User guide

For hiring managers and HR advisors running a staffing process in Attest.

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About Attest

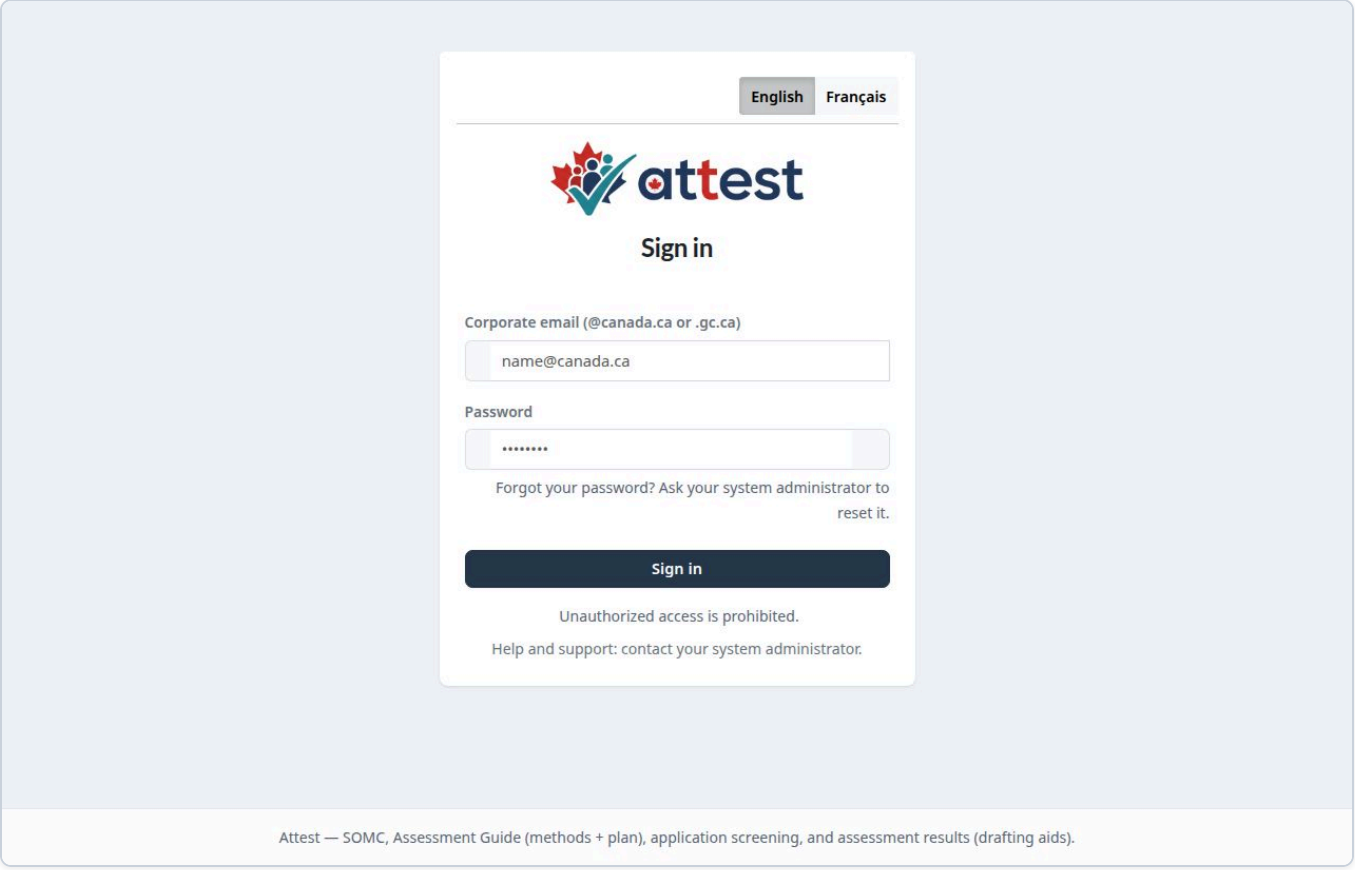
Attest supports one staffing process at a time, from the Statement of Merit Criteria (SOMC) to the final Assessment Summary Report. Everything for a process lives in one **staffing file**.

- **File number** — six digits (for example 000101), assigned by Attest when you create the file. It appears in the workspace and on exports.
- **Process number** — the official competition number (for example 26-DEMO-IA-000101), entered in Process details. Once set, it is shown in the header instead of the file number.

A typical process moves through four stages: **Design** (SOMC and Assessment Guide), **HR sign-off**, **Run process** (screening and assessments) and **Report**.

> **Note:** Attest is an assessment aid. Keep the records your department designates (for example accommodation files and official correspondence) in the systems it requires.

Signing in

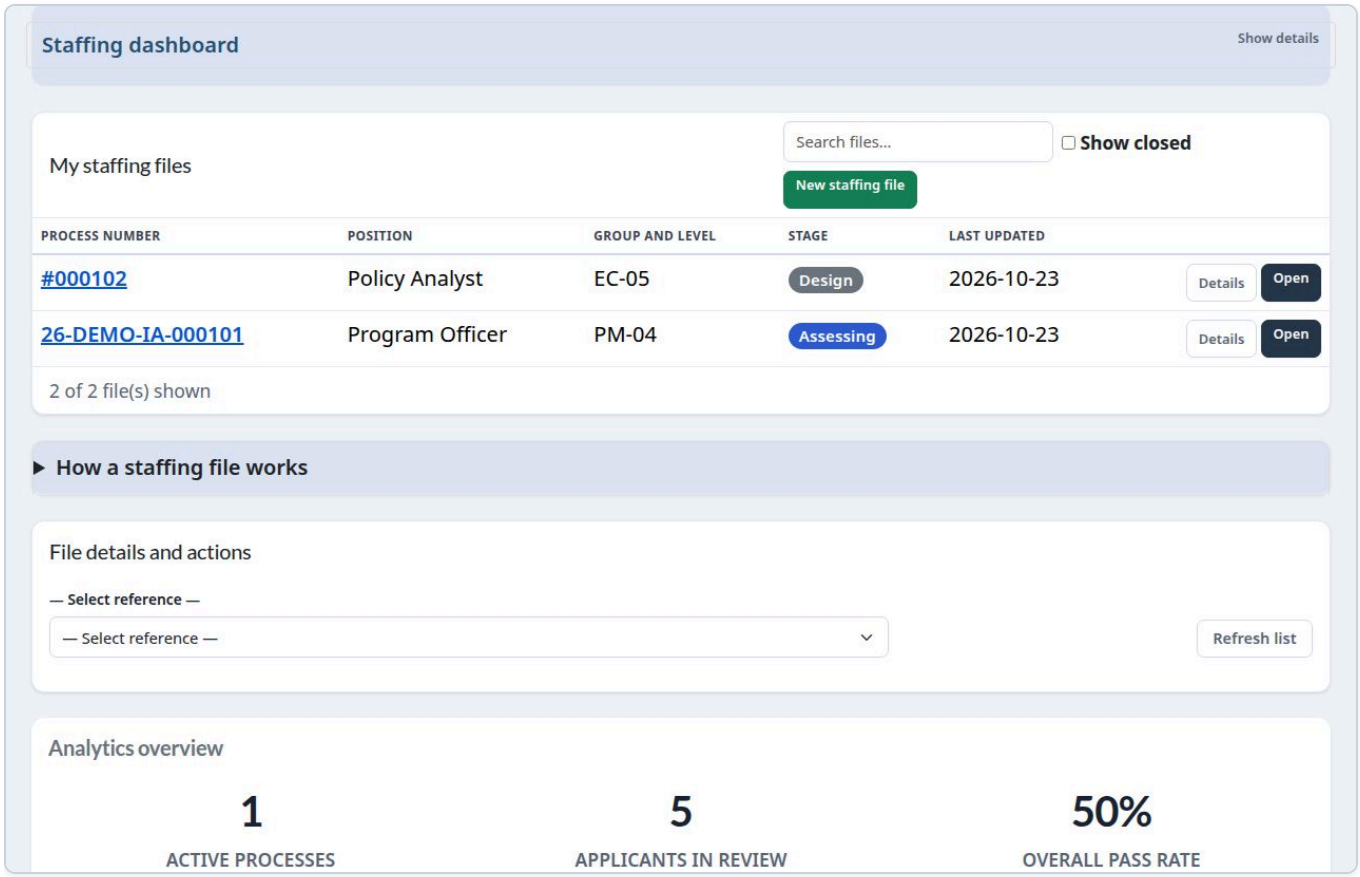


Attest — SOMC, Assessment Guide (methods + plan), application screening, and assessment results (drafting aids).

