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Appendix Amended: 2019-11-08

1. General

1. 1. The validation committee will use the information in [Form 5144, Competency Résumé - NCO Promotion Process](#) to validate candidates to the minimum level for each of the competencies requiring validation.

1. 1. 1. The selecting line officer will consider information in the competency résumé (CR) when identifying the recommended candidate.

1. 2. When policy requires a candidate's examples to be evaluated by a validation committee, the examples that were previously used in:

1. 2. 1. an unsuccessful validation attempt may not be submitted for re-validation for the same level or higher; and

1. 2. 2. a successful validation attempt may not be submitted for re-validation for the same level or lower.

1. 3. When [sec. 1.2. to 1.2.2.](#) apply, the candidate will provide the officer in charge (OIC), National Promotions Unit (NPU)/delegate with copies of previously used examples.

1. 3. 1. The OIC, NPU/delegate will verify that the examples are new and different.

2. Candidate

2. 1. Complete the CR.

NOTE: The employment of, or assistance from, any outside agency to complete the promotion process documents is not permitted and will be deemed as cheating.

2. 2. Read and ensure that you understand all relevant information related to the RCMP [Competency Based Management](#), and the NCO Promotion Process.

2. 3. Read and follow the detailed instructions outlined on [Form 5144](#), and on the job advertisement.

2. 4. For each competency identified on the job advertisement, you must submit two different examples (one example per CR page) describing how you best demonstrate each required competency.

2. 4. 1. Examples must be verifiable. An example that cannot be verified will not be accepted.

2. 4. 2. If you do not submit two different examples for each required competency, your application package will be considered incomplete.

2. 4. 3. Where applicable, you must also submit copies of previous validation results.

2. 5. When identifying and preparing your examples, you may draw on job-relevant experiences from inside or outside of the RCMP.

NOTE: Although there is no time limit for examples provided on the CR, be aware that the timeframe in which your examples occurred may be a factor when your information is compared against that of other candidates during the selection stage.

2. 6. For each example, you must describe the situation you encountered, the role you played, the actions you took, and the results of those actions.

2. 6. 1. Provide insight into the reasons behind your actions, including how and/or why the actions were carried out.

2. 6. 2. Enter each example on a CR page in the space provided.

NOTE: Attachments will not be considered.

2. 7. Only examples provided for a specific competency will be considered when validating that competency.

2. 8. Sign each CR page, verifying that the example provided is true and accurately describes your behaviour.

2. 8. 1. The electronic submission of the CR through your personal work email account will be accepted as your electronic signature.

2. 8. 2. Ensure that your current supervisor signs each CR page where indicated.

3. Supervisor

3. 1. Read the instructions that are listed in this appendix and on the CR, and all other information provided to you.

3. 2. Verify the behavioural examples provided by the candidate, based on your knowledge or by contacting the references.

3. 3. If you are unable to verify an example, or if the accuracy of the description is in question, meet with the candidate and attempt to resolve any concerns and disagreements.

NOTE: An example that cannot be verified must not be used.

3. 4. Review any previously used examples provided by the candidate and, when applicable, verify that the examples being submitted are new and different.

3. 5. Sign each CR page where indicated.

4. Officer in Charge, National Promotions Unit/Delegate

4. 1. If the accuracy of information in a CR comes into question at any point in the process, take the necessary steps to verify the information.

4. 1. 1. When appropriate, consult with the candidate's supervisor, the candidate, and others as deemed necessary.

NOTE: An example that cannot be verified will not be accepted.

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