

Building Your Candidate Profile and Tips for a Successful Application



How to create your candidate profile



Create your candidate profile through canada.ca/work-at-cra.



Use **Option 1** or **Option 2** to register. The candidate profile login is not the same as the CRA MyAccount login.

Complete your profile: Add your personal information, address, telephone number, email address, education and work experience. Remember to release your profile!

Education

- Check the policy on the minimum education standards to include the required education factor.
- If you have foreign education credentials they must be assessed against Canadian standards by a credited assessment service. See cicic.ca for more information.

Do you have a work permit or are you a student?

- Make sure your work permit is valid for the type of and the duration of the appointment.
- If you are a student with a work permit, put the end date of your student permit in the section that requests information on your work permit.

Tips and tricks for applying to a job notice

- Read the questions carefully and clearly describe how you meet the criteria with concrete examples.
- Set up a job alert through your candidate profile.
- Self-identify on the Employment Equity questionnaire.
- Have a trusted friend, colleague or mentor review your application.

Your Dashboard contains the sections that help you through the job process

- **Applications:** See a list of your applications, the requisition numbers, and the various statuses your applications are currently in. This section also contains all the messages sent to you throughout the process.
- **Documents:** Add a resume or cover letter.
- **Messages:** See any communications sent to you throughout the staffing process.
- **Results:** See your results from any CRA standardized tests and second language evaluation results from the Public Service Commission.

The CRA is one of Canada's Top 100 Employers!