- If your department uses single sign-on, choose **Sign in with your organization account** and use your usual work credentials (and multi-factor authentication, if required).
- Otherwise, sign in with your Government of Canada email and password. The first time, you will be asked to replace the temporary password an administrator gave you.
- Use **English / Français** at the top right, before or after signing in. Your choice applies to every page.
- For security, you are signed out after 30 minutes without activity (your department may set a different limit). A warning appears two minutes before; choose **Stay signed in** to continue. Sessions also end after 8 hours.

Your dashboard

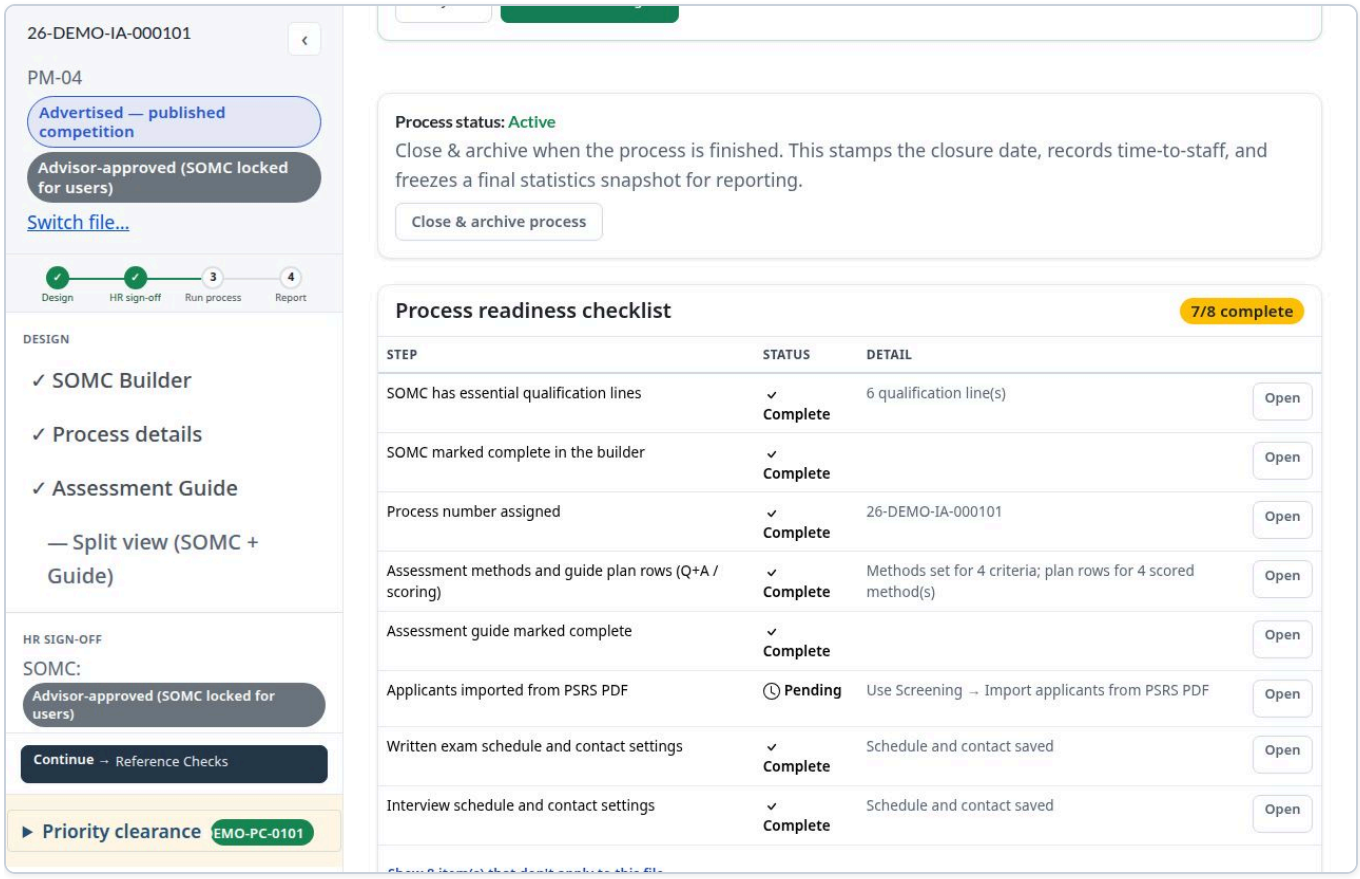
After signing in you see **My staffing files**: the files you own and the files colleagues have shared with you. HR advisors and administrators see every file.

