a SIN card and a bank account to work and be paid as a Staff Cadet – advise that Cadet applies for SIN card and bank account when they apply for Staff posn and not wait until last minute – could result in Cadet not being paid 'on time' or hired if there is a 'last minute backfill' at a CSTC.

◆ Cadet Contact information in Fortress v2

- must be kept up to date, for both the Cadet and the Parent/Guardian, including Address, Phone Number and most importantly email address.

Note: RCSU Staffing Personnel will be using email as the **primary method of contact to communicate with Cadets re: Staff Cadet posns at CSTCs.**

Note: If Cadet's contact info changes, it is their responsibility to inform the appropriate person at the Corps/Sqn so that Fortress V2 data can be updated – especially email address.

Note: If Cadet is out of the country, for any reason, it is imperative that Staffing personnel are able to contact the Cadet's parent/guardian for Staffing related issues.

◆ Submission of Participation Applications in Fortress v2

- Within Fortress v2, there is not, currently, a 'prioritization protocol' for Participation Application (PA) submissions – all submissions can be deemed Priority 1 (unless the priority is manually changed by the person inputting the data into Fortress), which can cause an administrative burden on the Staffing Section, CSTC personnel when administering the selection process.

Note: RCSU HQ has addressed this issue with the Fortress V2 Team and is hoping for a resolution to this problem within the system (not having the default of '1' for all entries); **however**, until this happens, **RCSU Staffing personnel has created a "Verification of Data" form** (see attached) that **each Cadet, who is applying for a Staff posn at more than one CSTC (1 form per Cadet), must complete** and forward to the RCSU Staffing Section (see form for details).

Note: To assist the RCSU Staffing and CSTC personnel in administering the PAs for Cadet Staff posns, it is requested that when Corps/Sqn personnel, are inputting PAs into Fortress v2, for Cadets who are 'applying' for Staff posns at more than one CSTC, the selections (PA's) are sequentially prioritized and not left at the default – Priority 1.

◆ Corps/Sqn Contact information

- To assist Staffing Personnel, it would be very helpful for the POC info be kept up-to-date in Fortress v2 especially an email address. Each Corps/Sqn should have a valid and working email address in Cadet Net that is monitored on a continual basis. Staffing Section uses Cadet Net to contact Corps/Sqn personnel when, communicating with Cadets, no other means produces results.

◆ Withdrawl/Cancellation of Cadet Staff PA or Accepted SC Offer of Employment

- If a Cadet decides that they no longer want to be, or are no longer able to be employed, as a Staff Cadet, the PA must be cancelled in Fortress v2; this will alleviate any confusion as to Cadet's availability.
- If a Cadet has **accepted an offered Staff posn**, and then has **to decline**, it is the **responsibility of the Cadet to inform the Staffing Personnel**, either directly or thru their Corps/Sqn, **of the change** as opposed to the Cadet 'just not showing up' on the designated date – this is not fair to other Cadets, who are waiting for a job offer, nor to the CSTCs.

◆ 'Go Green' - Cost Saving Measures

- To do 'Our Part' both for the environment and cost saving measures, RCSU **Staffing personnel** will be using **email as the primary mode of communication** for all formerly 'paper-based documentation' ie Pre-Acknowledgment Letters, requests for Documentation, Offers of Employment etc. FAX is an alternative method, with 'snail' mail only being used if absolutely necessary... it is imperative that the Staffing Section has access to a valid email address for all Cadets, CIC Officers, COATS personnel, Civilian Instructors (CIs) etc

The assistance of the Corps/Sqns to implement the procedures, outlined above, is greatly appreciated by the RCSU Central – Staffing Section – WO HE Schwartzentruber ~ RCSU Org, Establishment & Staffing NCO