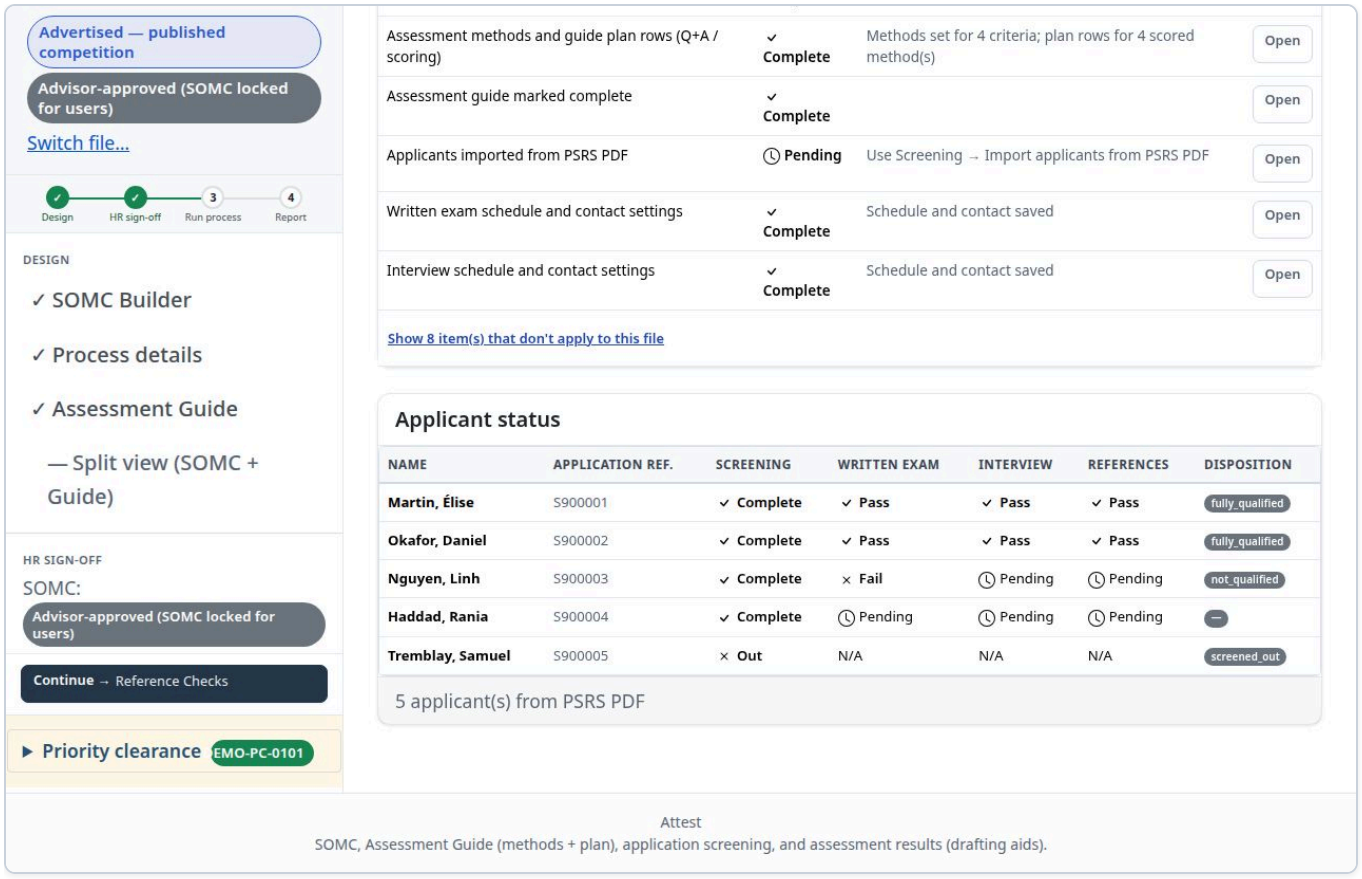


- Select a file to see its details and actions: open it, share it, make a copy (criteria and guide without applicants) or delete it.
- **Create new staffing file** starts a new process in the SOMC Builder.

- A file that has applicants cannot be deleted: it is a staffing record. Close it instead (see Closing a file).

When a file is open, the dashboard shows its status, the **process readiness checklist** and an applicant status table that follows each candidate through every assessment.





The workspace

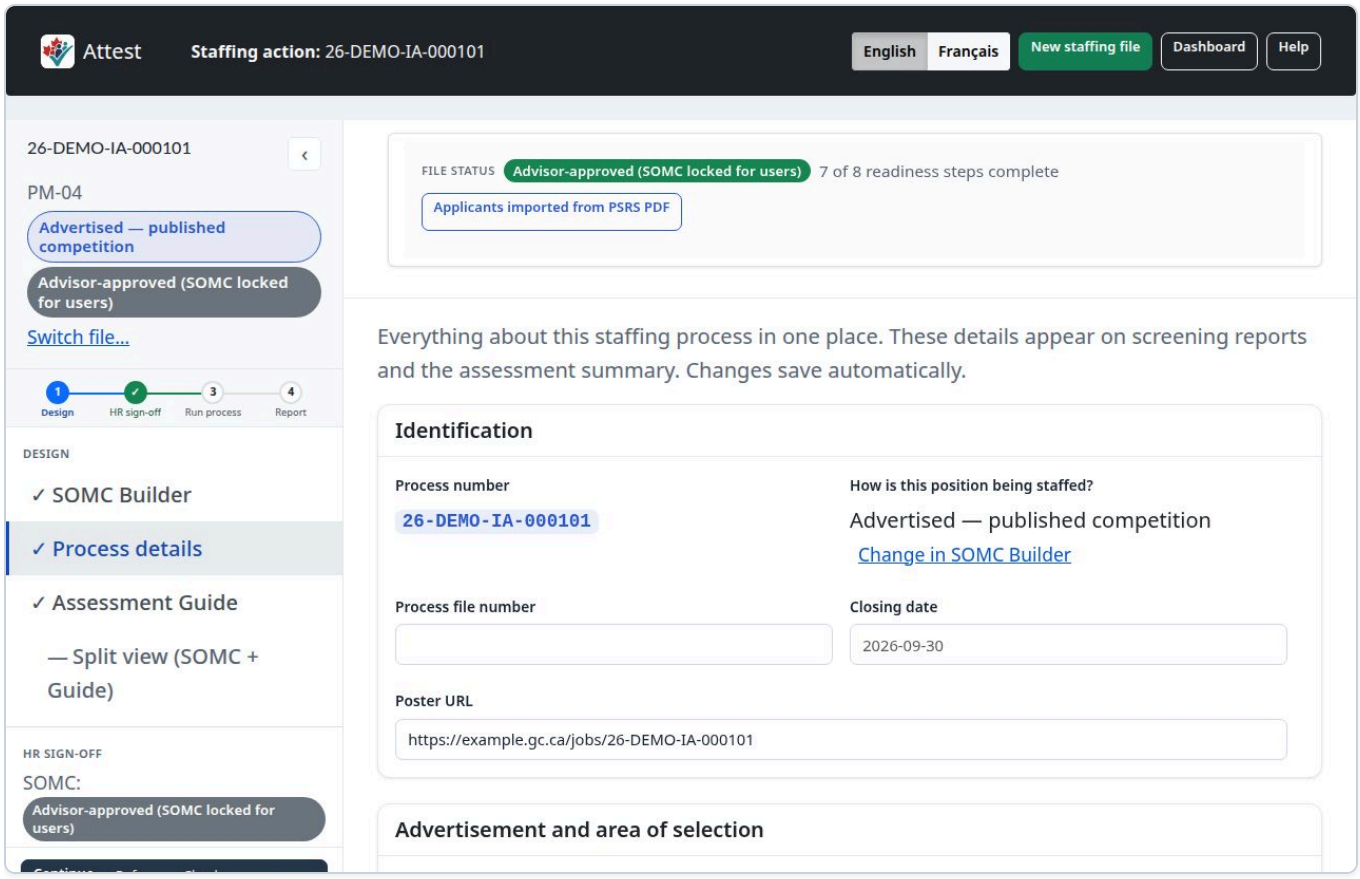
Every module of an open file is listed in the left-hand menu, grouped by stage. The progress bar at the top of the menu shows where the file stands.

- **Design**: SOMC Builder, Process details, Assessment Guide, and a split view showing the SOMC and Guide side by side.
- **HR sign-off**: the approval status of the SOMC and of the Guide.
- **Run process**: Screening, Written exam, Interview, Reference checks, Other assessments (when the Guide uses a practical test or standardized testing), the staffing dashboard and the Correspondence log.
- **Report**: the Assessment Summary Report.

Modules that are not available yet show why (for example, “waiting for HR approval”). **Continue** at the bottom of the menu takes you to the next step. For advertised processes, record the **priority clearance number** in the menu before screening.

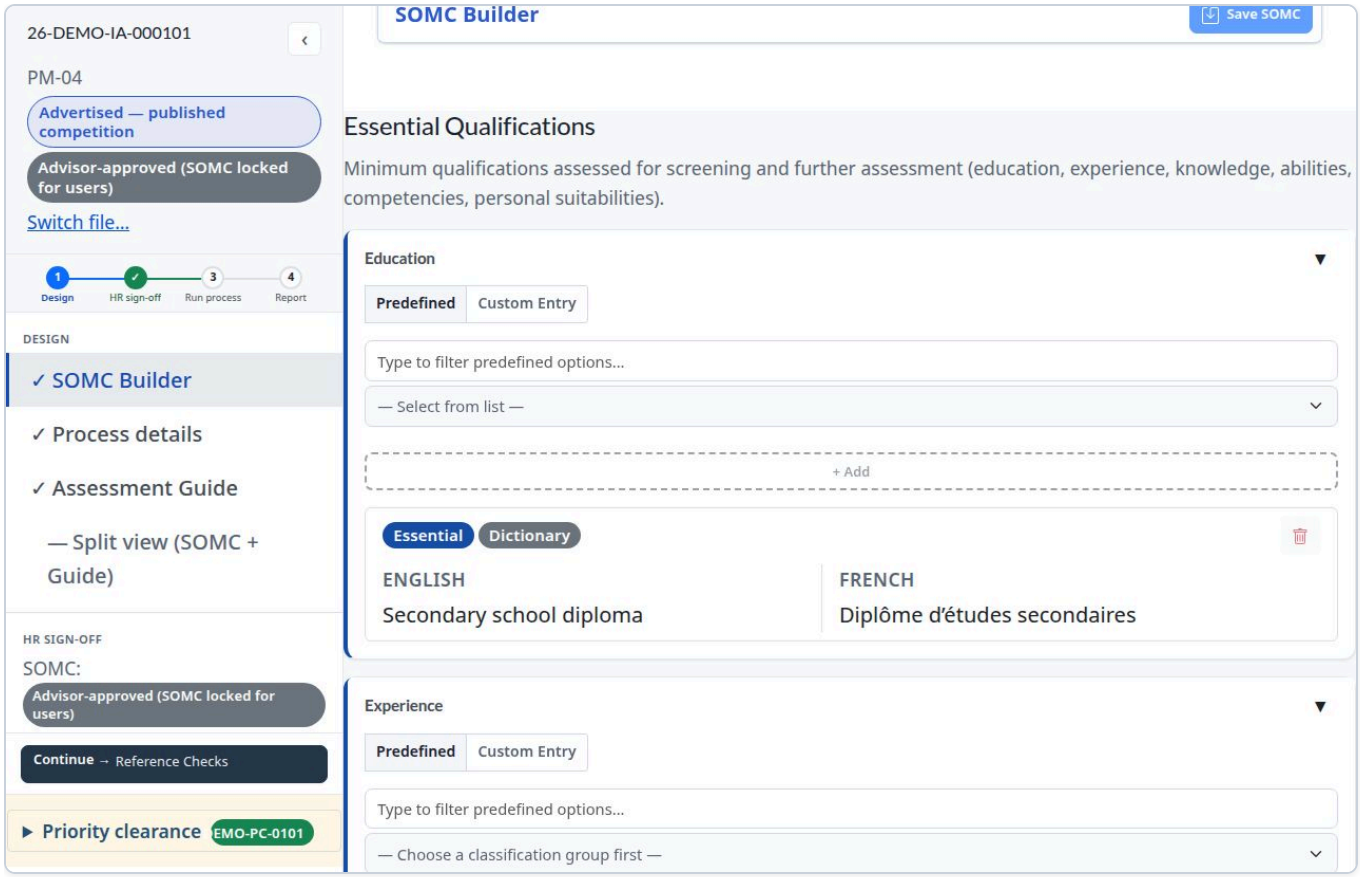
Process details

Enter the information about the process once, here: process number, process type (advertised or non-advertised, with the rationale for non-advertised), closing date, area of selection, poster link, board chair, HR advisor and sub-delegated manager. Other modules, letters and the Assessment Summary Report reuse it.



Statement of Merit Criteria

The SOMC Builder is where you define what “qualified” means for the position. Criteria are written and approved before anyone is assessed against them.

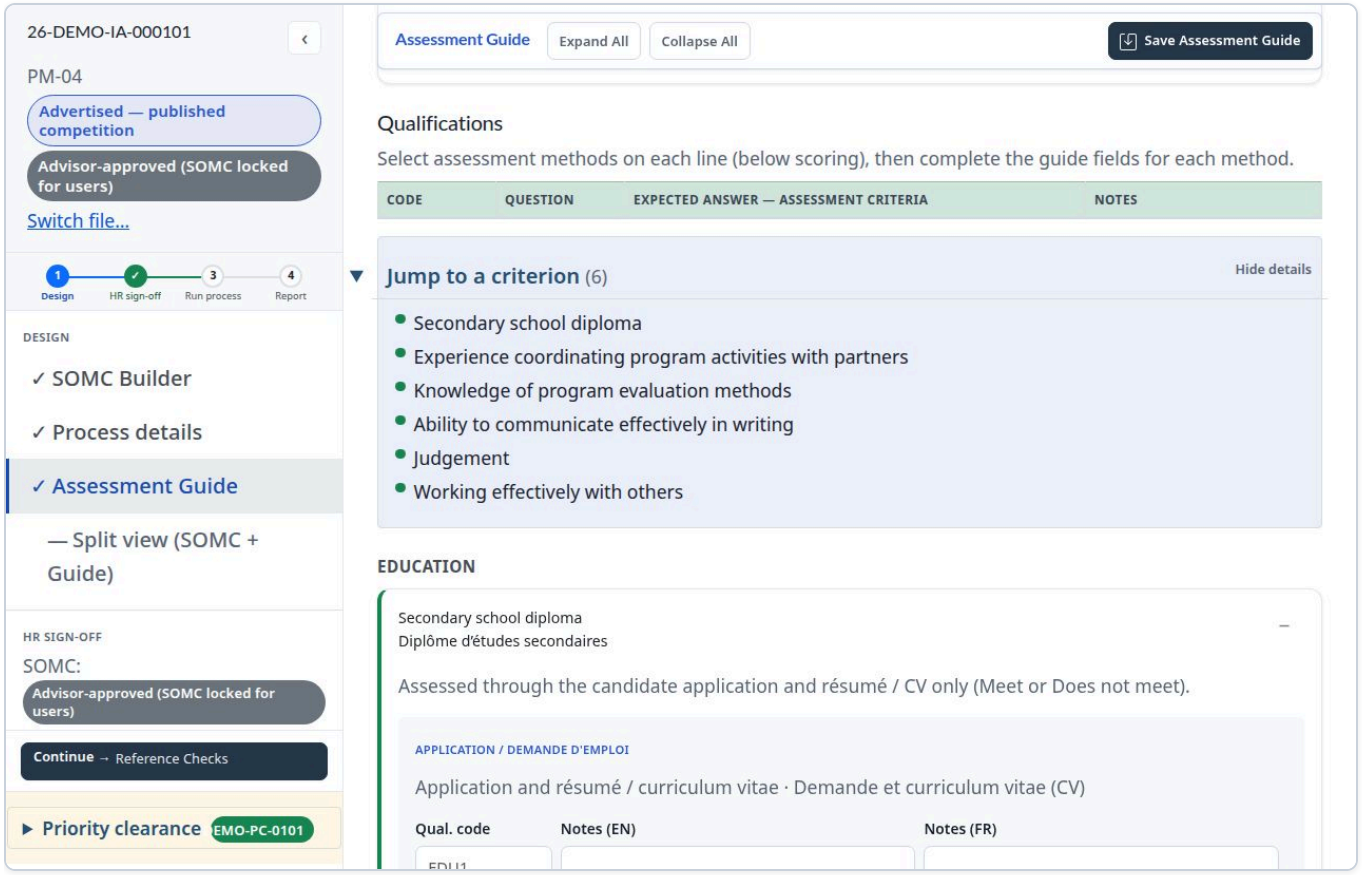


1. Choose the occupational group and level. This filters the predefined criteria offered to you.
2. Add criteria under each heading: essential qualifications, asset qualifications, official language requirements, conditions of employment and operational requirements. Pick predefined wording where possible.
3. If you write your own wording, it goes to an administrator for approval and is marked as pending until then.
4. For a process with several streams, choose which stream each criterion applies to; use **Edit** to change it later. A criterion with no stream setting applies to every stream.
5. Your work is saved automatically. When the SOMC is ready, mark it complete and submit it for HR review.

> **Protected criteria:** Once applicants have been assessed against a criterion (screening decision, score, exam answer or reference response), that criterion can no longer be removed. Attest shows which criteria are protected. This keeps the assessment record complete.

Assessment Guide

The Assessment Guide sets out how each criterion will be assessed: the method (application, written test, interview, reference check, practical test or standardized testing), the questions, the expected answers and the scoring.



- For each criterion, select the assessment methods, then complete the question, expected answer and pass mark for each method.
- Suggested questions come from your department's Q+A catalogue. Questions an administrator has not yet reviewed are hidden, or shown marked *[Draft – not validated]* if your department allows it. Read drafts carefully before using them.
- You can propose your own question and answer for the catalogue; an administrator reviews it.
- Complete the barrier and bias attestation, mark the Guide complete and submit it for HR review. Export to Word if the board wants to review it by email.

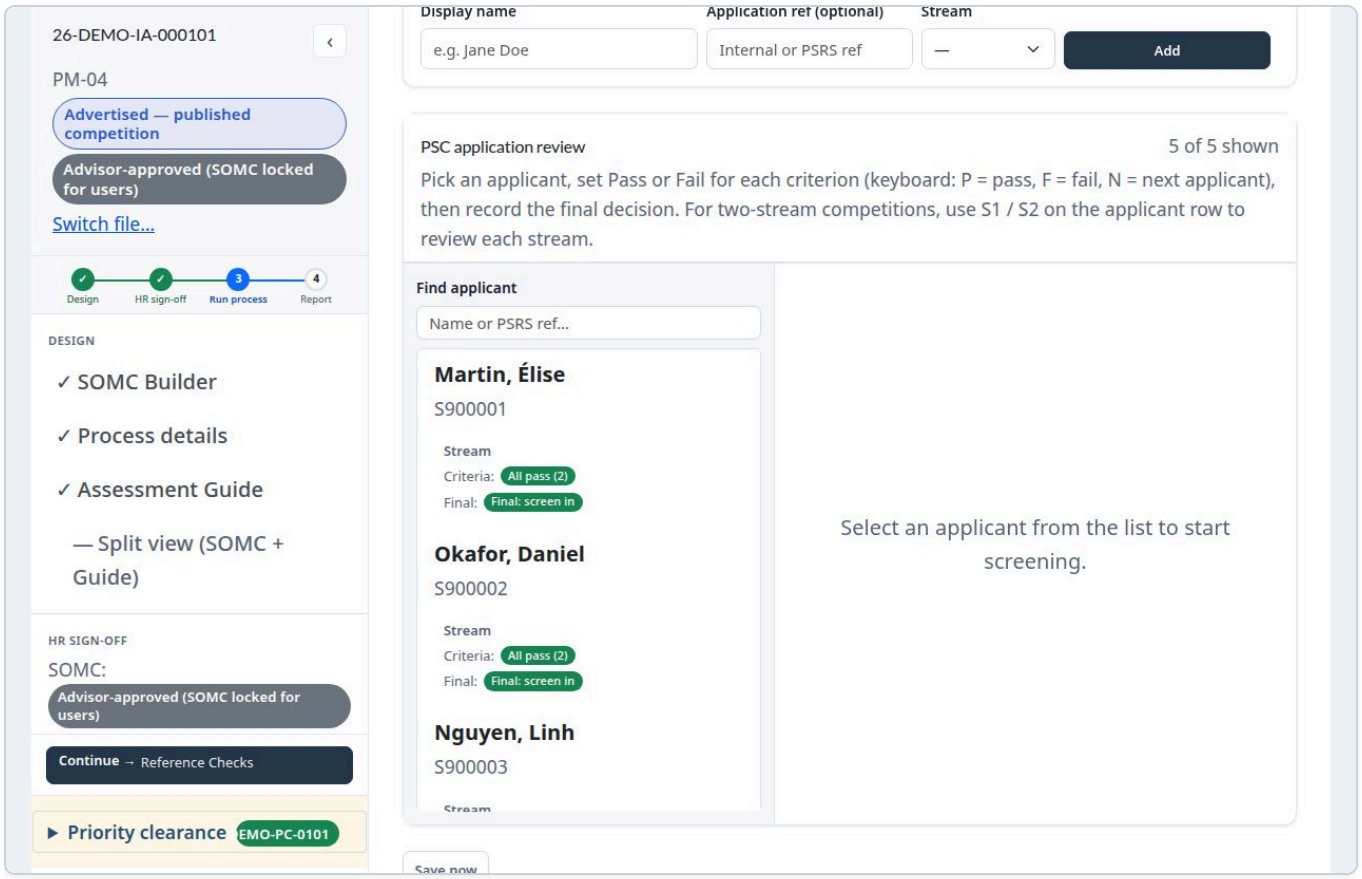
HR sign-off

An HR advisor reviews the SOMC and the Assessment Guide. Screening, the written exam and the interview open only when **both** are approved. That is expected, not an error.

- An approved SOMC is locked. To change it, ask HR to return it to you for changes.
- If HR requests changes, their comment appears on the file; make the changes and submit again.

Screening

Screening checks each application against the essential qualifications.



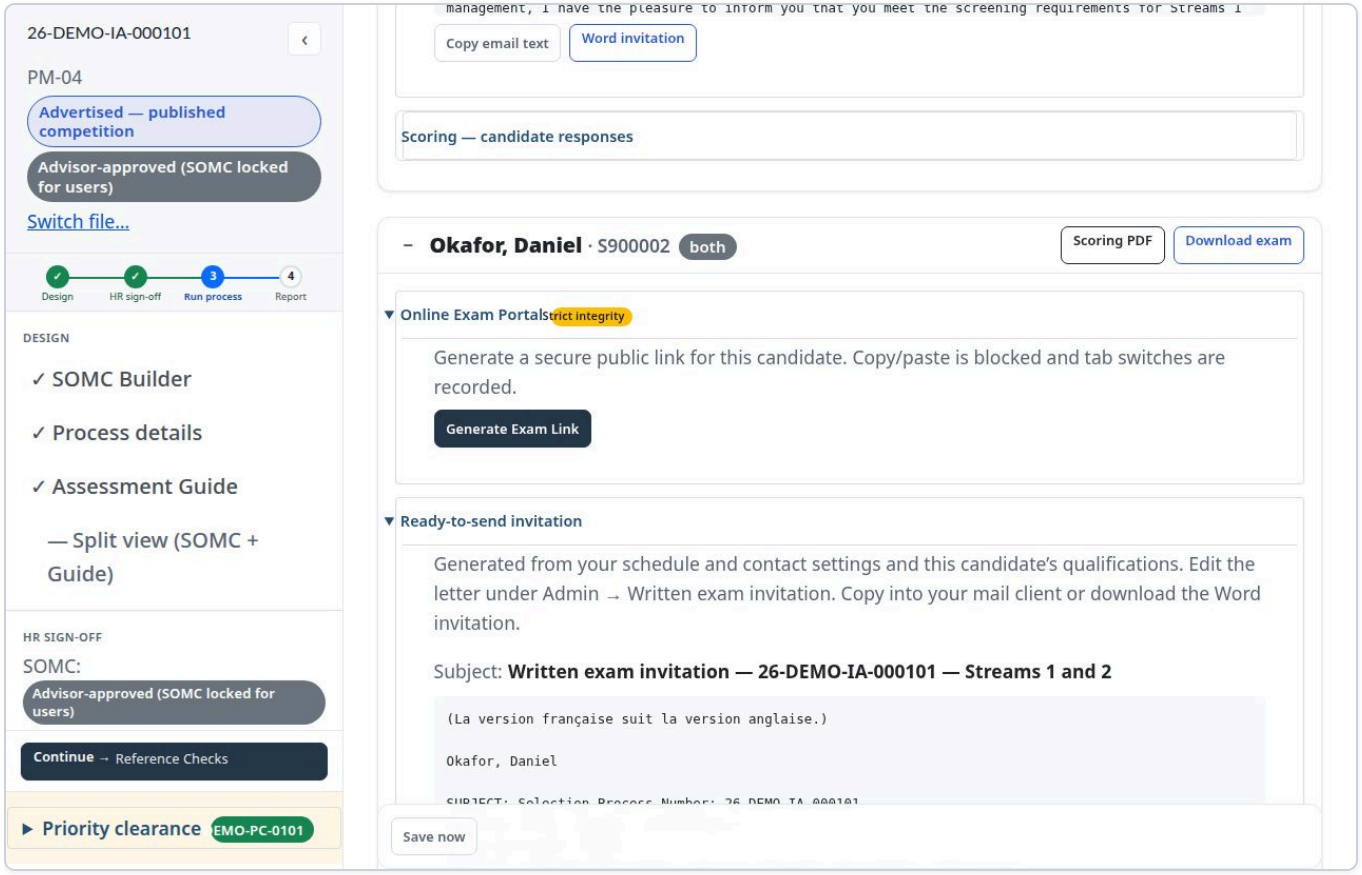
1. Import the bulk application PDF exported from the Public Service Resourcing System, or add applicants one at a time. Applicants already in the file are skipped.
2. Select an applicant. Their answers appear next to each criterion. Set **Pass** or **Fail** for each criterion (keyboard: P = pass, F = fail, N = next applicant) and add a note when you screen someone out.

3. Record the final decision (screened in or out). For a two-stream process, review each stream separately (S1 / S2).

Decisions are saved automatically. Use **Export CSV** to keep a copy of decisions outside Attest if your department requires one.

Written exam

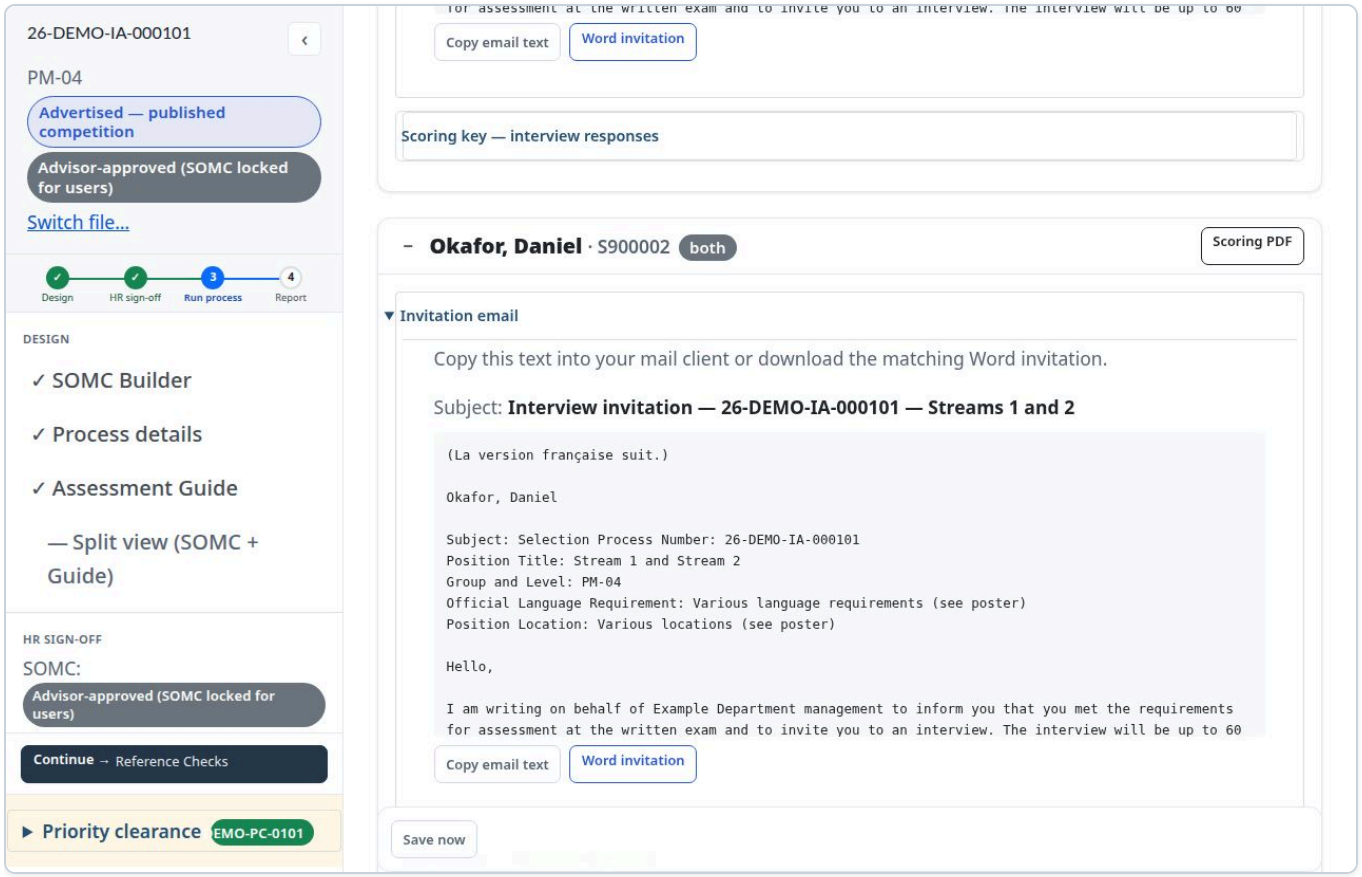
Only applicants screened in for the relevant stream appear here.



- Set the exam schedule and contact person. The bilingual invitation for each candidate is generated from these settings; copy it into your email or download the Word version.
- **Online exam**: generate a secure link for a candidate. The link works for that candidate only and expires after the exam window. With strict integrity, copy and paste are blocked and leaving the exam tab is recorded.
- Score answers against the expected answers in the Guide. Scores and pass or fail results feed the Assessment Summary Report.

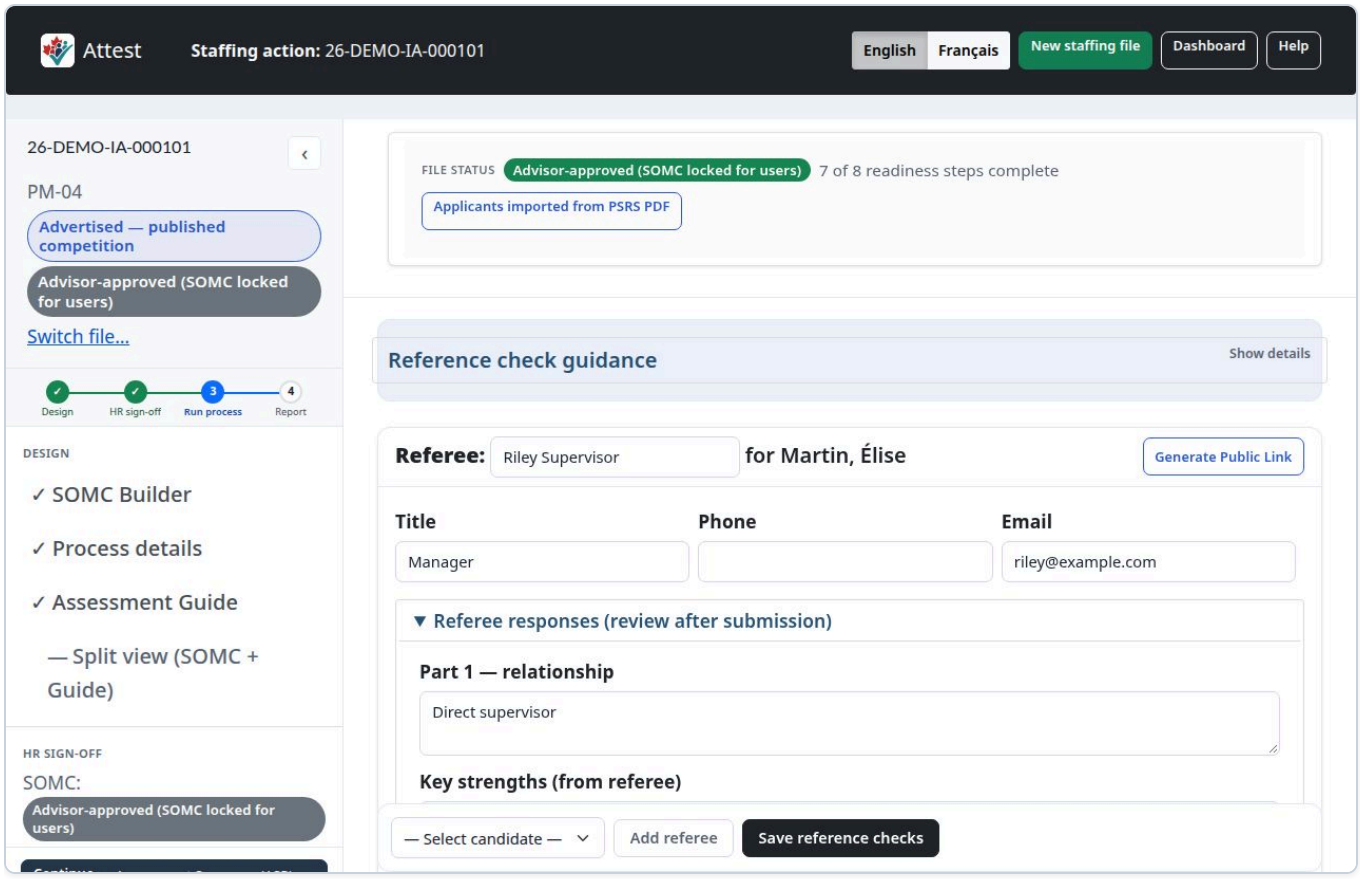
Interview

Schedule the board, send invitations generated from your settings, and record scores and notes for each candidate and criterion. The interview questions come from the Guide.



Reference checks

Add referees for each candidate. Either record the referee's answers yourself or choose **Generate public link** to send the referee a secure questionnaire. Responses appear for review once submitted.

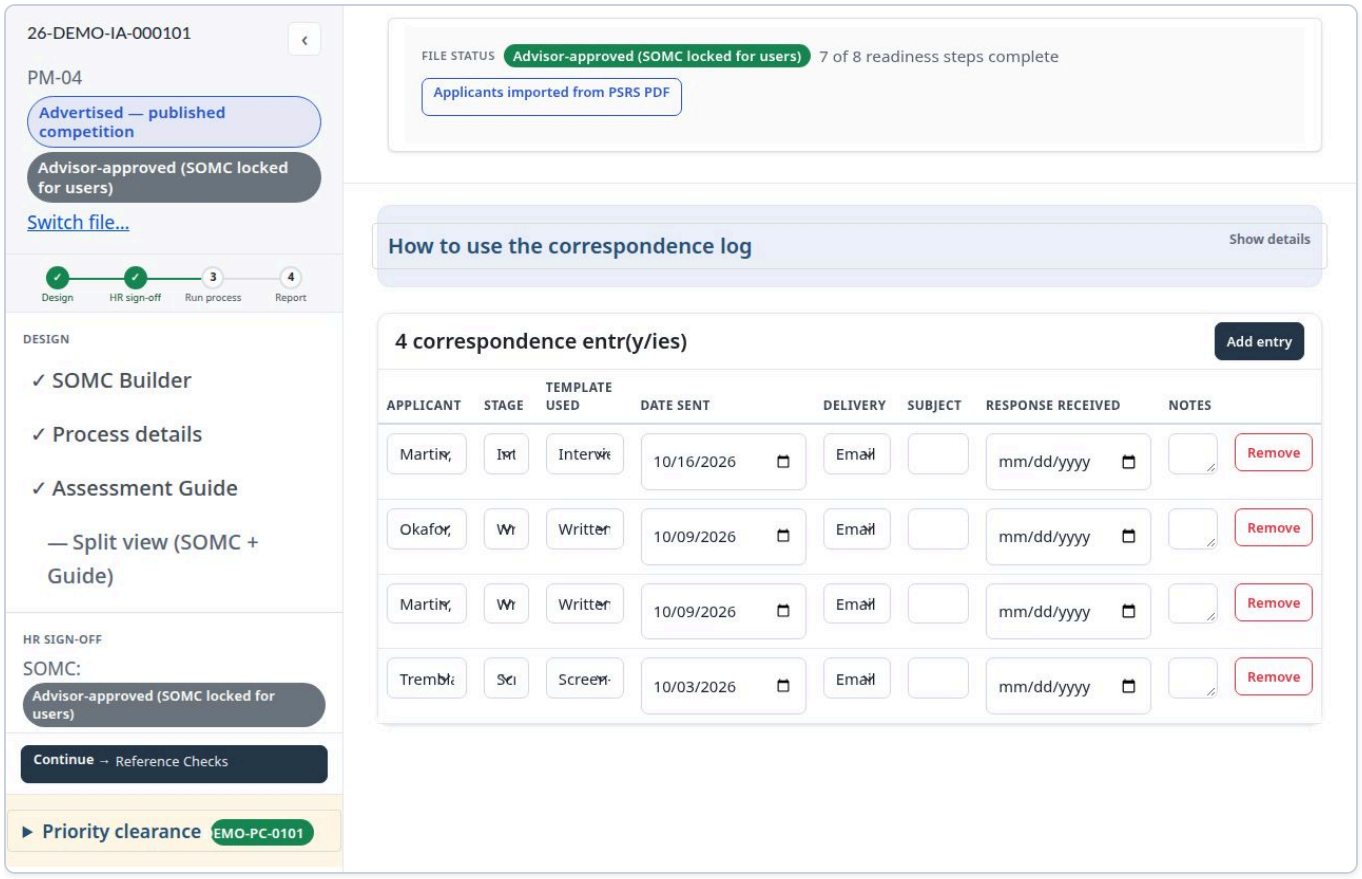


Other assessments

If the Guide uses a practical test or standardized testing, this module appears in the menu. Record each candidate's result for the criteria assessed by that method.

Correspondence log

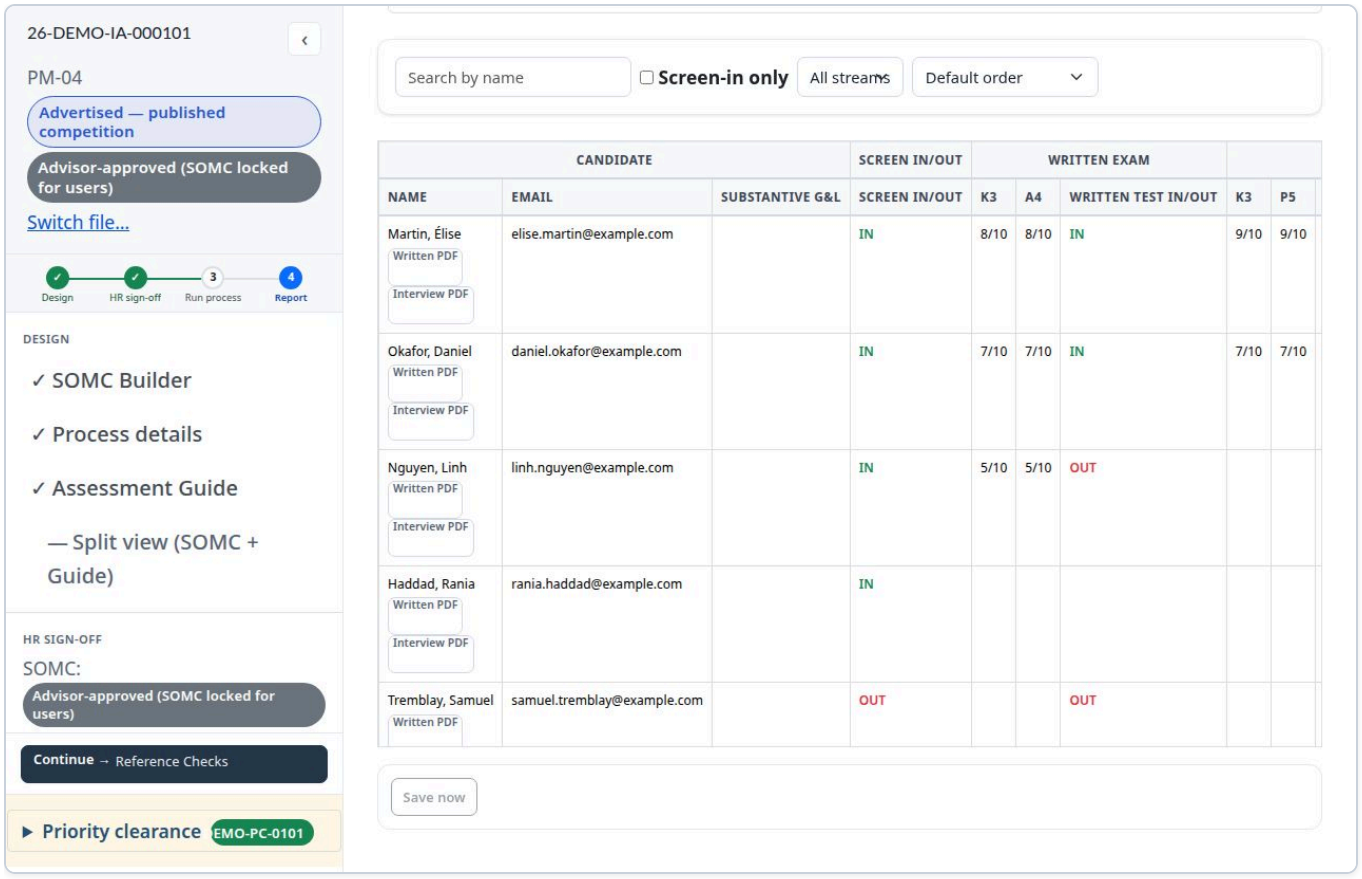
Keep track of what was sent to each candidate and when: invitations, reminders, screen-out notices, regret letters and informal discussion offers. Record the date, delivery method and any response.



> **Note:** Accommodation details are not recorded in Attest. Handle them through your department's accommodation process.

Assessment Summary Report

The Assessment Summary Report brings every result together: screening, written exam, interview, references and other assessments, per candidate and per criterion.



- Filter by name or stream, or show only screened-in candidates.
- Record each candidate's final disposition (for example fully qualified, partially qualified, not qualified or withdrew).
- Export to Excel or PDF. Exports carry the security marking for Protected B information.

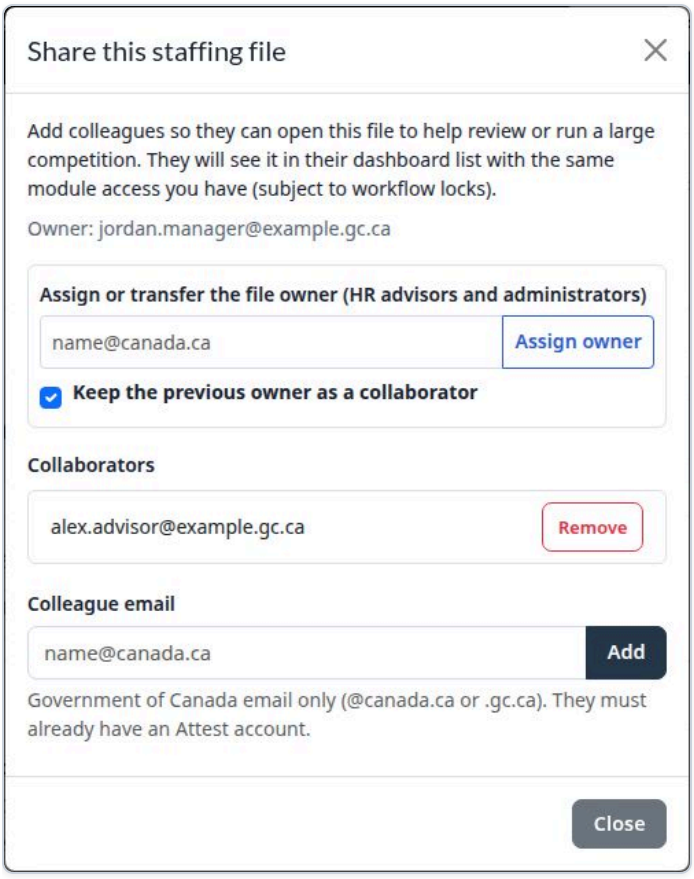
Closing a file and records retention

When the process is finished, open the file's dashboard and choose **Close & archive process**. This records the closure date and time-to-staff and freezes the final statistics. A closed file is read-only for everyone; its owner can reopen it if needed, which clears the closure date and frozen statistics.

Applicants' personal information is kept for the period set by your department's retention schedule, then disposed of by an administrator. The process itself (criteria, guide and statistics) remains.

Sharing a file

To work on a file with colleagues, open the file's actions and choose **Share with colleagues**. Add their Government of Canada email; they must already have an Attest account. Collaborators can work in every module; only the owner (or an HR advisor or administrator) can manage collaborators, close or delete the file.



HR advisors and administrators can also assign or transfer the owner, for example when a manager changes jobs. A file without an owner is visible only to HR advisors and administrators until one is assigned.

HR templates

The **HR templates** page lists your department's own forms (Word, Excel or PDF), such as local checklists or letters, for download. Invitations, exams, scoring guides and reports are produced by Attest itself, so this list may be empty.

What candidates and referees see

- Candidates and referees never sign in. They receive a secure, personal link that works only for their exam or questionnaire and expires.
- Each page opens with a privacy notice explaining how their personal information is used, in both official languages.
- The written exam page shows the instructions, the time remaining and the questions; answers are saved as the candidate works.

Good habits and troubleshooting

- **Saving** — most pages save automatically. A status message confirms each save; if it reports an error, do not close the page until it is resolved.
- **“Cannot be modified” or locked messages** — the SOMC is approved or the file is closed. Ask your HR advisor.
- **A criterion cannot be removed** — applicants already have results for it (see Protected criteria).
- **A file is missing from your list** — ask its owner to share it with you, or ask HR to assign it to you.
- **Signed out unexpectedly** — sessions end after inactivity; sign in again. Saved work is kept.

Administrators: see the Administrator guide.

Guide updated 2026-10-23.